



## BUILDING ORIENTATION GUIDE

# Normand-Maurice Building 740 Bel-Air, Montreal

### Important telephone numbers

Name	Organization	Position / Role	Office	Cell / Other
Nathalie Duchesne	O&M	Facility Manager	514-982-4539	Cell : 514-668-9835
Eric Toth	O&M	Maintenance Supervisor	514-982-9424	Cell : 514-884-1574
Marc-André Parent	O&M	Building Team Leader	514-982-1898	Cell : 514-912-1518
Mario Dicaire	O&M	Building Technician	514-933-2388	Cell : 514-234-1691
Belkacem Madhoume	O&M	Building technician	514-933-2388	Cell : 514-730-7829
Daniel Szuber	O&M	Project Manager	514-840-3128	Cell : 514-886-7558
Emmanuel Boileau	O&M	Health & Safety Coordinator	514-868-2018	Cell : 514-817-5701
Agnes Rousseau McCann	O&M	Environment Specialist	514-868-1819	Cell : 514-743-1569
Public Security	SPVM-SPIM	<b>Police – Ambulance – Fire</b>	<b>911</b>	
Security	Commissionnaires	Security	514-933-2514	

**\*\*\*This building orientation guide is a controlled document. All requests for changes or additions must be forwarded to the Portfolio Administrator 514-868-1821\*\*\***



## \*\*\* Permit To Work \*\*\*

*The Facility Management team has directed you to complete a « PERMIT TO WORK », then no work may commence until after the appropriate permit has been completed and has been approved by the Facility Management team.*

A copy can be found in **Appendix D** of the present document or an electronic copy is available on the following link:  
<http://www.snclavalinom.com/en/SharedSupportServices/StrategicProcurement/PermitToWork.aspx>

### 1. General Information

- 1.1. The purpose of this orientation handbook is to inform SNC-Lavalin O&M employees, contractors, and subcontractors of the procedures, rules and protocols to be followed in this building, before work begins and while work is being carried out, as well as to describe the risks specific to this buildings. It is the responsibility of the contractor, as Prime Contractor, to distribute and thoroughly explain the information contained in this handbook to all his employees and subcontractors.
- 1.2. The site-specific risk assessment for this building can be found in **Appendix A**.

### 2. Contractor's Roles and Responsibilities

- 2.1. In accepting the work contract, the contractor agrees to take charge of all duties normally overseen by the Prime Contractor.
- 2.2. The contractor is required to inform the SNC-Lavalin O&M (Operations & Maintenance) Building Services Coordinator or project manager in charge immediately if another contractor is hired either by PWGSC or by SNC-Lavalin O&M to work at the site, so as to coordinate their respective work and to make sure that the contractor has not been released from his responsibilities as Prime Contractor.
- 2.3. Prior to the start of work, the contractor is required to provide his own assessment of the site-specific risks associated with his activities and the measures that will be taken to eliminate the risks described therein.

### 3. Health & Safety

#### 3.1. General

All workers must comply with the legal health and safety obligations under the Safety Code for the Construction Industry and the Act respecting Occupational Health and Safety (CSST), as well as SNC-Lavalin's specific requirements, instructions and procedures outlined in this handbook, without being limited to same. Throughout the project, work areas will be inspected by the Health & Safety Coordinator, the Maintenance Supervisor, the SNC-Lavalin O&M project manager in charge, or any other employee assigned or mandated by SNC-Lavalin. Findings and inspection reports will be kept in the contractor's performance file. Should any deficiencies or health and safety violations be observed, SNC-Lavalin personnel are authorized to stop the work immediately.

#### 3.2. WHMIS material safety data sheets



The contractor shall have up-to-date data sheets for all hazardous products governed by WHMIS that are used or brought into the building. These data sheets are to be kept at the work site for consultation of hazards when using the products, and to inform physicians in the event of an accident with the products. Moreover, the contractor shall make sure that the workers are aware of the risks associated with the products being used and that they have – and wear – the appropriate personal protective equipment. In addition, the workers must be sure to check whether fumes from certain products could seep into the various ventilation systems and either cause incidents or disturb clients.

