



Hot work permit procedure

Safeguarding your business

Performing hot works, such as welding, cutting or grinding in areas containing combustible or flammable materials, without adequate controls being in place, is a major cause of industrial fires.

The establishment of a hot work permit system is required as a tool for controlling risks associated with hot work performed by staff or external contractors. Hot work is defined as welding, thermal or oxygen cutting or heating, or other related heat-producing or spark-producing operations, such as drilling and grinding. When these operations are conducted in areas containing flammable or combustible material, the risk of fire is significantly increased.

External contractors, who are not familiar with the premises, are especially at risk of performing work which may endanger the safety of your company and its assets. Every effort should therefore be made to inform contractors and staff of the risks involved in performing hot work on site. Permitted activities should be strictly supervised and controlled to reduce the risk of fire.

Implementing a hot work permit procedure

1. A responsible officer shall be appointed to be responsible for the safe execution of hot work on site, and shall have the authority to direct staff and external contractors in the performance of the hot work.
2. Before a hot work permit is issued, the site shall be thoroughly inspected and made safe by the responsible officer. Alternatively, cold methods of carrying out the work shall be adopted.

3. When the responsible officer is satisfied that the hot work may safely proceed, he shall issue a hot work permit (example attached) which must be held for inspection, at the work site.
4. Hot work shall only be conducted during the period stated on the hot work permit.
5. Operators conducting hot work in hazardous locations shall not work alone, and shall be provided with assistance as considered necessary by the responsible officer.
6. A suitable portable fire extinguisher shall be located not more than 5 metres from the work site whilst the hot work is carried out.
7. A final inspection of the site will be conducted by the responsible officer, after the work has been completed, to ensure that the area is safe and no smouldering materials remain. The responsible officer will then sign off the hot work permit.
8. All completed hot work permit forms will be kept on file for a minimum of two years.

Further information

Further information on hot work permits, hot work in hazardous areas, and preparation for hot work on equipment which has contained flammable or explosive substances, is contained in Australian Standard AS 1674.1-1997 "Safety in welding and allied processes".

Hot work permit

Location (area / building / floor)

What hot work is covered by this permit?

What equipment is to be used?

Checklist

- | | | |
|---|------------------------------|-----------------------------|
| 1. Drains, pits and depressions been checked, isolated and sealed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Combustible materials been removed from the work area or made safe? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Tanks, valves, vents and pipelines been blanked off or effectively isolated? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Ventilation adequate? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Spark/flash screens in place? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Leaks from valve / pump glands, flanges etc been controlled? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Pressure relief valves been vented to safe areas? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Contaminated ground been covered? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Fire equipment checked and laid out? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Fire pump or Fire Brigade on standby? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Fire watch required (30 minutes after completion of work) and organised? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. Wind direction satisfactory for hot work to be done? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. Product movement been stopped in the hot work area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14. Site of hot work been isolated/roped off? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15. All wall and floor openings sealed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16. Hot work equipment in good repair? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17. Combustibles on other side of wall moved away? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18. Construction is non-combustible and without combustible coverings? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

This permit is valid from: Time am/pm Date / / to Time am/pm Date / /

Name of employee/contractor performing the work

Permit received by: Print name Signature

Person in charge of work: Print name Signature

Permit returned/cancelled by: Print name Signature

The worksite has been inspected by me at the expiry/cancellation of this hot work permit and declared safe for normal operations to resume.

Responsible officer: Print name Signature