

HOT WORK PERMIT

This permit authorizes temporary hot work activities only when all conditions below are met.
This permit must be posted at the work location for the duration of the work.

PART 1 — WORK INFORMATION

Project / Job / Course / Work Order #:

Description of Hot Work (e.g., welding, cutting, grinding):

Location (Building / Room / Area / Off-Campus Site):

Department / Program / Contractor Company:

☐ Student ☐ Apprentice ☐ Employee ☐ Contractor

PART 2 — AUTHORIZED PERSONNEL

Hot Work Operator / Worker:

Phone:

**Instructor / Supervisor /
Contractor Representative:**

Phone:

Designated Fire Watch (if required):

Phone:

PART 3 — PERMIT VALIDITY

*This permit is valid only for the conditions below. This permit is valid for one shift or a maximum of 8 hours, whichever is shorter.
Any change in work scope, location, or site conditions requires re-assessment and issuance of a new permit.*

Date Issued:

Start Time:

Expiry Date:

Expiry Time:

PART 4 — REQUIRED CONDITIONS (CHECK ALL THAT APPLY)

☐	Hot Work Safety Checklist (RSS 18.19.4b) completed and acceptable	☐	Ventilation adequate for fumes and gases
☐	Combustible materials removed or protected	☐	Confined space requirements addressed (if applicable)
☐	Fire extinguisher(s) available and charged	☐	Lockout / hazardous energy controls applied and zero-energy verified (if required)
☐	Fire watch assigned and trained (if required)	☐	Working alone controls implemented (if applicable)
☐	Fire-resistant screens or barriers in place (if required)		

PART 5 — FIRE WATCH REQUIREMENTS

☐ Fire watch not required (low risk / designated area) ☐ Fire watch required

If required:

Fire watch must remain in place during hot work

Fire watch must continue after completion as specified below:

Post-Work Fire Watch Duration

☐ 30 minutes

☐ 60 minutes

☐ other :

4-Hour Follow-Up Inspection Required:

☐ Yes ☐ No

Completed by:

The fire watch has the authority to stop hot work immediately if unsafe conditions are observed.

PART 6 — AUTHORIZATION

I confirm
that:

☐ The Hot Work Safety Checklist has been reviewed

☐ Required controls are in place

☐ Hot work is authorized under the conditions stated above

Permit Issuer (TRU Authority / Designate)

Signature:

Title:

Date / Time:

PART 7 — WORK COMPLETION & CLOSE-OUT

Hot Work Completed

Date:

Time:

Final Area Check Completed:

☐ Yes ☐ No

Fire Watch Completed as Required:

☐ Yes ☐ No

Permit Closed By:

Signature

Date

Time:

STOP WORK AUTHORITY

Hot work must stop immediately if site conditions change, controls fail, or unsafe conditions develop.