### **3.3. Lock-out procedure and isolation request**

Because in this industry, the risks and consequences associated with lock-out activities are high, it is very important to be aware of the proper lock-out instructions and procedures. They must also be applied and followed at all times. The purpose of lock-out instructions and procedures is to ensure that no equipment may be accidentally started up, pressurized or energized while an employee is working on it.

Before beginning upkeep, maintenance or repairs on any equipment, workers must make sure that all possible energy sources are eliminated so as to protect their own health, safety and physical integrity as well as that of others.

For all maintenance, inspection or repair work, an isolation (power shutdown) request must be filled out and approved by SNC-Lavalin O&M personnel, in collaboration with the SNC-Lavalin O&M representative. Isolation request binders can be found in the electrical rooms.

The contractor's lock-out procedure must be submitted in writing to the SNC-Lavalin O&M representative for approval before work begins. If the contractor is unable to provide his own lock-out procedure, the SNC-Lavalin O&M procedure will be used.

For information purposes, a sample document (**Appendix B**) is attached at the end of this handbook so that the contractor can become familiar with SNC-Lavalin O&M directives and ensure they are followed.

### **3.4. Welding – cutting – grinding (hot work)**

Authorization (i.e., a hot work permit) is required for any work that produces heat, smoke or sparks (welding, cutting, use of a grinder, etc.)

This authorization (permit) is issued by SNC-Lavalin O&M Building Operations for the building in which the work is to be done, and filled out by Building Operations or the SNC-Lavalin O&M representative, in collaboration with the contractor. Arrangements must be made 48 hours in advance, whenever possible. No hot work may be carried out without a hot work permit.

The contractor must have his hot work permit with him (on site) when performing work requiring a hot work permit.

For information purposes, a sample document (**Appendix C**) is attached at the end of this handbook so that the contractor can become familiar with the details and instructions outlined on the hot work permit used by SNC-Lavalin O&M and ensure they are followed.

### **3.5. Working in confined spaces**

Because in this industry, the risks and consequences associated with confined spaces are high, it is very important to be aware of the proper instructions and procedures for entering and working in such spaces. They must also be applied and followed at all times. All work in confined spaces must be performed by employees who have been trained and have obtained proof of competency to perform such work.

Most confined spaces are identified by a coloured flag and characterized by degree of risk: 3 – red – high risk; 2 – yellow – medium risk; and 1 – blue – low risk. The number associated with each refers to a data sheet available from SNC-Lavalin O&M Building Operations.

For entry into a Type 2 or Type 3 confined space, authorization (i.e., a permit) must be issued by SNC-Lavalin O&M Building Operations or its representative prior to the start of work, and must be signed by the worker(s) and supervisor. Workers must read the hazard assessment form (data sheet) drawn up for each confined space, prior to filling out and signing the permit.



**Any worker who is unable to prove, before work begins, that he or she has received the required training and obtained a competency card from a certified training organization will be refused entry into the confined space.**

### 3.6. Electrical work

As per CSA Standard Z462-2012, all workers carrying out electrical work at our facilities must at least wear long-sleeved clothing that will not melt or that is made of untreated natural fibres, or as applicable, arc-rated clothing appropriate to the category of risk associated with the task being carried out.

## 4. Varia

### 4.1. Asbestos

- ☒ Does not apply. According to the most recent information received, this building **is not known** to have materials that may contain asbestos.
- ☐ Applies. According to the most recent information received, this building **is known** to have materials that may contain asbestos.

Anyone who discovers or suspects the presence of materials that might contain asbestos should immediately notify the project manager in charge and/or the SNC-Lavalin O&M representative on site, before going ahead with the work.

