



Water and Waste Department
 Safety Branch
 Safety Management System
Hot Work Permit

Project:

Building:

**Staff Member or Contractor
 Performing the Work**

Date

WO #

Contract Administrator

Scope of Work

**Specific Work
 Location**

Work Date & Times (Permit valid for duration of work only)

Permit must be re-issued if any working conditions change (ie: change of shift, new hazard identified, etc.)

Emergency Response Procedures

Emergency Phone Number – 911 Nearest hospital: _____

Identify first aiders: _____

Fire extinguisher on site: Yes Location: _____

Emergency Contacts: _____

Hazard identification (check all). If applicable, identify hazard reduction strategy.

Fumes/Smoke _____

Protect Adjacent Surfaces _____

Fire Alarm Shutdown yes no

Electrical Coordination: _____

Fire Watch yes no Conducted by: _____

Combustibles/Flammable products within hot zone _____

Electrical Hazards yes no _____

Asbestos yes no _____

Working at heights yes no _____

Protect Public and Other Workers _____

Other: _____

Prior to Start of Work:

- 1) Fax permit to Contract Administrator by noon on the day before the work
- 2) City staff: Fax permit to your Supervisor
- 3) Original permit must be posted at the work area for the duration of the work.

Emergency Repairs:

- 1) Permit is filled out on site and posted in work area.
- 2) Fax permit to Safety Branch when work is complete (986-3860).

After work is complete: Forward original permit to the Contract Administrator (City staff, forward to your Supervisor)

Final Review Before Starting Work (check all) - Contractors and City Staff

- Scope of work discussed.
- Contractor's person in charge has been identified.
- Adequate ventilation is implemented
- All hazards identified and appropriate safe work procedures implemented.
- PPE selected to mitigate the hazard(s).
- All required safety gear in on-site.
- All required tools and equipment on-site
- All required documentation is on-site (Permit, safe work procedure, MSDS, manuals, prints etc)

Contractors

Contractors are responsible for their own personal protection equipment, staff training, ventilation, tools and equipment and protecting existing property, other workers, building staff and the general public from any hazards related to the Work. Contractors must fill out the permit, perform the work and send completed copies to the Contract Administrator,

Project Contacts (please print)

Contract administrator: _____ Phone #: _____

Contractor site supervisor: _____ Phone #: _____

Sign-off

Contractor's person in charge is satisfied all safe-work conditions have been met.

Name: _____

Signature: _____