



# HOT WORK PERMIT

*Issuing Permits - The issue of permits is strictly controlled, permits can only be issued by authorised personnel.*

What is Hot Work - Work that involves open flames or sparks, or any other activity that has the potential to generate heat. Sources of heat commonly used are gas/electric welding, cutting equipment, blow lamps/torches, grinding/cutting disks, bitumen and tar boilers.

Managing Hot Work - This means the prevention of all hot work losses and having absolute control over the activity, there are four key steps, Hot Work Permit, Site Preparation, Safe Working and Follow Up Checking.

### CAN HOT WORK BE AVOIDED - IS THERE ANY OTHER WAY?

PERMIT NUMBER:

CONTRACTOR (Company):

CONTRACTOR (Employee Name):

NOMINATED FIRE WATCHER:

LOCATION OF WORK (Exact):

DESCRIPTION OF WORK:

SPECIAL INSTRUCTIONS:

I declare that the above has been made known to the competent person in charge of the work and consider the above mentioned area to be safe for the competent person to commence work.

Permit Controller: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Acceptance by competent person prior to commencement

I understand the work that is to be carried out and the safety precautions that are necessary to complete the work safely as outlined in the appropriate method statement and risk assessments. If conditions are such that the method statement and risk assessments become invalid it is my responsibility to stop work immediately and notify the person who authorised this permit to work. The disposal of any residues of the hazardous materials used will be in accordance with the Environmental Protection Act.

Competent Person: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Acceptance by Fire Watcher prior to commencement

I acknowledge receipt of this permit and understand the precautions & comments described Above. I will not work on any other activity or location other than those specified in Above. It is my responsibility to ensure that the the area where this HOT WORK activity is to take place will remain constantly attended for the entire duration of the work and for a further 60 minutes once the work is completed. Additional periodic checks of the area will then be made for a period up to 4 hours after the work is completed.

Fire Watcher \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Continuation of Work

I hereby authorise the work specified above to continue until the time stated below and that I have checked the safety arrangements and confirm that they remain adequate.

Permit has been extended to: \_\_\_\_\_ am / pm

Permit Controller: \_\_\_\_\_ Signed: \_\_\_\_\_

I have checked the safety arrangements and am satisfied and agree to accept responsibility to complete the specified work by the revised time.

Competent Person: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Permit Cancellation

This permit is cancelled. The work is / is not complete. Safety precautions have / have not been removed.

Permit Controller: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



### Completion of Work Final check by Contractor / Employee

I declare that the work described above is complete all work equipment, persons and materials under my control have been withdrawn. All safeguards have been reinstated and the work area returned to a safe status and service.

Competent Person: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Completion of Permit - Permit Controller

I declare that the permit is now closed and I have received copies of the permit back from the Competent Person. The area has been inspected and is free from risk and all fire protection systems have been reinstated to their normal operating status.

Permit Controller: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## PRECAUTIONS

After reading the following answer yes or no, if NO do not commence work until discussed and resolved with permit controller, **PRECAUTION CHECKS SHOULD ONLY BE COMPLETED DURING AN INSPECTION OF THE WORK PLACE.**

### GENERAL PRECAUTIONS

- 1. A trained person not directly involved with the work will provide a continuous fire watch in the work area and those adjoining areas to which sparks and heat may spread, during the period of the hot work and for at least one hour after it ceases. The area SHOULD NOT BE left unattended for any period time until one hour after the work is completed.
- 2. At least two suitable fire extinguishers must be immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use.
- 3. Personnel involved in the work and providing the fire watch are familiar with the means of escape and method of raising the alarm and or calling the emergency services
- 4. Where work is to be carried out on composite building panels (combustible core), an assessment of the combustibility must be made on the insulating or other material behind or forming the core of the panels.
- 5. Confirm all other contractors/persons on site are aware that hot work is being undertaken and that there is no storage and or application of paints, flammable solvent based materials and chemicals that could be ignited by the work being undertaken.
- 6. Blow lamps and gas cylinders must only be changed in the open.

### PRECAUTIONS WITHIN 10 METRES (MINIMUM) OF THE WORK

- 7. Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose made blankets, drapes or screens.
- 8. Flammable liquids have been removed from the area.
- 9. Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand.
- 10. Floors are swept and free from dust/debris and other potential hazards or accelerants .
- 11. Protection (non-combustible or purpose made blankets, drapes or screens) has been provided for:
  - Walls and Ceilings of combustible construction or surface finish
  - All holes, including ventilation, other openings in walls, partitions and ceilings through which sparks may pass.
  - Any exposed core of composite panels.
- 12. Combustible materials have been removed from the opposite side of walls, partitions or panels where heat could be conducted or transferred, especially where these incorporate metal.
- 13. Enclosed equipment tanks, containers and voids has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.
- 14. Equipment for hot work has been checked is in good operational state and is fit for purpose.
- 15. Have gas cylinders have been properly secured?
- 16. Is there adequate ventilation in the working area?
- 17. Resource provided to provide continuous fire watch and for at least one hour following hot work including check 60 minutes after completion to ensure working area, adjacent area including below above, to the side, partition walls, voids and false ceilings are free of smouldering materials and flames.
- 18. Any automatic fire detection systems have been isolated in the working area before commencement of work

IF IN DOUBT - ASK