If applicable, the exact locations where asbestos is present are stipulated in the *Plan de gestion de l'amiante* (asbestos management plan or PGA) binder kept in the Building Technician's office.

Asbestos must be removed by a specialized, accredited company.

Prior to the start of work, the contractor must fill out a form for work involving exposure to asbestos (ref. Section 10.1 of the PGA), a training certification form (ref. Section 10.2 of the PGA) and a contractor's notification and consent form (ref. Section 10.3 of the PGA), and have them approved by SNC-Lavalin O&M's representative.

### 4.2. Petroleum product storage systems

- ☐ Does not apply. There is no storage system for petroleum products in this building.
- ☒ Applies. This building has one or more storage systems for petroleum products.
- ☐ The system is governed by the federal Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations

One or more systems on site are governed by the federal Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197); consult the Maintenance Supervisor or Environment Specialist for more information.

### 4.3. Equipment containing halocarbons

For any work on equipment containing halocarbons, the contractor shall comply with Federal Halocarbon Regulations (FHR 2003), SNC-Lavalin O&M procedures and Refrigerant Code of Practice requirements.



Any leak tests or maintenance, repairs or modifications performed on equipment and involving a risk of halocarbon loss must be recorded in a service log and in the equipment maintenance log.

Any halocarbon loss or leakage must be reported immediately to the SNC-Lavalin O&M representative on site.

**4.4. Work and storage area cleanliness**

The contractor is responsible for work area cleanliness. The work area must be cleaned on a daily basis and following project completion.

It is up to the contractor to remove debris and materials.

The building cleaning service is not responsible for cleaning the area while work is in progress or immediately following project completion.

**4.5. Site signage**

Bilingual signs must be visible at each work site, indicating the physical risks and hazards to workers, occupants and visitors.

**4.6. Tools and equipment**

The contractor must make certain that he has all the necessary equipment, tools, materials and machinery at his disposal to perform the required work. No tools, equipment, materials or machinery will be loaned by SNC-Lavalin O&M.

**4.7. Combustion engines**

The use of internal combustion-driven tools or equipment (gasoline, propane, etc.) is strictly prohibited in all parts of the building, including the basements, mechanical rooms, penthouse and warehouse. Authorization is required for the use of tools such as propane welding torches or similar items (see paragraph 3.4).

**4.8. Powder-actuated tools**

The use of Ramset-type powder-actuated nail guns is strictly prohibited.

**4.9. Roof access**

4.9.1. Access to the roof is prohibited unless approved by the SNC-Lavalin O&M representative. Workers and subcontractors must wear safety harnesses and use permanent rooftop anchors.

Safety procedures and instructions are posted on the roof access doors.

**4.9.1.1. Use of permanent rooftop safety anchors**

The use of rooftop safety anchors, where such exist, is prohibited without the agreement of the SNC-Lavalin O&M representative.

The contractor shall comply with the instructions and installation drawings on existing equipment, and shall respect the load limitations defined for said equipment.

**Workers and subcontractors are required to be attached or to put in place some other means of fall protection safety when working less than three metres (10 feet) from the edge of the roof.**



## **5. General Information and Emergency Procedures**

SNC-Lavalin O&M Building Management Services and the Client-tenant have agreed on the rules and procedures that apply to all persons required to work inside and/or outside the building. This list is not limited to the items mentioned therein, and may be subject to change with no prior notification.

# **No service interruptions without prior authorization**

### **5.1. Service interruptions with prior authorization**

**Forty-eight (48) hours' prior authorization** is required to:

- Gain access to confined spaces;
- Gain access to the building and/or the roof;
- Obtain keys;
- Obtain a hot work permit;
- Obtain a parking permit;
- Shut down a protection, electrical or mechanical system.

For information purposes, a sample assessment form (**Appendix A**) is attached at the end of this handbook so that the contractor can become familiar with SNC-Lavalin O&M directives and ensure they are followed.

