

# Risk Management & Insurance Churches



## V. Hot Work Permit

### Procedure for hot work permits

#### Hot work

Hot work refers to any processes including welding, soldering, grinding, cutting and brazing that can be a source of ignition. Heat generating processes are a fire hazard both during the process and for some time after, particularly where flammable materials are in close proximity. In Australia, a hot work permit is required for hot work that is not part of the day to day production processes. The hot work permit ensures that;

- The work is authorised by a Responsible Officer
- Hazards are identified, isolated, removed, protected or disconnected as appropriate
- The operator is trained to perform the work safely
- Appropriate protective clothing and equipment is used
- Appropriate warning and fire fighting equipment is on hand

The person nominated to authorise hot work must be aware of the problems associated with hot work and have the authority to ensure compliance with the procedures.

Prior to the commencement of work a hot work permit should be obtained from the authorised person. This should be done on every occasion that hot work of any type is undertaken anywhere on the site.

A hot work permit should also be issued for a specific task that is undertaken in a clearly identified area. Hot work permits should not be issued for protracted periods. Separate hot work permits should be issued for work which extends from morning to afternoon periods.

Before completing the first part of the hot work permit, the person responsible for carrying out the work should complete the check-list shown below to indicate that fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.

If the person authorised to issue the hot work permit is not satisfied with the arrangements, further measures may be requested, and any additional conditions should be entered in the space provided. The earliest time at which a final fire-check should be made will also be specified. This will normally be at least one hour after the time of expiry of the hot work permit, when work must be complete. If trained personnel will not be available to make this check work must not be commenced.

The completed form should be returned to the issuer and retained for future reference.

#### Hot work permit check list

*Fire protection (The person carrying out this check should tick the appropriate boxes.)*

- Where sprinklers are installed they are operative.
- A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases.
- Suitable extinguishers or a hose reel are immediately available. Both the people are trained in their use.
- Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.

*Precautions within 10 metres (minimum) of the work*

- 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.
- Flammable liquids have been removed from the area.
- Floors have been swept clean.
- Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps are adequately covered.
- Protection has been provided for:
  - Walls, partitions and ceilings of combustible construction or surface finish
  - All holes and other openings in walls, partitions and ceilings through which sparks could pass.

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Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.

*Equipment*

Equipment for hot work has been checked and found to be in good repair.

Gas cylinders have been properly secured.

Issuing company

Permit number

**A. Proposal** *To be completed by the person responsible for carrying out the work.*

Exact location of proposed work

Nature of hot work to be undertaken

The above location has been examined and the precautions listed below have been complied with as indicated.

Signed

Name (print)

Date

Position and company

**B. Agreement** *To be completed by the church official responsible for overseeing the work.*

This Hot Work Permit is issued subject to the following conditions

Time of issue of permit

Time of expiry of permit

A final fire check of the work area shall be made, not before

Additional conditions required

Signed

Name (print)

Date

Position

**C. Fire watch** *To be completed by the worker or contractor responsible for the work before returning this permit to the issuer.*

The work area and all adjacent areas to which sparks and heat might have spread have been inspected and found to be free of fire following completion of work.

Time inspection completed (at least 1 hour after work was completed).

Signed

Name (print)

Date

Position