

Title: Hot Work Program and Fire Safety Systems During Construction and Maintenance Activities

Adopted: February 4, 2020

Effective: February 4, 2020

Amended/Reviewed: June 2, 2026

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

This Procedure has been developed for the protection of staff, students and property through the prevention of fires that may result from Hot Work activities.

The Procedure outlines how to mitigate the risk of accidental fires associated with spark producing or open flame work, to reduce the likelihood of false fire system alarms, and to ensure that precautions are in place to protect the health and safety of staff, students and property.

This Procedure complies with applicable Legislation, including:

- Ontario Fire Protection and Prevention Act 1997
 - O. Reg 213/07 (Fire Code) Section 5.17, subsection 5.17.3.1 (Fire Code – Hot Work)
 - O. Reg 256/14 (Fire Code Amendments) Section 5.11 (Hot Surface Applications)

2.0 DEFINITIONS

2.1 Hot Work: Any temporary maintenance/construction activity involving an open flame or producing heat, smoke, and/or sparks which may act as a source of ignition for any flammable or combustible material. This includes, but is not limited to, brazing, cutting, grinding, soldering, torch-applied roofing and welding.

2.2 Hot Work Permit: A permit that is required prior to undertaking the work. Hot work permits are available online through eBase.

2.3 Fire Watch: Trained personnel assigned for the express purpose of inspecting and managing the Hot Work area. Duties include fire prevention, identifying smoke and/or fire hazards, logging findings, extinguishing small fires, and notifying the fire department and building occupants of an emergency. The Fire Watch is in effect

during Hot Work operations and for 60 minutes following the completion of Hot Work.

2.4 Fire Monitor: One or more persons assigned to frequently monitor the Hot Work area for an additional three hours after the completion of the Fire Watch. Duties include notifying the fire department and building occupants of an emergency.

2.5 Dust Generating Activities: Construction/renovation activities that generate dust particles that can trigger a fire detection device (false alarm). Examples include drywalling and sanding.

2.6 Building Occupied: For the purpose of the procedure, a building is occupied when the majority of individuals normally present are in the building. (e.g. regular school day with students and staff present).

2.7 Building Partially Occupied: For the purpose of the procedure, a building is partially occupied when there is less than the majority of individuals in the building (e.g. outside the regular school hours where custodial staff, childcare, after hours permits may be present).

2.8 Building Unoccupied: There are no individuals in the building other than contractors.

3.0 RESPONSIBILITY

3.1 Facilities Services Supervisor or Manager

Hot Work permits are issued through any Facilities Services Supervisor or Manager. Permits are accessed through eBase.

The Facilities Services Supervisor or Manager shall ensure information about hot work permits, including training and how to complete the form, is communicated with applicable staff and contractors.

The Facilities Services Supervisor or Manager completes Part 1 of the Hot Work Permit and provides a copy of the permits (Part 1 and Part 2) to the worker, DDSB Facilities Services or Contractor, performing the Hot Work.

3.2 DDSB Facilities Service Staff or Contractor

DDSB Facilities Services Staff or Contractor will complete the required precautions checklist on the Hot Work Permit.

DDSB Facilities Services Staff or Contractor will post the Hot Work Permit in the area where the work is being performed.

DDSB Facilities Services Staff or Contractor will complete the required Fire Watch / Hot Work Area Monitoring verification.

3.3 Health and Safety

The Health and Safety Department is responsible for the review, update and monitoring of this Procedure to ensure it meets the minimum standards and legislative requirements. The Health and Safety Department will communicate any updates and revisions.

4.0 APPLICATION AND SCOPE

The Hot Work Program and Fire Safety Systems During Construction Activities Procedure applies to the following type of work/activities performed on DDSB properties, including buildings and grounds:

- Any Work that is Hot Work as defined in this Procedure
- Any construction/renovation activities generating dust/particles that could trigger a fire detection device.

This procedure is not for use in areas defined as confined or restricted spaces, where atmospheres of explosive gases, vapours, or dust exists or could accumulate. For further direction on Hot Work in confined spaces, refer to Board Procedure - Confined and Restricted Spaces (PR OHS 99-03).

This Procedure applies to DDSB staff and service contractors working on DDSB sites.

This Procedure does not apply to construction projects where the General Contractor is the Constructor. The General Contractor must have measures and procedures in place that are equivalent to, or exceed, the requirements of this Procedure.

Exceptions to this Procedure include curriculum and non-curriculum application in **Purpose-Built Spaces** appropriate for the activity. **Purpose-Built Spaces** are those spaces that are designed and designated for the contemplated Hot Work Activity.

- Curriculum exclusions could include science rooms, welding shops, auto shops and hospitality
- Non-curricular exclusions would include the Facilities Services Maintenance Centre.

5.0 PROCEDURES

5.1 Hot Work Permits

5.1.1 Facilities Services Supervisor or Managers can access applications for Hot Work Permits through eBase.

5.1.2 Facilities Services Supervisor or Managers completes Part 1 of the Hot Work Permit and provides a copy of the permit (Part 1 and Part 2) to the worker performing the Hot Work (DDSB Facilities Services staff or Contractor).