### **5.2. Bypassing fire alarms**

Arrangements to bypass fire alarms or sprinkler systems must be made 48 hours in advance and outside working hours. The necessary authorizations must also be requested and received 48 hours in advance.

#### **WARNING**

The contractor shall ensure that his work does not inadvertently set off the alarm for any of the building protection systems (fire alarm, intruder detection, mechanical systems, etc.).

If an alarm is set off, the contractor shall be responsible for the costs associated with interruptions to building client operations as well as any costs charged to SNC-Lavalin O&M by the various institutions for a false alarm.

Fifteen (15) days' prior authorization is required for all work affecting client operations.

### **5.3. Emergency procedures**

#### **5.3.1. Accidents and incidents**

##### **Contractors:**

Immediately inform the SNC-Lavalin O&M representative at 514-234-1691, or contact the National Call Centre, 24/7, at 1-800-463-1850 (National Call Center) .

##### **SNC-Lavalin O&M personnel:**

Use the SNC-Lavalin O&M incident reporting procedure



**5.3.2. Mechanical breakdowns and emergencies**

Any water damage, mechanical breakdown or other problems must be reported to the Maintenance Supervisor (during the day) at 514-234-1691 or the National Call Centre (all other times) at 1-800-463-1850. Then notify the project manager in charge on his or her cell phone.

**5.4. Fire**

If a fire is detected, proceed to the nearest manual fire station (pull box), pull the lever, and evacuate the premises. Call 911 immediately.

**5.4.1. Evacuation plan in case of fire**

A copy of the emergency evacuation plan is posted near each elevator and stairwell.

**5.4.2. Fire alarm**

If you hear the fire alarm, evacuate the building immediately by the nearest emergency exit and move at least 30 metres away from the building.

**5.4.3. Your building's alarm system**

Your building has a two-stage alarm system:

- **Peparatory signal – rate of 20 beats per minute (slow)**
  - Wait for instructions before evacuating
- **Evacuation signal – rate of 120 beats per minute (fast)**
  - Evacuate the building immediately by the nearest emergency exit and assemble at the meeting point if one has already been assigned, or move at least 30 metres away from the building.

**5.4.4. Evacuation plan in case of fire**

Workers must take note of evacuation plans and instructions, which are posted near each elevator and stairwell.

**5.4.5. Evacuation**

You must establish a meeting point outside the building and appoint someone to be in charge of counting employees. If any employees are missing when called, immediately report the last known location of the missing employee(s) to the security desk.

**5.4.6. Walkie-talkie and cellular telephone users**

If one of the following codes: 10-25, 10-10 or 10-30, is heard through the radio or voice communication system, immediately interrupt all radio and/or cellular communications until otherwise notified and remain alert for further instructions.

**5.4.7. Heat and smoke detectors**

The building is protected by heat and smoke detectors, which are linked to a central monitoring station.

All work, including housekeeping work, carried out in areas equipped with smoke detectors must be authorized by the SNC-Lavalin O&M representative, as the building's smoke detectors also detect dust, humidity, etc.

Contractors will be charged for any service interruptions harmful to the client's operations if they neglect to have the detectors disarmed before starting work.

**5.4.8. Sprinkler system**





The building is protected by a sprinkler system connected to the building's fire alarm system.

**5.4.9. Manual pull stations**

Manual fire stations (pull boxes) are located near the stairwells and in the main corridors.

**5.4.10. Portable extinguishers and fire hoses**

Firefighting stations are installed near the elevators and stairwells, and in the main corridors. Signs are posted indicating their locations.

**5.4.11. Fire alarm panel**

The fire alarm control panel is located in the ground floor vestibule.

**5.5. Building access procedures**

**5.5.1. Intruder alert system**

The contractor shall not be given access to alarm system security codes. System shutdown and start-up, as well as any work done on said system, must be performed by an SNC-Lavalin O&M employee or representative. Specialized contractors conducting inspections or work on the system must provide prior notice to an SNC-Lavalin O&M representative.

