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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Location:** | | | | | **Date:** | | | |
| **Company:** | | | **Permit Duration (no more than 12 hours):** | | | | | |
| **Description of Work:** | | | | | | | | |
| **Crew Assigned (Print Names):** | | | | | | | | |
| 1. If work must continue past the 12 hours an extension must be authorized by a supervisor. If the task changes, another Hot Work Permit is required. 2. Prior to performing any hot work process (welding, cutting, grinding or polyethylene electro-fusion):    1. **Level 1 Hot Work inspection and authorization;**        1. The area must be inspected by the employee performing the hot work, the fire watch and their supervisor.       2. The permit is then signed off by the employee, the fire watch and their supervisor in the “Level 1” sign off section.    2. **Level 2 Hot Work Inspection and authorization;**       1. The area must be inspected by the employee performing the hot work, the fire watch, their supervisor and the Area Production Coordinator or Operator.       2. The permit is then signed off by the employees, the fire watch, their supervisor and the Area Production Coordinator or Operator in the “Level 2” sign off.   **NOTE:** If the area is a non-production area then the area owner would be the second inspector/authorizer. (i.e. paint shop) | | | | | | | | |
| **Hot Work Inspection** | | | | | | | | |
| **Flammable/Combustible Material Check**  **Check Within 50 feet in all directions; If YES then adequate controls must be in place.** | | | | | | | | |
|  | **YES** | **NO** | **N/A** |  | | **YES** | **NO** | **N/A** |
| Natural gas? ( piping, controls, or valves) |  |  |  | Cutting Above or Near Rubber Belts? | |  |  |  |
| Combustible Materials (Fiberglass, PVC, Wood, Paper, Plastic Rubber, etc.) |  |  |  | Has the materials coating or paint been checked for lead or other toxic hazards? | |  |  |  |
| Can Slag or sparks travel along structures to combustible materials? |  |  |  | Gas cylinders? | |  |  |  |
| Scaffolds? (wood planking) | |  |  |  |
| Combustible Building Materials or Surfaces? (Floors, walls, roofs etc.) |  |  |  | Garbage Containers? Do they have proper fire resistant lids, closed? | |  |  |  |
| Open Holes in Work Area? (Walls, tanks, floors, etc.) |  |  |  | Equipment Containing Combustibles? | |  |  |  |
| Equipment Made of Combustible Material? (Scrubbers, pipes, etc.) |  |  |  | Unprotected Electrical Cables or Trays? | |  |  |  |
| Adjacent Areas Checked for Combustibles? (opposite side of walls) |  |  |  | Chemicals, Oils, Greases, Paints, etc. | |  |  |  |
| Mobile Equipment/Vehicles in the vicinity? |  |  |  | Fire suppression system? (Sprinklers, heat sensors etc.….) | |  |  |  |
| **Task Precaution Checklist** | | | | | | | | |
|  | **YES** | **NO** | **N/A** |  | | **YES** | **NO** | **N/A** |
| Trained to perform the work activity safely? |  |  |  | ERT Notification Required? | |  |  |  |
| Cutting / welding equipment in good repair? |  |  |  | Emergency Procedures Reviewed - ERT? | |  |  |  |
| Work area inspected and Drop Zone barricaded & tagged? |  |  |  | Special PPE Requirements? | |  |  |  |
| Fire Blankets / Fire Resistant Shielding Required? |  |  |  | Fire extinguishers readily available?  Do you have the right extinguisher? | |  |  |  |
| Proper personal protective equipment is in place P.P.E.? |  |  |  | Screens have been installed to prevent arc flash to other employees? | |  |  |  |
| **NOTE:** Employees performing a hot work activity must wear the appropriate PPE to protect themselves from heat, fumes, & harmful rays. Flame resistant or heavy cotton clothing must be worn, full length sleeves not rolled up, and gloves. | | | | | | | | |
| Lines or tanks purged/cleaned of flammables? |  |  |  | If Yes Results of Testing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ %LEL | | | | |
| Is Atmospheric testing required? |  |  |  | If Yes Results of Testing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ %LEL | | | | |
| **NOTE:** Electrodes are to be removed from holders and / or gas supply must be shut off when equipment is being left unattended. | | | | | | | | |
| **Fire Watch Special or Emergency Instructions:** | | | | | | | | |
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| **Level 1 Inspection and Authorization**  **This section must be signed for authorization to start work, if there is no fire watch required then mark that signature “not applicable”.** | | | | | | | | | | | |
| **Supervisor** |  | | | | |  | | | | | |
|  | PRINT | | | | | SIGNATURE | | | | | |
| **Employee** |  | | | | |  | | | | | |
|  | PRINT | | | | | SIGNATURE | | | | | |
| **Fire Watch** |  | | | | |  | | | | | |
|  | PRINT | | | | | SIGNATURE | | | | | |
| **Level 1 Final Check** | | | | | | | | | | | |
| Upon completion of the hot work activity, **30 minutes** (minimum) of continuous monitoring by a fire watch shall be maintained to detect possible smoldering fires based on the hazards present. An additional period of **90 minutes/1.5 hours** (minimum) intermittent post watch monitoring shall be performed and signed off by a Competent Person. | | | | | | | | | | | |
| **Fire Watch performing final check:** | | | |  | | | | |  | | |
|  | | | | PRINT | | | | | SIGNATURE | | |
| **Competent Person performing final check:** | | | |  | | | | |  | | |
|  | | | | PRINT | | | | | SIGNATURE | | |
| **Level 2 High Risk Areas** | | | | | | | | | | | |
| The following areas have been evaluated as “high risk” areas which will require the Level 2 Inspection and Authorization: | | | | | | | | | | | |
| Tier 2 Confined Spaces | | | Explosive Magazines (Between 26’ and 50’) | | | | | Cooling Towers | | | |
| Warehouse Overhead Galleries | | | Sewage Digester | | | | | Polyethylene electro-fusion activities | | | |
| Fuel Tanks - Vehicle / Equipment | | | Cluster # 6 Fuel Storage Tanks | | | | | Administration Buildings & Laboratories | | | |
| Loadout Overhead Galleries | | | Carpenter Shops | | | | | Fibreglass or lined Tanks | | | |
| Oil Sheds | | | Fiberglass Shops | | | | | Compactors | | | |
| Powerhouse Battery Room | | | Paint shops | | | | | Refinery Roofs | | | |
| Equipment Lube Rooms | | | Stores Warehouses | | | | | Propane Fuelling stations | | | |
| Office/Locker Trailers | | | Compressed Gas Storage racks | | | | | North and South Thickener tank roofs | | | |
| Tented/Coverall type buildings | | | Paper/Plastic Bagging areas | | | | | MCC rooms (Motor Control Centers) | | | |
| Boiler fan room | | | Production Control Rooms | | | | | Sodium Bisulphite/Floc Building | | | |
| **Level 2 Inspection and Authorization:** | | | | | | | | | | | |
| **Production Area Coordinator, Operator or Area Owner:** | | | | |  | | | | | |  |
|  | | | | | PRINT | | | | | | SIGNATURE |
| **Employee** | |  | | | | |  | | | | |
|  | | PRINT | | | | | SIGNATURE | | | | |
| **Fire Watch** | |  | | | | |  | | | | |
|  | | PRINT | | | | | SIGNATURE | | | | |
| **Supervisor** | |  | | | | |  | | | | |
|  | | PRINT | | | | | SIGNATURE | | | | |
| **Level 2 Final Check** | | | | | | | | | | | |
| Upon completion of the hot work activity, **60 minutes** (minimum) of continuous monitoring by a fire watch shall be maintained to detect possible smoldering fires based on the hazards present. An additional period of **60** **minutes/1 hour** (minimum) intermittent post watch monitoring shall be performed and signed off by a Competent Person. | | | | | | | | | | | |
| **Fire Watch performing final check:** | | | |  | | | | | |  | |
|  | | | | PRINT | | | | | | SIGNATURE | |
| **Competent Person performing final check:** | | | |  | | | | | |  | |
|  | | | | PRINT | | | | | | SIGNATURE | |
| **Permit Extension**  **(Must be authorized by a supervisor with the authorization for level 1 or the Area Coordinator, Operator or Area Owner for level 2)** | | | | | | | | | | | |
| **Reason for extension:** | | | | | | **Permit Extended to: (time)** | | | | | |
|  | | | | | |
| **Supervisor** |  | | | | |  | | | | | |