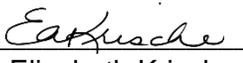


<b>POLICY:</b> <b>HOT OR OPEN FLAME WORK</b>			<b>NUMBER:</b> WP-43
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<b>PREPARED BY:</b> Facilities Management (FM)	<b>AUTHORIZED BY:</b>  Elizabeth Krische	<b>CLASSIFICATION:</b> Work Procedure	<b>EFFECTIVE:</b> September 1, 2021
			<b>SUPERSEDES:</b> September 1, 2004

**SCOPE**

All work which generates heat that may cause combustion of surrounding materials, including open flame work, is covered by this policy.

**PURPOSE**

To establish the necessary safety procedures and notification so that hot or open flame work may be carried out at a specific location in University buildings.

**RESPONSIBILITY**

Compliance with this procedure is the responsibility of the appropriate manager and the workers carrying out the procedure.

This procedure applies to all personnel carrying out hot or open flame work; this includes outside contractors.

**EXCLUSION:** THIS PROCEDURE DOES NOT APPLY TO SHOP AREAS IN UNIVERSITY BUILDINGS WHICH WERE DESIGNED FOR THIS TYPE OF WORK (I.E., WELDING SHOP, PLUMBER/FITTER SHOP, MACHINE SHOPS, POWER PLANT, VEHICLE SHOP).

**INSTRUCTION**

All workers required to use this procedure will receive an initial briefing by their supervisor followed by refresher training on a frequency to be determined by the supervisor.

**PROCEDURE**

1. Upon arrival at work location ensure that all flammable materials, as practical, are removed from the area where the work is to be carried out. Where this is not practical, isolate the material with a fire barrier.
2. No work shall be done unless the appropriate class of fire extinguishers is immediately accessible at the work site. In locations where fire extinguishers are not accessible, arrangements must be made with the Fire Safety Office to obtain one. The worker shall 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, the worker is to either:
  - 3.1 arrange with the Electrical Shop to deactivate the zone, or
  - 3.2 cover the detector with a plastic bag

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4. Prior to the work commencing, contact Client Services and advise them:
  - 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.
5. Once the work is complete, the area around the work site is to be checked by the worker to ensure that there are no hot spots, smoke or other indications that a possible fire is present. The area must be checked again one hour after completion of the work.
6. Once the worker has determined that the area is safe, they are to contact Client Services and advise them that,
  - 6.1 the work is complete;
  - 6.2 the area has been found to be clear of any possible fires or smoldering debris;
  - 6.3 smoke/heat detector has been reactivated or the bag removed.
7. Depart from the site removing all work materials and debris.

**SERVICE CENTRE**

1. Upon receiving a communication from a worker that hot work is to be done, record on Client Services board the details of the work being performed. If at the end of the work day they have not received an "all clear" at a particular site Client Services will contact the worker or the worker's supervisor to confirm that work is complete and the area has been found to be clear and the fire protection system is in service. If no one can be reached, then another FM supervisor must be contacted.
2. If the fire alarm is activated and you receive a call that someone doing hot or open flame work has possibly caused the alarm, immediately advise Campus Western Special Constable Service (WSCS) and they should notify London Fire Department Communications. However, treat all fire alarms as real. Most detectors do not give an indication that they have been set off. This can only be determined by checking the fire annunciator panel located at the front entrance of the building. Evacuate the area and meet WSCS/fire responders outside the building near the fire panel.

**SAFETY**

1. No work is to be initiated under any circumstances unless all aspects of the procedure have been followed and the notification to the Service Centre has been made.
2. If this work is to take place after regular work hours, WSCS is to be contacted in lieu of Client Services.

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**IF THE ALARM SOUNDS**

1. Unless there is a way to determine you have tripped a detector, do not assume it is your work that has caused the fire alarm. Evacuate the building and urge others to do the same. Report to the exit closest to the fire annunciator panel (usually located at the main entrance of the building) and advise WSCS and the Fire Department of the location and the nature of the work you have been doing. They will be able to determine if your work activated the alarm when they check the fire panel.
2. 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.

**IF A FIRE BREAKS OUT**

Personal safety is the number one priority. Extinguish the fire with a fire extinguisher (only if you feel it is safe to do so). If you do not feel you will be able to extinguish the fire safely, pull the fire alarm and close any doors leading to the area with the fire. Advise occupants that there is an actual fire as you leave the area to exit the building. Make contact with WSCS once you are safely out of the building and tell them where the fire is. Meet WSCS and fire department responders outside the door where the fire panel is located to advise them of the location and nature of the fire.