

<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 Krusche	<b>CLASSIFICATION:</b> Work Procedure	<b>EFFECTIVE:</b> March 1, 2022
			<b>SUPERSEDES:</b> September 1, 2021

**SCOPE**

All work which generates heat that may cause combustion of surrounding materials, including open flame work, is covered by this policy. All trades activity that uses or produces flames, sparks, or heat that would act as an ignition source for any flammable or combustible material (eg. welding, cutting, brazing, heating soldering) 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:

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<p>3.1 Contact Electrical Shop or Fire Safety to determine appropriate bypass or deactivation requirements.</p> <p>3.2 For bypass/deactivation support after hours the Electrical On-Call should be requested through Western Special Constable Service (WSCS).</p> <p>4. Prior to the work commencing, contact Client Services or WSCS after hours and advise them:</p> <p>4.1 That hot or open flame work is to be carried out.</p> <p>4.2 The specific location as to where the work is being done.</p> <p>4.3 Confirm that fire extinguishers are at the site.</p> <p>4.4 Indicate method of bypass or deactivation used.</p> <p>4.5 When it is anticipated the work will actually commence and at what time it is anticipated the work will be completed.</p> <p>5. A fire watch shall be maintained in the area of work and any additional areas left without fire detection as a result of the fire alarm bypass. 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.</p> <p>6. Contact Electrical Shop to activate the system.</p> <p>7. The area must be checked again one hour after completion of the work.</p> <p>8. Once the worker has determined that the area is safe, they are to contact Client Services and advise them that:</p> <p>8.1 the work is complete;</p> <p>8.2 the area has been found to be clear of any possible fires or smoldering debris;</p> <p>8.3 the fire alarm system has been fully restored to a normal condition.</p> <p>9. Depart from the site removing all work materials and debris.</p> <p><b><u>CLIENT SERVICES</u></b></p> <p>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.</p> <p><b><u>SAFETY</u></b></p> <p>1. No work is to be initiated under any circumstances unless all aspects of the procedure have been followed and the notification to Client Services has been made.</p>	

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<p>2. If this work is to take place after regular work hours, WSCS is to be contacted in lieu of Client Services.</p> <p><b><u>IF THE ALARM SOUNDS</u></b></p> <p>1. 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.</p> <p>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.</p> <p><b><u>IF A FIRE BREAKS OUT</u></b></p> <p>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 nearest fire alarm pull station 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 police and fire department responders outside the door where the fire annunciator panel is located to advise them of the location and nature of the fire.</p> <p><b><u>RESOURCES</u></b></p> <p><i>Appendix A: Fire Watch Requirements and Recommendations</i></p> <p><i>Appendix B: Fire Watch Patrol Log Sheet</i></p>	

Appendix A:

Fire Watch Requirements & Recommendations

November 2, 2020

Fire Watch Requirements and Recommendations

**Ontario Fire Code Reference:**

O.Reg 213/07, as amended Div B Article 2.8.2.1. sentence (2) clause (h)

A fire safety plan shall provide for alternative measures to be provided for the safety of occupants during a shutdown of any or all fire protection equipment or systems.

**The following are best practices for conducting a fire watch:**

1. Notify London Fire Department of shutdowns that last over 24 hours
2. Post signs at all entrances of affected buildings, informing occupants of impaired systems
3. Create service interruption notices when unplanned shutdowns occur
4. Implement a fire watch for all affected areas, utilizing reliable person(s), while maintaining a record
5. Person(s) who are conducting fire watch should communicate hourly with Fire Safety during office hours and with Campus Community Police Service (CCPS) afterhours
6. Implement an alternative evacuation system to alert occupants of an emergency during the impairment. i.e. air horn, whistles, possibly voice communication system (if available).
7. Fire Safety and CCPS to be notified of impairments, scheduled or unscheduled, when system shutdowns commence and when system has returned to normal.
8. In all cases of fire watch, records of patrols should be provided to Fire Safety
9. Educate contractors and Facilities Management about when a fire watch is required and how it should be conducted.
10. Hazardous operations should be suspended in areas affected by shutdowns

Appendix B:



Fire Safety & Emergency Management  
 Graphics Building, RM123  
 London, Ontario  
 519-661-2111 x88263  
 fire.uwo.ca

**Fire Watch Patrol Log Sheet**

Building Name Requiring Fire Watch: \_\_\_\_\_

What Fire Protection Equipment/System is Out of Service: \_\_\_\_\_

Fire Watch Duties Conducted By (print name/position): \_\_\_\_\_

Fire Watch Commenced: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Fire Watch Terminated: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Round	Date	Start Time (circle a.m./p.m.)	End Time (circle a.m./p.m.)	Areas Patrolled & Comments	Initials
<i>(example)</i>	8/1/20	9:00 p.m.	9:15 p.m.	All hallways on all floors; building occupied	GAW
1	/ /	a.m. p.m.	a.m. p.m.		
2	/ /	a.m. p.m.	a.m. p.m.		
3	/ /	a.m. p.m.	a.m. p.m.		
4	/ /	a.m. p.m.	a.m. p.m.		
5	/ /	a.m. p.m.	a.m. p.m.		
6	/ /	a.m. p.m.	a.m. p.m.		
7	/ /	a.m. p.m.	a.m. p.m.		
8	/ /	a.m. p.m.	a.m. p.m.		
9	/ /	a.m. p.m.	a.m. p.m.		
10	/ /	a.m. p.m.	a.m. p.m.		
11	/ /	a.m. p.m.	a.m. p.m.		
12	/ /	a.m. p.m.	a.m. p.m.		
13	/ /	a.m. p.m.	a.m. p.m.		
14	/ /	a.m. p.m.	a.m. p.m.		
15	/ /	a.m. p.m.	a.m. p.m.		
16	/ /	a.m. p.m.	a.m. p.m.		

Notes

- Rounds shall be made at least once per hour.
- Begin a new Fire Watch Patrol Log Sheet for each new day of Fire Watch.