**5.5.2. Building operating hours**

. Permitted working hours are from 7:00 am to 6:00 pm, Monday through Friday.

For Saturdays, Sundays and statutory holidays, schedules must be approved by the SNC-Lavalin O&M representative. This building recognizes all federal and provincial holidays, as well as Remembrance Day and St-Jean-Baptiste Day.

For work performed outside these hours, ie from 7:00 am to 6:00 pm, two (2) weeks' prior authorization is required from the **Building Manager**.

**5.5.3. Building access outside normal operating hours**

A request must be submitted by the General Contractor and his subcontractors to the SNC-Lavalin O&M representative in charge, at least 48 hours prior to the start of work. They must always be accompanied by an SNC-Lavalin O&M employee or security guard. If the work will affect the normal operations of the building or its occupants, the contractor shall advise SNC-Lavalin O&M two weeks in advance.

**5.5.4. Meeting point outside usual working hours**

The meeting point for contractors and O&M employees and/or security guards is located at the entrance of 740 Bel-Air.

**5.5.5. Security / Identification**

☐ Does not apply. The building does not offer security services.

☒ Applies. The building offers a security service.

All employees working on the site must register at the security desk when they arrive, and ID cards issued by Building Security must be visible at all times. The attendance list, working hours, and names and telephone numbers of contractors or their representatives working in the





building must be submitted to the project manager in charge or his or her representative for project and site control purposes.

**5.5.6. Parking**

☐ No parking is available

☒ Parking is permitted when authorized by the SNC-Lavalin O&M representative, as long as there are spaces available.

**5.5.7. Noisy work**

All noisy work must be identified as such prior to the start of work and approved by the SNC-Lavalin O&M representative.

**5.5.8. Deliveries**

All deliveries must be made through the entrances approved by the SNC-Lavalin O&M representative.

**5.5.9. Loading dock**

All deliveries must be made through the entrances approved by the SNC-Lavalin O&M representative.

**5.5.10. Passenger/freight elevators and loading dock levellers**

The use of passenger or freight elevators is subject to conditions and to approval by the SNC-Lavalin O&M representative.

The use of loading dock levellers is also subject to conditions and to approval by the SNC-Lavalin O&M representative.

Any work on or manipulations to the mechanisms of this equipment requiring the maintenance contractor to travel to the site shall be billed to the contractor responsible.

**5.5.11. Storage of equipment and materials**

The storage of equipment and materials must be approved by the SNC-Lavalin O&M representative based on building availability. No equipment or materials may be stored in the hallways, even temporarily.

**5.5.12. Electrical panels**

Any employee qualified to carry out electrical work must obtain prior authorization from the SNC-Lavalin O&M representative and apply the lock-out procedure. The contractor's lock-out procedure must be submitted in writing to the SNC-Lavalin O&M representative or the Health & Safety Coordinator for approval before work begins.

The contractor must advise the Maintenance Supervisor or his or her representative of every modification made to an electrical panel.

**5.5.13. Electrical rooms**

The electrical rooms must always remain clean and accessible.

No equipment or materials may be stored in the electrical rooms.

**5.5.14. Emergency exits**

The emergency exits must always remain clean and accessible.

No equipment or materials may be stored in the emergency exit areas.



5.5.15. **Toilets**

Workers must use the toilets indicated by the SNC-Lavalin O&M representative.

5.5.16. **Tobacco, drugs and alcohol policy**

There is no smoking inside the building.

SNC-Lavalin O&M has a zero tolerance policy toward the use of drugs and alcohol on the job by its employees and representatives; this also includes contractors.

**6. Additional Information**

See appendices.



## Health & Safety – Site-Specific Risk Assessment

**\*\*In viewing this document, the contractor confirms that he has been informed of the site-specific risks and is, therefore, responsible for informing his employees or subcontractors of its contents prior to undertaking work in this building.**

This list is for information purposes only and risks are not limited solely to those enumerated.  
SNC-Lavalin O&M is not liable for any identification or omission errors.

**Building number (SNC-Lavalin): W300489**

**Building address: Montreal, 740 Bel-Air**

<b>Check the boxes to identify site-specific risks.</b>			
High pressure steam	NA	Electricity – substation	NA
Petroleum product storage system	X	Elevating work platform (scissor lift)	X
Work at heights	X	Fixed or articulated boom lift (cherry picker)	X
Hot work (welding, gas cutting, etc.)	X	Forklift	X
Asbestos	NA	Loading dock leveller	X
Arc flash	X	Truck unloading area	X
Elevator – mechanical room	X	Winches, hoists, overhead cranes	N/A
PCBs	NA	Loading zone (dock)	X
Thermal plant	NA	<b>Roof access</b>	
Battery room – hydrogen and acid	N/A	Fixed wall ladder (exterior)	X
Hazardous materials	X	Fixed wall ladder (interior)	NA
Natural gas line	X	No fixed wall ladder ( <i>portable ladder required for roof access</i> )	N/A
Oil line	X	Via stair or elevator	X
Confined space	X	<b>Other (e.g.: pool, laboratory)</b>	
Compressed air	NA	Fire protection wound garage door (rapid closure)	
Fire alarm	X	EPDM roofing membrane (slippery)	
Glycol water	X		
Presence of lead (e.g.: firing range)	X		
Electricity – overhead power line	N/A		
Electricity – panelboards	X		

<b>Building:</b>	
<b>Electrical Power Supply Isolation Request</b>	<b># Work order:</b>
<b>Authorized by:</b>	<b>Date:</b>
Reason: Preventive maintenance:      Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annual <input type="checkbox"/> Annual <input type="checkbox"/> Repair <input type="checkbox"/> Breakdown <input type="checkbox"/> Project <input type="checkbox"/>	
Name and/or number of equipment to be isolated:	Voltage: <input style="width: 100px;" type="text"/>
<b>Start of isolation</b>	<b>End of isolation</b>
Date: <input style="width: 100px;" type="text"/> Time: <input style="width: 100px;" type="text"/>	Date: <input style="width: 100px;" type="text"/> Time: <input style="width: 100px;" type="text"/>
By (name in block letters and signature):	By (name in block letters and signature):
Company (name & address):	
<b>Lock-out/Tag-out procedure</b>	
<b>Procedure for isolating and restoring to operation:</b> Everyone working on the equipment must participate in the lock-out procedure and apply his or her own padlock. The various energy sources must be locked out in the order described, to ensure workers and equipment are protected.	
Name and/or number of equipment to be isolated:	
Water <input type="checkbox"/> Steam <input type="checkbox"/> Electricity <input type="checkbox"/> Compressed air <input type="checkbox"/> Gas <input type="checkbox"/> System drains <input type="checkbox"/>	
Taken out of service	Put back in service
1-	
2-	
3-	
4-	
5-	
6-	
7-	
8-	
9-	
By:	By:
Signature:	Signature:
Date & time:	Date & time:
<b>Name (block letters) and signature of all individuals working on the equipment:</b>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

SNC- Lavalin O&M- HOT WORK PERMIT Precautions Checklist	
<p>Before issuing the permit: Can the work be done any other way or in the workshop?</p> <p><b>IMPORTANT: Precautions Checklist must be followed</b></p> <p><b>REF : NATIONAL FIRE CODE OF CANADA (SECTION 5.2)</b></p>	<p><b>General</b></p> <p><input type="checkbox"/> Sprinkler protection in service</p> <p><input type="checkbox"/> Communication methods for help or emergency.</p> <p><input type="checkbox"/> Cutting and welding equipment in good repair</p> <p><input type="checkbox"/> If work conducted on enclosed equipment, confined space Entry permit issued</p> <p><input type="checkbox"/> Area smoke detection isolated where appropriate</p> <p><input type="checkbox"/> Inspect contractors' equipment to certify that it is in proper working order and in a fire safe condition prior to issuance of permit</p> <p><b>Within 15 m of work area</b></p> <p><input type="checkbox"/> Floors swept clean of all combustibles</p> <p><input type="checkbox"/> Combustible floors wet down or covered with damp sand, metal or other non-combustible shields</p> <p><input type="checkbox"/> All ordinary combustibles and flammable/combustible liquids removed</p> <p><input type="checkbox"/> Covers suspended beneath elevated work to collect Sparks</p> <p><input type="checkbox"/> All hazardous operations discontinued</p> <p><input type="checkbox"/> Appropriate fire extinguishers or hose stream at the ready</p> <p><b>Work on Walls or Ceilings</b></p> <p><input type="checkbox"/> Construction non-combustible and without combustible Covering</p> <p><input type="checkbox"/> Exposed combustible ceiling and wall insulation covered or Removed</p> <p><input type="checkbox"/> Combustibles moved away from opposite side of wall</p>
<p><b>Person Doing Work:</b> Fill in start time and hang in a highly visible position near hot work operation. When operation complete, fill in finish time.</p> <p>Time Started: _____ Time Completed: _____</p> <p><b>Fire Watch:</b> When the operation is complete, stay at location for 1 hour. After one hour, notify the permit issuer or Supervisor of satisfactory completion of operation.</p> <p><b>Permit Issuer:</b> Initially inspect work area and complete precaution checklist. Keep copy and issue original to person doing work. <b>Ensure that a final inspection is conducted 4 hours after hot work is completed.</b></p> <p>Company: _____ Date: _____</p> <p>Building: _____ Department: _____ Floor: _____</p> <p>Work to be done: _____</p> <p>Work to be done by Whom: _____</p> <p>The location where this work is to be done has been examined, necessary precautions have been taken and permission is granted for this work. Permit expires (No more than one shift):</p> <p>Signed: _____ Title: _____ (Permit issuer /person responsible for authorizing hot work)</p> <p><b>REF : NATIONAL FIRE CODE OF CANADA (SECTION 5.2)</b></p>	

**INITIAL INSPECTION**

The work area and adjacent areas to which sparks and heat may have spread (including floors above and below and on opposite sides of walls) have been **continuously** inspected for 1 hour after the work was completed and were found to be fire safe.

Signed: \_\_\_\_\_  
(Hot Work Supervisor or fire watcher)

Title: \_\_\_\_\_

Time  
Inspection  
completed: \_\_\_\_\_

**FINAL INSPECTION**

The work area and adjacent areas to which sparks and heat may have spread (including floors above and below and on opposite sides of walls) have been inspected 3 hours after the initial inspection was completed and were found to be fire safe.

**Note: Depending on location and circumstances of the work, more frequent checks may be appropriate**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

(Hot Work Supervisor or fire watcher)

Time checked: \_\_\_\_\_

**\*\* Trained fire watchers equipped with appropriate PPE shall be required by the individual responsible for authorizing hot work wherever cutting or welding is performed in locations other than a properly equipped welding shop, or where:**

- a) combustible material in building construction or contents is closer than 15m to operation
- b) Appreciable combustibles are more than 15m away but are easily ignited by sparks.
- c) Wall or floor openings within 15 m radius expose combustible material in adjacent areas, including concealed spaces in walls and floors
- d) Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings or roofs and are likely to be ignited by conduction or radiation.

**Work on enclosed equipment** (tanks, containers, ducts, dust collectors)

- \_\_\_\_ Equipment cleaned of all combustibles
- \_\_\_\_ Containers purged of flammable vapors

**Fire Watch**

- \_\_\_\_ Trained in use of equipment and in raising/sounding the alarm
- \_\_\_\_ Area smoke detection re-instated where appropriate after work completed

**Final Check- ensure HOT WORK PERMIT is completed**

**Checklist completed:**

Signed: \_\_\_\_\_

(Permit issuer )

All emergency systems DISABLED during the work have been reactivated. Time: \_\_\_\_\_

**SNC•LAVALIN****PERMIT TO WORK FORM****FRM-HS-OM-PTW-01a****A. FACILITY AND PROJECT WORK REQUIREMENTS**

N.A.	Work requested on this permit meets the requirements stipulated in Start Up Meeting for this project.
N.A.	Contractor Environmental Health and Safety submittals have been approved for this project.
N.A.	Material Safety Data Sheets have been provided for materials used to complete the work.
N.A.	Contractor has reviewed Asbestos Management Plan and is aware of location of asbestos containing materials in the work area.

**B. CONTRACTOR AND WORK INFORMATION**

REQUESTED BY	COMPANY NAME	REQUEST DATE	PHONE #	PROJECT# / PO#		
GENERAL CONTRACTOR		JOB FOREPERSON		PHONE #		
<b>SUBCONTRACTORS</b> List Attached						
WORK AREA	SECURITY/COMMISSIONAIRE REQUIRED Yes		WORKERS' NAMES List Attached			
<b>WORK PERFORMED - Shut down request must indicate date and time</b> Description attached						
<b>WORK HOURS - FACILITY MANAGER APPROVAL REQUIRED FOR WORK (typical work hours)</b> Schedule Attached						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>START</b>						
<b>END</b>						
START DATE (mm/dd/yyyy)		APPROVAL SIGNATURE(S)			PHONE #	
		FACILITY MANAGER				

**C. WORKER SAFETY AND SITE PROTECTION REQUIREMENTS**

ELECTRICAL SAFETY, ISOLATION & LOCK OUT/TAG OUT		HOT WORK & FIRE SAFETY	
ELECTRICAL SWITCHES IN OFF POSITION & TESTED FOR ZERO ENERGY		FIRE EXTINGUISHER	HOT WORK PERMIT
PIPING DISCONNECTED AND BLANKED OFF		SPRINKLER VALVES ISOLATED	FIRE WATCH
VALVE/SWITCH LOCKED AND TAGGED		ARC FLASH CONTROLS	
FIRE ZONE DISABLED			
PERSONAL PROTECTIVE EQUIPMENT		ENVIRONMENTAL PROTECTION	
FALL ARREST	FOOT PROTECTION	HEAD PROTECTION	
ASBESTOS ABATEMENT PROCEDURES			
EYE PROTECTION	RESPIRATORY PROTECTION	FACESHIELD	
OTHER DESIGNATED SUBSTANCE ABATEMENT			
SITE CONTROL & PROTECTION		ENVIRONMENTAL PROTECTION	
CONSTRUCTION SIGNAGE		BARRIERS - HOARDING/FENCING	
HAZARDOUS WASTE REGULATED REMOVAL PROCEDURES			
NOTICE OF PROJECT		CAUTION/DANGER TAPE	
DUST CONTROL & DIRT TRACKING PREVENTION			
GENERAL SITE PROCEDURES		CONFINED SPACE	
ATMOSPHERIC HAZARD CONTROLS		ENTRY PERMIT	
RESCUE PROCEDURE		CONFINED SPACE PROGRAM	
INCIDENT NOTIFICATION/REPORTING		SITE SECURITY	
WORK METHODS ID NUMBER:			

**D. CONTRACTOR AGREEMENT**

I HAVE REVIEWED THE PERMIT AND UNDERSTAND THE NATURE AND EXTENT OF THE RULES, REGULATIONS AND PRECAUTIONS TO BE FOLLOWED IN PERFORMING THE WORK.  CONTRACTOR SIGNATURE: _____ PRINT NAME: _____	<b>ISSUE DATE</b>
	<b>EXPIRY DATE</b>