### PART 1: WORK INFORMATION

**To be completed by:**  
**SUPERVISOR**

<table>
<thead>
<tr>
<th>Work Performed By:</th>
<th>□ CU Employee</th>
<th>□ Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Department:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building:</td>
<td>Room/Work Area:</td>
<td></td>
</tr>
<tr>
<td>Permit Start Date:</td>
<td>Permit Start Time:</td>
<td></td>
</tr>
<tr>
<td>Permit End Date:</td>
<td>Permit End Time:</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Work Performed (check all that apply)**

- □ Welding
- □ Cutting
- □ Grinding
- □ Brazing
- □ Torching
- □ Sanding
- □ Soldering
- □ Other (Please Specify):

**Description Of Work**

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### ACCEPTANCE OF REQUIRED SAFETY PRECAUTIONS AND HOT WORK MONITORING

I have read and understand Carleton University’s Hot Work and Dust Producing Procedures and will complete the required Daily Pre-Start Checklist (Part 4) prior to the start of any hot work each day. In addition, appropriate monitoring will be in place and additional precautions will be implemented when required by regulation.

**Supervisor:**

**Phone:**

**Signature:**

**Date:**

**On site contact:**

**Phone:**

Please Note: The electrician will notify the site contact by text that the bypass is completed. No work is to start prior to this notification.

For issues contact the FMP Service Center at 613-520-3668.

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### PART 2: WORK REQUEST REVIEW

**To be completed by:**  
**CARLETON PROJECT REPRESENTATIVE**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Zoned building?** □ Yes □ No  
**Fire watch required beyond work zone?** □ Yes □ No

**Occupants notified?** □ Yes □ No  
**Bypass required?** □ Yes □ No

**Additional Notes:**

**Signature:**

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**FOR EMERGENCY CONTACT DUS 613-520-4444**

**FOR SERVICE CONTACT FMP 613-520-3668**
Hot Work and Dust Producing Permit

TO BE FILLED OUT BY CARLETON ELECTRICIAN

Project # (if applicable): _______________  Work Order #: _______________

PART 3: PANEL ISOLATION/REINSTATEMENT LOG

<table>
<thead>
<tr>
<th>PANEL ISOLATION</th>
<th>PANEL REINSTATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician</td>
<td>Month</td>
</tr>
<tr>
<td></td>
<td>Day</td>
</tr>
<tr>
<td></td>
<td>Hour</td>
</tr>
<tr>
<td></td>
<td>Min.</td>
</tr>
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<td></td>
<td>Electrician</td>
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<td>Hour</td>
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<tr>
<td></td>
<td>Min.</td>
</tr>
</tbody>
</table>

All copies of the daily panel isolation/reinstatement log checklist must be **kept on site until the completion of the hot work**. At the end of the project, all log sheets must be **returned to the FMP Service Centre**.
## Hot Work and Dust Producing Permit

### PART 4: DAILY PRE-START CHECKLIST

To be completed by: WORKER/CONTRACTOR

<table>
<thead>
<tr>
<th>Date:</th>
<th>Building:</th>
<th>Work order/Project #:</th>
</tr>
</thead>
</table>

#### GENERAL SAFETY PRECAUTIONS

1. Communication device(s) (i.e., cell phone) is available for immediate use in case of an emergency

2. Fire extinguisher and safety devices (i.e., smoke eaters, welding screens) are present, in service and in good operating condition. Note: Extinguishers to be UL Type 4A40BC per Construction Reg. 213

3. Identification of Smoke/fire detectors affected AND that the certified electrician has confirmed devices are disabled.

4. Sign all affected fire alarm pull stations as not in service, indicate the nearest active pull station.

5. Hot Work equipment is in good operating condition.

6. An assessment and steps have been completed to mitigate worker risks when completing the work (i.e., ventilation needs, air purging/scrubbing)

7. Appropriate Personal Protection Equipment is provided and in good operating condition

#### REQUIREMENTS WITHIN 10 METRES OF HOT/DUST WORK

8. Work Area is clearly delineated with signs and/or barriers to restrict access and exposure

9. All sprinkler heads and smoke detectors are covered if they are vulnerable due to the work

10. Ventilate the area with appropriate ventilating equipment, if there is a risk due to smoke or dust exposure

11. Suspend any nearby activity that could constitute a risk (dust collector, nearby painter, use of solvents or glues etc.)

12. No risk of explosive atmosphere, or it has been eliminated (gas, vapours, dust)

13. All flammable liquids, dust, powders and oily products have been removed

14. All combustible materials have been removed from the work area

15. Floors are swept and clear of debris

16. Openings in ceilings, floors and walls are protected

17. All other hazards that may result in damage, injury or loss to personnel and property are identified and controlled

#### HOT WORK MONITORING (DURING AND AFTER WORK)

18. A trained Hot Worker has been assigned

19. The Hot Worker was provided with suitable extinguishers

20. Workers are trained in use of equipment, sounding the alarm and notifying Department of University Safety

21. A Fire Watch provided for 60 minutes after the completion of work, or for 3 hours after the completion of open flame torch work (2 hours if a hand held thermal scanner is used)

22. All devices protected and covered prior to the start of work are uncovered and able to operate properly

Worker (PRINT): ______________________ Signature: ______________________ Date: ______________

All copies of the daily pre-start checklist must be kept on site until the completion of work. In the event of a fire or fire alarm the checklist may be required. At the end of the project all checklist must be returned to the FMP Service Centre.

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FOR EMERGENCY CONTACT DUS 613-520-4444

FOR SERVICE CONTACT FMP 613-520-3668