

 <p><b>NORTHWEST TERRITORIES POWER CORPORATION</b> <i>Empowering Communities</i></p>	<b>Safe Work Practice:</b> Open Flames	Page 1 of 2
	<b>Monitor:</b> Director, Health, Safety & Environment	SWP #: 2.03

<b>1 Purpose</b>	To outline the safety requirements for open flames.
<b>2 Application</b>	Applies to all NTPC employees and contractors.
<b>3 Definitions</b>	<p><b>Open Flame</b>  A flame that is directly exposed to the outside elements. For the purposes of this Safe Work Practice open flames include smoking.</p> <p><b>Smoking</b>  The inhalation of the smoke of burning tobacco encased in cigarettes, cigars, and pipes.</p>
<b>4 References</b>	<ul style="list-style-type: none"> <li>• NWT Safety Act 1988</li> <li>• NWT Occupational Health &amp; Safety Regulations 2015</li> <li>• Health &amp; Safety Management System Element 05: Company Rules</li> <li>• SWP 1.22: Fire Extinguishers</li> <li>• SWP 2.06: Hot Work</li> </ul>
<b>5 Equipment</b>	<ul style="list-style-type: none"> <li>• No Smoking/Open Flame signs</li> </ul>
<b>6 PPE</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>7 Training</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>8 Work Practice</b>	<ul style="list-style-type: none"> <li>• Open flames, including smoking, shall not be permitted in any area where dangerous gases may accumulate or where combustible materials are stored.</li> <li>• Signs prohibiting open flames shall be posted at all known hazardous locations. The absence of signs shall not excuse open flames or smoking in hazardous locations.</li> <li>• For NTPC rules about smoking please refer to <i>Health &amp; Safety Management System Element 05: Company Rules</i>.</li> <li>• For information on the use of portable extinguishers, please refer to <i>Safe Work Practice 2.11: Fire Extinguishers</i>.</li> <li>• Hot Work shall be conducted as per <i>Safe Work Practice 2.06: Hot Work</i>.</li> </ul>
<b>9 Documentation</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

**Development**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Prepared by: J. Clark	Environmental Analyst	Aug. 12, 2014
Reviewed by: A. Crowther	Health & Safety Coordinator	Feb. 22, 2016
Approved by: E. Smith	Director, Health, Safety & Environment	May 27, 2016

**Revision History**

<b>#</b>	<b>Revised Sections</b>	<b>Description of Revisions</b>	<b>Revised by (name, position)</b>	<b>Approved by (name, position)</b>	<b>Issue Date</b>
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