

## PURPOSE AND SCOPE

The purpose of this Interim Protocol is to specify requirements for safe hot work operations involving welding, brazing, soldering, torch-applied roofing, cutting metal, drilling on metal or concrete, grinding on metal or concrete, sawing on metal or concrete, use of a torch to heat pipes, heat treating, chemical welding, powder-driven fasteners, as well as other tasks that could generate sparks or slag. This Protocol applies to all St. Francis Xavier University (StFX) work sites, including contractor operations. All legislative jurisdictional, StFX and contractor requirements will be reviewed, and the more stringent requirements will be applied. ***This Protocol is in force until December 31, 2021 (and is the same as previous Interim Protocols)***. For the purposes of this document, Supervisors include Project Managers.

## PROCEDURE

1. Supervisor to obtain Hot Work Permits from StFX Facilities Management (FM).
2. Person doing the Hot Work (Employee/Contractor), aka Permit Owner, shall complete and sign the Hot Work Permit, ensuring all required precautions are in place.
3. Permit Owner to ensure sufficient ventilation is in place for the type of Hot Work being done.
4. Permit Owner to follow their own Safe Work Practices for the Hot Work being done.
5. Supervisor to verify the Hot Work location has been examined, and the precautions checked on the "Required Precaution /Checklist" have been taken.
6. Supervisor will consult with StFX FM competent person to determine if any fire safety systems require disabling and determine what steps need to be taken to do so.
7. Supervisor to ensure all affected persons are aware of the Hot Work taking place and what interferences to expect, e.g. smells.
8. Supervisor will sign the Hot Work Permit to authorize the work to begin, confirming that all required precautions are in place.
9. Permit Owner will contact Safety and Security (902 867 4444) and tell them who they are, where they are, and that they are starting Hot Work.
10. Hot Work Permit shall be displayed in a conspicuous location.
11. Once work is complete, Permit Owner will contact Safety and Security and tell them who they are, where they are, and that the Hot Work is complete. Supervisor to determine if monitoring is required, and request Safety and Security to do so. Ask Security to sign Permit acknowledging that the final checkup was done.
12. Supervisor shall ensure Fire Safety Systems are enabled, as required.
13. Fire watch shall be done for at least 60 minutes, or longer if the Supervisor deems it necessary. The Fire Watcher shall signoff the permit when the Fire Watch is complete.
14. If Monitoring is requested (see #11 above), Safety and Security Officer will sign the Permit under Final Checkup.
15. Supervisor to ensure all completed permits are returned to the StFX OH&S Officer.