

Hot Work Permit

A Hot Work Permit is required where hot work is performed. Hot work is defined as work that generates heat, sparks or flames and commonly includes welding, soldering, and cutting.

Organisation:		Date:	
Building:			
Site area affected:			
Nominated site representative:			
Impairment permit valid:			
From date:		To date:	
Time of impairment:		Time restored:	
Type of hot work:			
Soldering	Welding	Cutting	Other:
Potential hazards:	Yes	No	
Flammable/combustible liquids			
Flammable materials			
Flammable/combustible gas and vapours			
Toxic vapours/gases			
Confined space environment			
Enclose space environment			
Dust/particle generating activities			
Other:			
Other:			
Type of equipment to be used:	Yes	No	

Gas (propane torch/oxyacetylene torch/oxy propane) welding equipment		
Electric (AC & DC/Metal Inert Gas/Tungsten Inert Gas) welding equipment		
Dust/particle generating equipment (eg sanders, grinders, concrete cutters)		
Electric spark generating equipment (eg batteries, light fittings)		
Other:		

Hot work controls		Yes	No
1.	Combustible/flammable materials removed		
2.	Wet down of non-removable combustible items		
3.	Fire blankets and or welding curtains over flammable materials		
4.	Cover drains with fire blankets		
5.	Floor surfaces have been cleaned		
6.	Ceiling/floor cracks, holes, ducts are covered		
7.	Appropriate fire extinguishers on hand		
8.	Compressed gas cylinders, fuel removed or moved at least 15m away		
9.	Welders earthed to work at weld point		
10.	Exhaust spark guards fitted to fixed for portable plant & equipment		
11.	Personal protective equipment		
12.	Hot work equipment is operational and in good condition		
13.	Fire watch required and trained in use of fire equipment & in sounding an alarm		
14.	Sparks from working at heights contained		
15.	Atmosphere tested for combustible/toxic vapours/gases		
16.	Warning/mandatory signs in place		
17.	Barricade/fencing erected		
18.	Air-conditioning units isolated		
19.	Safe access and egress provided		
20.	Adjacent areas inspected		
21.	Ventilation dust extraction units to be used		
22.	Fire and smoke detectors isolated		
23.	Electric leads isolated and positioned correctly away from sparks		



24.	Building occupants have been isolated from hot work area		
25.	Contractors or volunteers have been inducted & trained including emergency procedures		
26.	Fire watch required for adjoining areas and will monitor for a minimum for <u>60 minutes</u> after the completion of work.		
Other:			
Organisation authorisation (approved by nominated work representative):			
Name:		Date & Times:	
Signature:			

Upon Completion: Work declaration for the person carrying out hot work	Yes	No
All work has been satisfactorily completed and no further action is required		
All work/equipment/materials and waste have been removed from the work area and workplace		
Barricades/fencing and warning signage have been removed		
All fire detection systems (smoke or thermal) have been reactivated and returned to normal service		
There is no sign of danger or fault to fire detection equipment		
The work area and surrounding areas have been inspected for fire, the potential for fire or fire damage and is safe from fire risk		
All plant or equipment affected have been tested and are fit for use		

Acknowledgement on completion:

The contractor, staff or volunteer and the nominated work supervisor have examined that work has been satisfactorily completed and the work area is now safe for normal use.

Nominated site representative:

Signature:

Date:

Nominated site representative:

Signature:

Time Signed-off:

PERMIT SIGN-OFF MUST BE AT LEAST 60MINS POST HOT WORKS HAVE CEASED

If you require assistance, please contact:

Richard Briggs
Xenia Mutual Manager
0448 862 919