HOT WORK POLICY

<Organization Name> will take all necessary steps to ensure the health and safety of its employees who work with flammable materials or perform hot work as part of their job duties. This policy will outline the requirements that must be satisfied according to the Manitoba *Workplace Safety and Health Act and Regulation.*

DEFINITIONS

“Hot work” may be defined as work that produces arcs, sparks, flames, heat or other sources of ignition.

“Flammable substance” may be defined as:

* A flammable or combustible solid, liquid or gas, or;
* Dust that is capable of creating an explosive atmosphere when suspended in air in concentrations within the explosive limit of the dust.

Source: [Manitoba Workplace Safety and Health Act and Regulation](https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf)

POLICY

In accordance with Part 19 of the Manitoba *Workplace Safety and Health Act and Regulation* (Fire and Explosive Hazards) <Organization Name> will take all reasonably practicable steps to prevent the outbreak of fire or fire hazards at the workplace and to provide effective means to protect workers from any fire hazard that may occur as a result of performing hot work. <Organization Name> will ensure all hot work is performed in accordance with the Manitoba Workplace Safety and Health Act and Regulation and the Manitoba Fire Code.

Employer Responsibilities

* <Organization Name> will develop and implement safe work procedures to ensure the health and safety of workers who perform hot work or any type of work where there are or are intended to be flammable substances that pose a fire hazard. No hot work will be started until the written safe work procedures have been implemented to ensure attention to health and safety.
* The employer will ensure that the surrounding area/atmosphere where hot work will be performed is tested for flammable substances.
* Atmospheric testing must show:
* Whether the surrounding air has flammable substances in amounts that could be ignited and explode during the proposed hot work.
* If it is safe for the planned hot work to be done in that area
* <Organization Name> will not require or permit a worker to enter a work site where a flammable or explosive substance is present in the atmosphere at a level that is more than 10% of the lower explosive limit of that substance.
* The employer will ensure that all workers who are required to perform hot work are trained in safe work procedures. Refresher training will be provided as necessary.
* The employer will not permit or require any hot work to be performed in the vicinity of any potentially flammable substances that may pose a fire hazard, unless suitable steps have been taken to eliminate or reduce the risk of fire
* The employer will ensure that a container or piping that contains or has contained a flammable substance is purged using an effective method to remove the flammable substance from the container or piping before any hot work is begun on that container or piping.
* The employer will not permit or require any hot work to be performed on any material that has been cleaned with a flammable or combustible substance until the potential fire hazard has been effectively eliminated or reduced.
* The employer shall provide and require for workers to wear any provided industrial eye or face protectors during hot work if they are at risk of irritation or injury of their eyes or faces.
* The employer shall provide, and require workers to use, approved protective clothing or covers or another safeguard with equal protection if there is a risk of injury to the skin of a worker from flammable substances.
* The employer will ensure that any material contaminated by a flammable or combustible liquid is placed in a container that is stored in accordance with the Manitoba Fire Code.
* The employer shall ensure that fire protection equipment of an appropriate type and
* sufficient size and capacity to be effective is installed in the workplace and portable fire extinguishers are located in the workplace in accordance with the Manitoba Fire Code.
* The employer will ensure that all fire protection equipment and portable fire extinguishers are maintained in accordance with manufacturers instructions and the Manitoba Fire Code.
* The employer shall provide and require workers to wear fire resistant outer clothing if they are at risk of skin injuries from fire or explosion. Fire resistant clothing must meet the approved industry standard and be appropriate to the risk.
* The employer will ensure that employees are aware of safe working practices related to static charge accumulations during the transfer of a flammable liquid or explosive substance from one container to another. Fire or explosion hazards are prevented by either electrically bonding or grounding the containers.

Employee Responsibilities

* Employees must not use open flames in a work area where flammable substances are stored, handled, processed or used.
* All employees are to follow manufacturer’s instructions in the use, care, storage, inspection and maintenance of all hot work equipment and flammable materials.
* Employees must ensure that all flammable materials and substances are kept away from possible sources of ignition and are not exposed to cross contamination with any other substances.
* Employees must ensure that they are wearing appropriate personal protective equipment at all times where necessary and that their clothing/PPE is not contaminated with a flammable substance.
* Employees must ensure that they are aware of all safety procedures and emergency protocol(s) while performing hot work.
* Employees must prioritise all safety precautions for themselves and the safety precautions related to their team and the general environment.
* Employees must ensure that flammable substances are not at risk of ignition in hazardous locations.
* Employees should never perform hot work in hazardous locations or in explosive atmospheres.
* Employees must ensure that compressed or liquefied gas containers are used, handled, stored and transported in accordance with the manufacturer’s specifications and in accordance with the Manitoba Fire Code.
* Employees must ensure that sparks, flames or other sources of ignition are not allowed to come in contact with gas cylinders, regulators or hoses of a compressed or liquefied gas system.
* Employees must take all reasonable precautions to prevent damage to their PPE or any company equipment.
* Employees must ensure that all necessary safety equipment and safeguards are in place prior to beginning work.
* Employees must take all reasonable precautions to prevent damage to their PPE and company equipment.