

**PART 1 - GENERAL**

**1.1 DESCRIPTION**

- .1 Fire Safety Requirements
- .2 Hot Work Permit

**1.2 RELATED WORK**

- .1 Section 01 35 25 - Special Procedures on Lockout Requirements.
- .2 Section 01 35 28 - Health and Safety Requirements

**1.3 REFERENCES**

- .1 Fire Protection Standards issued by Fire Protection Services of Human Resources Development Canada as follows:
  - .1 FCC No. 301-June 1982 Standard for Construction Operations ([http://www.hrsdc.gc.ca/eng/labour/fire\\_protection/policies\\_standards/commisioner/301/page00.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commisioner/301/page00.shtml)).
  - .2 FCC No. 302-June1982 Standard for Welding and Cutting ([http://www.hrsdc.gc.ca/eng/labour/fire\\_protection/policies\\_standards/commisioner/302/page00.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commisioner/302/page00.shtml)).
  - .3 FCC standards, may also be viewed at the Regional Fire Protection Services' office (previously known as the Fire Commissioner of Canada) located at 99 Wyse Road, 8<sup>th</sup> Floor, Dartmouth, NS, Tel: (902) 426-6053.

**1.4 DEFINITIONS**

- .1 Hot Work defined as:
  - .1 Welding work
  - .2 Cutting of materials by use of torch or other open flame devices
  - .3 Grinding with equipment which produces sparks.

**1.5 SUBMITTALS**

- .1 Submit copy of Hot Work Procedures and sample of hot work permit to Departmental Representative for review, within 14 calendar days after notification of acceptance of bid.
- .2 Submit in accordance with the Submittal General Requirements specified in Section 01 33 00.

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**1.6 FIRE SAFETY REQUIREMENTS**

- .1 Implement and follow fire safety measures during work. Comply with following:
  - .1 National Fire Code, latest edition
  - .2 Fire Protection Standards FCC 301 and FCC 302.
  - .3 Federal and Provincial Occupational Health and Safety Acts and Regulations as specified in section 01 35 28.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.

**1.7 HOT WORK AUTHORIZATION**

- .1 Obtain Departmental Representative's written "Authorization to Proceed" before conducting any form of Hot Work on site.
- .2 To obtain authorization submit to Departmental Representative:
  - .1 Contractor's typewritten Hot Work Procedures to be followed on site as specified below.
  - .2 Description of the type and frequency of Hot Work required.
  - .3 Sample Hot Work permit to be used.
- .3 Upon review and confirmation that effective fire safety measures will be implemented during performance of hot work, Departmental Representative will provide authorization to proceed as follows:
  - .1 Issue one (1) written "Authorization to Proceed" covering the entire project for duration of work; or
  - .2 Separate work, or segregate certain parts of work, into individual entities. Each entity requiring a separately written "Authorization to Proceed" from Departmental Representative. Follow Departmental Representative's directives in this regard.
- .4 Requirement for individual authorization based on:
  - .1 Nature or phasing of work;
  - .2 Risk to Facility operations;
  - .3 Quantity of various trades needing to perform hot work on project; or
  - .4 Other situation deemed necessary by Departmental Representative to ensure fire safety on premises.

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**1.7 HOT WORK AUTHORIZATION**  
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- .5 Do not perform any Hot Work until receipt of Departmental Representative's written "Authorization to Proceed" for that portion of work.
- .6 In tenant occupied facility, coordinate performance of Hot Work with Facility Manager through the Departmental Representative. When directed perform Hot Work only during non-operative hours of Facility. Follow Departmental Representative's directives in this regard.

**1.8 HOT WORK PROCEDURES**

- .1 Develop and implement safety procedures and work practices to be followed during the performance of Hot Work.
- .2 Procedures to include:
  - .1 Requirement to perform hazard assessment of site and immediate hot work area for each hot work event in accordance with Hazard Assessment and Safety Plan requirements of Section 01 35 28.
  - .2 Use of a Hot Work Permit system for each hot work event.
  - .3 The step-by-step process of how to prepare and issue permit.
  - .4 Permit shall be issued by Contractor's site Superintendent, or other authorized person designated by Contractor, granting permission to worker or sub-contractor to proceed with hot work.
  - .5 Provision of a designated person to carry out a Fire Safety Watch for a minimum of 30 minutes immediately upon completion of the hot work.
  - .6 Compliance with fire safety codes and standards specified herein and occupational health and safety regulations specified in Section 01 35 28.
- .3 Generic procedures, if used, must be edited and supplemented with pertinent information tailored to reflect specific project conditions. Clearly label as being the Hot Work Procedures applicable to this contract.
- .4 Hot Work Procedures shall clearly establish worker instructions and allocate responsibilities of:
  - .1 Worker(s).
  - .2 Authorized person issuing the Hot Work Permit.
  - .3 Fire Safety Watcher.
  - .4 Sub-contractors and Contractor.

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**1.8 HOT WORK PROCEDURES**  
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- .5 Brief all workers and sub-contractors on Hot Work Procedures and Permit system established for project. Stringently enforce compliance.
  - .1 Failure to comply with the established procedures may result in the issuance of a Non-Compliance Notification at Departmental Representative's discretion with possible disciplinary measures imposed as specified in Section 01 35 28.

**1.9 HOT WORK PERMIT**

- .1 Hot Work Permit to include, as a minimum, the following data:
  - .1 Project name and project number;
  - .2 Building name, address and specific floor, room or area where hot work will be performed;
  - .3 Date when permit issued;
  - .4 Description of hot work to be performed;
  - .5 Special precautions required, including type of fire extinguisher needed;
  - .6 Name and signature of person authorized issue the permit;
  - .7 Name of worker(s) (clearly printed) to whom the permit is being issued;
  - .8 Time duration that permit is valid (not to exceed 8 hours). Indicate "Start" time & date and "Completion" time & date;
  - .9 Worker signature with date and time upon hot work termination;
  - .10 Specified period of time requiring Safety Watch;
  - .11 Name and signature of person designated as Fire Safety Watcher, complete with time and date when safety watch terminated, certifying that the surrounding area was under continual surveillance and inspection during the full time period specified in permit and commenced immediately upon the completion of Hot Work.
- .2 Permit to be in typewritten form. Industry Standard forms shall only be used if all data specified above is included on form.
- .3 Each Hot Work Permit to be completed in full and signed as follows:
  - .1 Authorized person issuing Permit before hot work commences;
  - .2 Worker(s) upon completion of Hot Work;
  - .3 Fire Safety Watcher upon termination of safety watch and;
  - .4 Returned to Contractor's Site Superintendent for safe keeping.

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**1.10 DOCUMENTS ON SITE**

- .1 Keep Hot Work Permits and hazard assessment documentation on site for duration of work.
- .2 Upon request, make available to Departmental Representative or to authorized safety representative for inspection.