



Audit Condition #2 - Hot Work Permit System

Recommended Board Policy OSBIE Human Element Loss Prevention (H.E.L.P.) Program

All buildings will require maintenance involving hot work at some time or another. Any work that involves welding, cutting torches, open torch heating, grinding or soldering presents a high exposure to fire loss. By implementing and following a Hot Work Permit system, many of these losses can be reduced or eliminated.

The OSBIE Hot Work Permit System or equivalent must be used to achieve full compliance points. All aspects of the system must be followed. The attached Hot Work Permit is a sample of an approved system which, if in place at your board, will comply with one of the criteria making up the HELP risk management credit.

1. These permits should be supplied to the Plant Department, or to the department responsible for performing all hot work.
2. All hot work, **including that performed by outside contractors**, must be approved by the Plant Department and a permit issued.
3. All expired permits should be retained for documentation purposes.

*****To obtain a supply of permits, please contact OSBIE at 1-800-668-6724:
E-mail: rm@osbie.on.ca**