











Date Revised:	April 2019	Overall Task Risk Rating: B
Description:	Activities that require Hot-Work including any work or process which produces higher temperature surfaces, flames, sparks, electrical discharges, flash etc.	
Location(s):	Shop, Asphalt Plant & Construction Projects	
Associated Documents: Housekeeping WTS, Fire Extinguishers WTS, Compressed Gas WTS		

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- If there is not an adequate fire extinguisher in close proximity, do not commence hot work tasks
- If there are any flammable objects or hazardous materials in close proximity, do not commence hot work tasks

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

									
Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection)
- Depending on the task, additional PPE (i.e. full face protection) may be required

SAFE WORK PRACTICES (SWP)

General Hot Work Practices:

- Where cutting or welding is to be done overhead, a fire watch must be conducted and signs must be posted
- A fire extinguisher of an adequate type and size for the job, must be adjacent / below the work area (charged and regularly inspected)
- Post and ensure compliance with “No Smoking” signs
- The area in which welding is being done should be screened off where applicable
- Develop project specific Hot Work procedures and obtain a Hot Work Permit if required by the owner of the project
- If you are not familiar with the safe use of any machinery or equipment, ask your supervisor or foreman for assistance prior to starting
- Do not attempt to clear jammed machinery without first shutting off power
- Oxygen and acetylene torches must be equipped with a flash back arrestor and check valves
- An alarm or alert system needs to be present, documented in the emergency plan and communicated to all workers

Cylinders:

- For storage and transport, cylinders shall be secured in an upright position
- Empty cylinders are to be stored separately and clearly marked
- Signage indicating No Smoking shall be posted
- Refer to Compressed Gas WTS for more information

Inspections:

- All equipment operators must conduct and record pre-use inspections where required for specific pieces of equipment
- Fire watches must be conducted during and after overhead hot-work activities are implemented (continue fire watch post work for 30 min.)
- Inspect for damaged cylinders, hoses, torches, vehicles and tar kettles as these can increase risk of fire or explosion with near-by hot work
- Before starting a machine or equipment, ensure guards and safety devices are in place, adjusted and functioning properly

- Do not make any protective devices or guarding ineffective
- Do not use defective equipment, remove it from use and inform your foreman / superintendent - they will arrange for it to be serviced
- Keep machines and equipment clean and report any leaks or other noticeable defects

Housekeeping:

- The area in which hot work is being done should be clear of any potentially flammable dust and debris
- Ensure proper storage & handling of flammable or combustible chemicals as they increase risk of fire or explosion with near-by hot work
- Ensure spills and residual contaminants are cleaned up as they could be flammable
- Ensure adequate ventilation

Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)
- Workers exposed to, or required to work with WHMIS controlled products/material, must be trained in WHMIS accordingly
- Workers required to handle propane must be a holder of a certificate or ROT (record of training) for that purpose
- Every worker who may be required to use fire extinguishing equipment shall be trained in its use

Personal Protective Equipment:

- Workers on construction projects must wear, at a minimum, head, foot and high visibility protection
- Eye protection is required when completing tasks that may cause debris / objects to dislodge or become airborne
- Workers must adhere to all requirements of legislated regulations when handling specific designated substances
- Workers must wear all PPE listed in specific materials SDS
- Wear the appropriate personal protective equipment for the job at hand (i.e. safety glasses, face shield, respirator etc...)
- Gloves are to be worn when working with hot materials
- A face shield will be worn in addition to safety glasses when a worker is exposed to flying projectiles

JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM	A
			High risk of injury or equipment / property damage.
TASK HAZARDS		TASK CONTROLS	B
			Medium risk of injury or equipment / property damage.
			C
			Low risk of injury or equipment / property damage.
TASK HAZARDS	TASK CONTROLS	RATING	
<ul style="list-style-type: none"> • Damaged Equipment 	<ul style="list-style-type: none"> • Do not use defective equipment, remove it from use and inform your foreman / superintendent • Do not attempt to clear jammed machinery without first shutting off power • Hoses and cables must be protected from any possibility of damage (consider suspending them) 	B	
<ul style="list-style-type: none"> • Lack of Inspection 	<ul style="list-style-type: none"> • All equipment operators must conduct and record pre-use inspections where required for specific pieces of equipment • Fire watches must be conducted during and after overhead hot-work • Fire extinguishers must be inspected on a monthly basis 	C	
<ul style="list-style-type: none"> • Lack of Personal Protective Equipment 	<ul style="list-style-type: none"> • Workers on construction projects must wear, at a minimum, head, foot, eye and high visibility protection • A face shield will be worn in addition to safety glasses when a worker is exposed to flying projectiles • Gloves are to be worn when working with hot materials 	C	

<ul style="list-style-type: none"> • Fire 	<ul style="list-style-type: none"> • Ensure adequate ventilation • Post and ensure compliance with “No Smoking” signs • The area in which hot work is being done should be clear of any potentially flammable dust and debris • Ensure spills and residual contaminants are cleaned up as they could be flammable 	B
<ul style="list-style-type: none"> • Lack of Training 	<ul style="list-style-type: none"> • Workers exposed to, or required to work with hazardous material, must be trained in WHMIS accordingly • Workers required to handle propane must be a holder of a certificate or ROT (record of training) for that purpose • Every worker who may be required to use fire extinguishing equipment shall be trained in its use 	B
<ul style="list-style-type: none"> • Lack of Fire Protection Measures 	<ul style="list-style-type: none"> • A fire extinguisher of an adequate type and size for the job, must be adjacent / below the work area (charged and regularly inspected) • An alarm or alert system needs to be present, documented in the emergency plan and communicated to all workers 	B

SAFE JOB PROCEDURES (SJP)

<p><u>Pre-Task Commencement:</u></p> <ol style="list-style-type: none"> 1. Gather and wear the required PPE for the task - on construction sites, all must wear head, foot and high visibility protection 2. Safety Glasses and Face Shield is required when completing tasks that may cause debris / objects to dislodge or become airborne. 3. Ensure the site-specific workplace violence assessment is complete 4. Complete the Daily GAZZ Card and review with all workers the shift’s tasks with any associated hazards and control strategies 5. Ensure all workers understand the GAZZ Card contents, and sign off in acknowledgement 6. Ensure controls are in place prior to commencing work so risks are mitigated / eliminated 7. Determine what equipment / machinery / tools and material, are required for the completion of the task 8. Inspect all equipment / machinery / tools prior to use and document the inspections on appropriate forms when required 9. Ensure preventative maintenance activities have been completed where required, prior to using equipment / machinery / tools 10. If equipment / machinery / tools are observed to be damaged, remove it from use and notify the Foreman / Superintendent 11. Install fencing and hoarding where needed 12. Develop project specific Hot Work procedures and obtain a Hot Work Permit if required by the owner of the project 13. Identify who will be performing a fire-watch, and where fire extinguishers are needed 14. Ensure all personnel and equipment required for fire watches or fire extinguisher use, are readily available onsite 15. Ensure hot work tasks are not conducted in areas where flammable or combustible material is present - relocate flammable and combustible material as necessary
<p><u>During Task:</u></p> <ol style="list-style-type: none"> 1. Ensure fire extinguisher is in close proximity 2. Commence Fire Watch for overhead work 3. Commence hot work activities if it is safe to do so - ensure welding is completed by licensed welders 4. Ensure fire watches for overhead work are continued where necessary
<p><u>Task Completion:</u></p> <ol style="list-style-type: none"> 1. Ensure all equipment / machinery / tools are maintained and stored appropriately in the designated locations 2. Implement any housekeeping or maintenance as required