

POLICY: HOT OR OPEN FLAME WORK - WORKER'S COPY			NUMBER: WP-43A
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Lynn Logan	CLASSIFICATION: Work Procedure	EFFECTIVE: July 1, 2015
			SUPERSEDES: March 1, 2007
<ol style="list-style-type: none"> 1. Upon arrival at work location, ensure that all flammable materials, as practical, are removed or isolated from the area where the work is to be carried out. 2. The appropriate class of fire extinguisher MUST be immediately accessible at the work site. In locations where fire extinguishers are not accessible, obtain one from Fire Safety. Locate the nearest fire alarm pull station. 3. Check the area for the proximity of heat or smoke detectors. If there is the possibility these may accidentally be triggered, either: <ol style="list-style-type: none"> 3.1 Arrange with the Electrical Shop to deactivate the zone, or 3.2 Cover the detector with a plastic bag. 4. Prior to the work commencing, contact Client Services and advise them: <ol style="list-style-type: none"> 4.1 That hot or open flame work is to be carried out. 4.2 The specific location as to where the work is being done. 4.3 Confirm that fire extinguishers are at the site. 4.4 Indicate whether or not a smoke / heat detector has been deactivated or bagged. 4.5 When it is anticipated the work will actually commence and at what time it is anticipated the work will be completed. <p>If the work is to take place after regular work hours, CCPS is to be contacted in lieu of Client Services.</p> 5. Once the work is complete, check the area around the work site to ensure that there are not hot spots, smoke or other indications that a possible fire is present. The area must be checked again one hour after completion of work. 6. Once the area has been determined safe, contact Client Services and advise them that: <ol style="list-style-type: none"> 6.1 The work is complete, area is clear of any possible fires. 6.2 Smoke / heat detector has been reactivated or the bag removed. 7. Depart from the site removing all work material and debris. 8. If a fire alarm sounds, do not assume it is your work that has caused the alarm. Evacuate the building. Report to the exit closest to the fire annunciator panel (usually located at the main entrance of the building) and advise CCPS and the Fire Department of the location and the nature of the work you have been doing. If it was your work that triggered the alarm system, consult with your Supervisor and take appropriate steps to prevent another alarm. Do not proceed with your work until those preventative measures have been implemented. 9. If a fire breaks out, only extinguish if the fire is smaller than a basketball and you feel safe to do so. Pull the fire alarm regardless and close any doors leading to the area with the fire. Evacuate the building a make contact with CCPS and inform them where the fire is. 			