



Facilities Management

POLICY:

HOT OR OPEN FLAME WORK

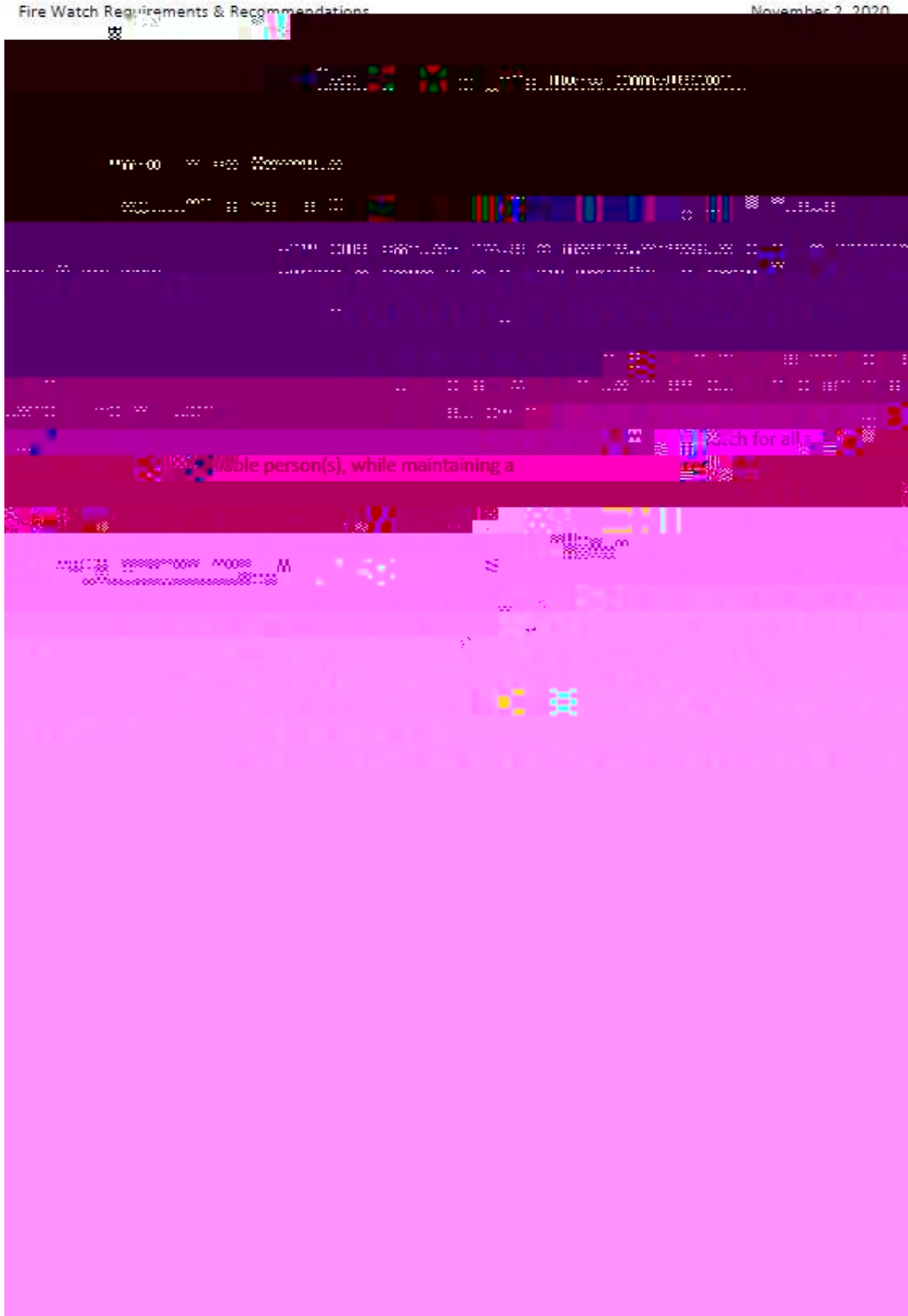
NUMBER:

<p>POLICY:</p> <p style="text-align: center;">HOT OR OPEN FLAME WORK</p>	<p>NUMBER: WP-43</p>
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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><u>CLIENT SERVICES</u></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 a call from the worker, Client Services will 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><u>SAFETY</u></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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2. If this work is to take place after regular work hours, WS6.77 50.508.63 35rk hours,

Appendix A:



Appendix B:

