

# HOT WORKS PERMIT

## Permit information and conditions

### Can the task be undertaken in a designated safe area?

A Hot Works Permit is required when Hot Works (any work with the potential to create an ignition source e.g. oxy cutting, welding, grinding, soldering) are undertaken. Where possible, Hot Works should be undertaken outside in a designated safe area such as a workshop or welding bay.

**Note:** The fire watch period shall be for a minimum of 30 minutes following the completion of the task. After this minimum period of watch, it is strongly recommended that the Permit Holder continue monitoring for a further 2 hours (or longer where there is the potential for combustion processes to take some time before becoming obvious).

#### Permit conditions

- 1 Only an 'authorised' Permit Authority can issue the permit.
- 2 Permit Authority must be satisfied that work is performed according to the Permit (e.g. appropriate level of supervision) and the area made safe on completion.
- 3 Only an 'authorised' Permit Authority can close the permit.

Company (if applicable)

Work Request/Project number

## Individual(s) involved

### LA TROBE UNIVERSITY USE ONLY: Approval (Authorised Permit Authority)

Name	Signature
<hr/>	
Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	Time          am    pm

### Person(s) undertaking work (Permit Holder)

I acknowledge that I have been consulted on the work to be performed and agree to comply with the controls stated on the permit.

Name	Signature
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## Work details

Location of work (one specific location)

Description of work to be performed including depth (brief)

Equipment to be used

SWMS completed and controls identified (refer overleaf)  
Controls discussed with each person undertaking the work

Smoke and fire detectors isolated

### Frequency of supervision (please choose one)

Constant    10 minute    30 minute    Hourly    2 hourly    Start and finish    Other \_\_\_\_\_

## Permit validity - Permit to Work Deviation Form required for permits more than one day

This permit is only valid today   /   /    from          am    pm    to          am    pm

## Fire watch during and at completion of work – Minimum of 30 minutes

### Person completing the fire watch

Name	Signature
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Actual Fire Watch <b>start</b> am    pm	Actual Fire Watch <b>finish</b> am    pm
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## Emergency controls

In the event of an emergency, define **action required** and/or **who should be contacted** (include contact telephone numbers)

Police, Fire and Ambulance 000 LTU Emergency Campus Security 03 9479 2222.

Hazard identification	Is there a risk?	Controls implemented (please tick)
<b>Ignition of nearby combustibles</b> Fire to occur: <ul style="list-style-type: none"> <li>during the Hot Works</li> <li>following completion of the Hot Works</li> <li>from ignition of nearby combustibles</li> </ul>	Yes   No   NA Yes   No   NA Yes   No   NA	<b>Relocation of Hot Works</b> Complete some/all of the work in a designated safe area  <b>Protection of combustibles</b> Removal of combustibles within 11 metres Remove/bleed combustible linings, residues or gases from containers, etc. being worked on Sweep floors clean Protect all floor and wall openings, open pipes, duct work, electrical cables, etc. with fire resistant tarpaulins or metal shields Suspend fire resistant tarpaulins beneath work Confirm walls and ceilings do not have combustible coverings or insulation  <b>Fixed Detection System</b> Automatic fire sprinkler protection is in service Relevant persons have been notified of any isolated systems (e.g. Company Insurers, Trades, Checklodge)  <b>Fire Watch</b> The fire watch person has: Suitable extinguishers Charged hose Fire blanket
<b>Explosive Atmosphere</b> Atmosphere being flammable or explosive (e.g. due to dust, starch dust, vapours, excess oxygen) Use of gas detector/monitor if hazardous area (i.e. tunnel, proximity to DG)	Yes   No   NA Yes   No   NA	<b>Ventilation</b> Wet wipe down, vacuum, sweep work area to ensure dust levels are removed within an 11 metre radius Ventilate area (e.g. fans, open doors, work in open area) Flash back arrestors on both oxygen and acetylene gas lines Cylinders maintained in upright position and secured from falling Coatings on metal surfaces stripped away to a minimum of 150 mm from Hot Works
<b>Fire Danger Rating</b> Works have taken into account the Fire Danger Rating	Yes   No   NA	<b>Equipment, Work Environment and PPE</b> Hot Works equipment is in a satisfactory condition Respiratory protection Eye protection Hearing protection Gloves Leather apron Warning notices displayed Barricades installed or work area tapped off
Worker(s) injured from exposure to: <ul style="list-style-type: none"> <li>Inhalation of harmful dusts, vapours or gases</li> <li>Foreign object in eye</li> <li>Handling sharp objects</li> <li>High temperatures</li> </ul>	Yes   No   NA Yes   No   NA Yes   No   NA Yes   No   NA	
Injury to other people walking past Injury to other people below the work	Yes   No   NA Yes   No   NA	
Other (define below)		