5.1.3 DDSB Facilities Services staff or Contractor will complete the required precautions checklist on the Hot Work Permit and will post the Hot Work Permit in the area where the work is being performed.

5.1.4 A record of the Hot Work Permit will be retained in eBase in accordance with the Board records management practices.

5.2 Fire Watch / Hot Work Area Monitoring

5.2.1 DDSB Facilities Services staff or Contractor will complete the required Fire Watch/Hot Work Area Monitoring verification.

5.2.2 Fire Watch and monitoring activities shall be documented in accordance with the Hot Work Permit requirements.

5.3 Fire Safety Systems

The fire alarm system is essential for safe building occupancy. The system should not be shut down or by-passed unless it is absolutely necessary.

5.4 Hot Work

5.4.1 Building Occupied

All efforts to schedule Hot Work during non-occupied times must be made.

Exception: If the hot work is an emergency repair and needs to proceed during occupied times, approval must be provided by the Facilities or Project Supervisor responsible for the work. The following steps will need to be followed:

- a) Hot work permit is completed and posted at the work site. Required precautions outlined in permit (i.e. fire watch/hot work area monitoring) are followed.
- b) Heat and smoke detectors can be temporarily disconnected by the contractor in the immediate working vicinity where there is a possibility that the type of work may generate a false alarm leading to school/building disruption and a response from Fire Services.
- c) Contractors must communicate any disconnection of heat/smoke detectors to the custodian. The custodian will then inform the school administrator.
- d) The fire alarm system should not be shut down during occupied times unless it is absolutely necessary (emergency work). If it is necessary to by-pass an alarm zone this must be done by a qualified electrician that is certified to work on fire panels.
- e) If fire alarm needs to be by-passed during emergency work, the Contractor must inform the custodian and school administrator. The custodian will

contact Central Monitoring and Fire Services prior to system shut down and upon restoring the system. A Fire Watch shall be in place during the fire alarm system shutdown. On a continual basis throughout the shutdown, the Fire Watch shall patrol all affected areas and high-risk areas; call 9-1-1 if they see a fire or smell smoke; announce to occupants through alternate source of alarm (as outlined in hot work permit).

5.4.2 Building Unoccupied or Partially Occupied

- a) Hot work permit is completed. Required precautions outlined in permit (i.e. fire watch/hot work area monitoring) are followed.
- b) Heat and smoke detectors can be temporarily disconnected in the immediate working vicinity where there is a possibility that the type of work may generate a false alarm and a response from Fire Services.
- c) Contractors must communicate any disconnection of heat/smoke detectors to the custodian if they are working in the building.
- d) The fire alarm system should not be by-passed unless it is absolutely necessary. If it is necessary to by-pass an alarm zone this must be done by a qualified electrician with a valid Fire-Ticket (Canadian Fire Alarm Association CFAA).
- e) If fire alarm needs to be by-passed, the Contractor must inform the custodian, if working in the building. The custodian, when on site, will contact central monitoring and Fire Services prior to system shut down and upon restoring the system. If there is no custodian on site, the contractor is responsible for contacting central monitoring and Fire Services.

5.5 Construction/Maintenance Activities (Dust Generating Activities)

5.5.1 Building Occupied

- a) System fire alarm must not be by-passed when building is occupied.
- b) Heat and smoke detectors can be temporarily disconnected in the immediate working vicinity where there is a possibility that the work may generate a false alarm leading to school/building disruption and a response from Fire Services (e.g. work activities that generate dust).
- c) Contractors must communicate any disconnection of heat/smoke detectors to the custodian.
- d) If heat/smoke detectors are temporarily disconnected, monitoring of the work area needs to be in place while the work is being completed. Fire suppression equipment must be in immediate vicinity of the work area.

5.5.2 Building Unoccupied or Partially Occupied

- a) Heat and smoke detectors can be temporarily disconnected in the immediate working vicinity when there is a possibility that the work may generate a false alarm and a response from Fire Services (e.g. work activities that generate dust).
- b) If heat/smoke detectors are temporarily disconnected, monitoring of the work area needs to be in place while the work is being completed. Fire suppression

- equipment must be in immediate vicinity of the work area.
- c) Contractors must communicate any disconnection of heat/smoke detectors to the custodian if working in the building.
 - d) The fire alarm system should not be shut down unless it is absolutely necessary. If it is necessary to by-pass an alarm zone this must be done by a qualified electrician that is certified to work on fire panels.
 - e) If fire alarm needs to be by-passed, the Contractor must inform the custodian, if working in the building. The custodian, when on site, will contact central monitoring and Fire Services prior to system shut down and upon restoring the system. If there is no custodian on site, the contractor is responsible for contacting central monitoring and Fire Services.

6.0 REFERENCE DOCUMENTS

- Ontario Fire Protection and Prevention Act 1997
 - O. Reg 213/07 (Fire Code) Section 5.17, subsection 5.17.3.1 (Fire Code – Hot Work)
 - O. Reg 256/14 (Fire Code Amendments) Section 5.11 (Hot Surface Applications)
- DDSB Procedure - Confined and Restricted Spaces (PR OHS 99-03)