



## Administrative Procedure 4200 HOT WORK FIRE WATCH

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| Responsibility:     | Superintendent, Facility Services  |
| Legal References:   | <a href="#">Fire Code – O. Reg. 213/07</a>   |
| Related References: | <a href="#">Administrative Procedure 4210 Shutdown of Fire Alarm System in Schools</a> |
| Revisions:          | March 2013, September 2019   |
| Reviewed:           | February 2016, April 2022, March 2023, October 2024                                    |

### 1. Preamble

- 1.1 This procedure applies to all personnel (Board employees and contractors) performing hot work at the Waterloo Region District School Board (WRDSB).

### 2. General

- 2.1 This administrative procedure has been developed to ensure that where practical, every opportunity to eliminate hot work from school premises (owned and operated) will be considered first to minimize risk. When not practical to eliminate flame, heat or spark-producing equipment, only WRDSB employees or contractors with appropriate training shall conduct hot work. Further, the WRDSB hot work permit system will be utilized.
- 2.2 Exceptions to the above include curriculum application in purpose built spaces appropriate for the activity (science rooms, welding shops, hospitality, and auto shop). Purpose built spaces are those designed for and designated for the contemplated hot work activity.

### 3. Definitions

- 3.1 **Hot Work:** Any work involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing, and welding.
- 3.1.1 **Braze:** To join or fuse two pieces of metal together using hard solder with a high melting point
- 3.1.2 **Grind:** To smooth, sharpen, or polish by friction or abrasion
- 3.1.3 **Torch:** A portable apparatus that produces a very hot flame by the combustion of gases
- 3.1.4 **Solder:** Melted metal or alloy used to join one piece of metal to another
- 3.1.5 **Weld:** A metal joint formed by softening with heat and fusing or hammering together
- 3.2 **Fire Watch:** The assignment of a person or persons to an area for the express purpose of notifying the fire department and/or building occupants of an emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire and life safety dangers during hot work operations and for 60 minutes following completion of the hot work.

- 3.3 **Restricted Space:** Is one which is fully or partially enclosed, that is not both designed and constructed for continuous human occupancy, but in which atmospheric hazards are not present.
- 3.4 **Restricted Hot Work Area:** Hot work is not permitted to be carried out by WRDSB employees in spaces designated as restricted or confined spaces. Contractors qualified to conduct restricted or confined space hot work will be permitted to conduct hot work.
- 3.5 **Fire Monitor:** The assignment of a person or persons to the area where hot work was completed following completion of the fire watch, for an additional two hours.
- 3.6 **Contractor:** Vendors retained by the WRDSB and their staff, as well as their sub trades and agents retained by the Vendor.

#### 4. Responsibilities

- 4.1 Managers and Supervisors are responsible to:
  - 4.1.1 Consider methods that would eliminate the need to conduct hot work
  - 4.1.2 Perform applicable tasks of the hot work permit
  - 4.1.3 Attend training as required
  - 4.1.4 Ensure all WRDSB employees performing hot work are trained and competent
  - 4.1.5 Maintain documented records of employees who are trained
  - 4.1.6 Identify and provide proper Personal Protective Equipment (PPE) to employees
  - 4.1.7 Issue hot work permits to WRDSB employees or contractors
  - 4.1.8 Maintain records for one year through the Controller, Facility Services
- 4.2 Employee conducting hot work is responsible to:
  - 4.2.1 Consider methods that would eliminate the need to conduct hot work
  - 4.2.2 Perform applicable tasks to the hot work permit
  - 4.2.3 Ensure Fire Watch Staff have signed the hot work permit
  - 4.2.4 Identify PPE and ensure it is in good order for the task
  - 4.2.5 Obtain approved permit from Supervisor or Manager prior to performing hot work (for afterhours/on-call work requiring immediate attention due to emergency situation, Managers or Supervisors are authorized to verbally authorize and follow-up provided all other aspects of the hot work permit program are adhered to)
  - 4.2.6 Complete hot work permits as required
  - 4.2.7 Notify Custodial Department Head, Head Custodian, or Lead Hand (and Site Administrator if present)
  - 4.2.8 Control workplace hazards
  - 4.2.9 Follow proper procedures when performing hot work
  - 4.2.10 Attend training as required
- 4.3 Employee conducting the fire watch is responsible to:
  - 4.3.1 Ensure suitable fire extinguishers are available
  - 4.3.2 Control workplace hazards during hot work activities
  - 4.3.3 Provide dedicated and uninterrupted fire watch services during hot work and for 60 minutes following completion of the work
  - 4.3.4 Monitor hot work for 2 hours after job has been completed
  - 4.3.5 Attend training as required
- 4.4 Contractor must:
  - 4.4.1 Consider methods that would eliminate the need to conduct hot work
  - 4.4.2 Perform applicable tasks of the WRDSB hot work permit in addition to their own internal hot work permit program
  - 4.4.3 Ensure Fire Watch Staff have signed the WRDSB hot work permit
  - 4.4.4 Identify PPE and ensure it is in good order for the task
  - 4.4.5 Obtain approved permit from WRDSB Supervisor or Manager prior to performing hot work (for after-hours/on-call work requiring immediate attention due to emergency

situation, Managers or Supervisors are authorized to verbally authorize and follow-up provided all other aspects of the hot work permit program are adhered to)

- 4.4.6 Complete WRDSB hot work permits as required
- 4.4.7 Notify Custodial Department Head, Head Custodian, or Lead Hand (and Site Administrator if present)
- 4.4.8 Control workplace hazards
- 4.4.9 Follow proper procedures when performing hot work
- 4.4.10 Provide proof of training as required

## **5. Hot Work/Fire Watch Permit System**

- 5.1 A Hot Work/Fire Watch Permit System has been developed specifically for the WRDSB. This system describes additional details required.
- 5.2 Any time hot work is being conducted, a Fire Watch is required. A Fire Watch cannot be completed by the individual conducting hot work.
- 5.3 Blank Hot Work permits are available in Facility Services, through the Controller, Facility Services office.

## **6. Hot Work/Fire Watch Records**

- 6.1 Upon Completion, Part 1 and Part 2 hot work/fire watch records must be forwarded by the Supervisor or Manager to the Controller, Facility Services and will be maintained for a period of one year.

## **7. Fire Alarm Shut Down**

- 7.1 Anytime a fire alarm system is shut down or a portion of the system is disabled, a Fire Watch must be provided. Refer to Administrative Procedure 4210 Shutdown of Fire Alarm system in Schools.