

# Hot Work Permit

QBE Insurance (Australia) Limited ABN 78 003 191 035 AFSL 239 545



Before starting hot work
The authorised permit issuer must verify all the precautions listed. A response of 'No' should prevent the hot work taking place until this precaution can be met or the hazard eliminated.
Two copies of the completed permit should be completed / printed and signed by the issuer, one copy retained by the issuer and one copy for the person doing the work.
There are no safer ways of doing this job
Hot work can not be relocated to a dedicated hot works area

Who, when, where			
A hot works permit is only valid for 8 hours, or no more than one shift. If the work will take more than 8 hours or one shift, a separate permit is required for each period. This hot works permit must also be prominently displayed on the job-site.			
Employee	Contractor	Induction completed	
Date		Job no./ref.	
Location/building and floor			
Work description			
Name of person doing work			
I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken and permission is authorised for work.			
This permit is being issued by a person authorised to do so. I advise that I am not acting as the fire watch (the permit issuer can not act as the fire watch).			
If a contractor is undertaking the work - I have sighted the contractors insurances and acknowledge that they are current.			
Signature of issuer			
Name of issuer			
Permit expiration			
Date		Time	
Signature of fire watch			
Name of fire watch			

Required precautions checklist	Yes	No	N/A
Available sprinklers, fire hoses and fire extinguishers are in service and there are no active/current fire protection impairments			
Hot work equipment in good repair e.g. oxy acetylene fitted with flashback arrestors			
<b>Requirements within 10m of hot work</b>			
Flammable liquids, dust, lint and oil deposits removed			
Explosive atmosphere eliminated			
Combustible floor wet down, covered with damp sand or fire resistant sheeting			
Combustible material removed, if not possible then covered with fire resistant barriers or sheeting			
All wall and floor openings covered			
Fire resistant sheeting or metal sheeting suspended beneath hot work, including mezzanine.			
Fire watch is supplied with suitable extinguishers and/or hose reels			
Area smoke detection has been isolated to prevent false alarms.			
<b>Work on walls/ceilings or enclosed equipment</b>			
Construction is non-combustible and without combustible insulation or covering			
Combustibles on either side of wall moved 1.5m away			
Enclosed equipment cleaned of all combustibles			
Containers purged of flammable liquids / vapours (if this is required refer to the relevant areas within the user notes to see if gas monitoring is required).			
<b>Fire watch / hot work area monitoring requirements</b>			
A continuous fire watch must be provided during and for a minimum of 30 minutes after work, after which periodic checks are required for a further 60 minutes (with checks undertaken every 10-15 minutes).			
Fire watch is trained in the use of the equipment and general emergency procedures			
<b>Other precautions</b>			
Other permits to work required (confined space, working at heights, fire protection impairment forms etc.)			

After hot works completed	
Smoke detectors reinstated (deisolated)	
All fire protection equipment reinstated	

Final checks
Overall time taken by the fire watch for continuous monitoring and period checking <input type="text"/> Mins Initials <input type="text"/>
Permit issuer has declared the worksite is safe for normal operations to resume after completion of the monitoring period.
Time <input type="text"/> Initials <input type="text"/>

Gas testing (if applicable)			
Equipment make & model			
Serial number			
Date of last equipment check			
Date of test			
Results of test - % LEL		Initials of tester	
Is hot work safe to proceed	Yes	No	

## Issuer guidance notes

### Application and scope:

A Hot Work Permit should be used during use of equipment such as:

- Blow lamps
- Cutting and welding equipment
- Brazing and soldering equipment
- Bitumen boilers
- Temporary open flame heaters
- Any other equipment producing heat, flames or sparks.

The hot work permit will be needed whilst work is carried out within or on any part of the premises, **except** “dedicated hot works areas” designed for use of such equipment, such as welding bays within maintenance work shops.

The Permit to Work must be issued to internal staff and/or to contractors for all hot works activities. A separate permit is required for ongoing works every 8 hours or during a shift change/s (if there are multiple shift changes required).

The copy of the original permit is to be kept on file by the permit issuer.

## User notes

Large fires within commercial businesses have resulted from inadequate hot work controls. For property insurance purposes, insurers expect that the Hot Work Permit System to be followed with care and diligence by all concerned, to avoid the danger of fire outbreak.

Prior to any works, the third party insurance cover held by any contractors working must be checked for their currency and adequacy. The adequacy of the insurance coverage should be discussed with your broker and would be dependent on the size of the works being undertaken.

It is best practice, particularly where major ongoing projects are concerned, that in addition to the issuance of hot work permits, that a “safe work method statement” be produced. This will involve a competent person preparing and recording relevant details such as the nature and purpose of the project; the time scales involved; the equipment to be used; the area/location of work; details of the persons carrying out the work and the personnel in charge; details of the particular fire hazards presented from carrying out this work in this location; the fire precautions taken; the fire protection equipment available; with details of inspections after work is completed.

It is preferable in all cases to conduct work either by a safer method not involving the application of heat, or to take the work to a safe location, such as an open area or dedicated hot works area (i.e. maintenance workshop etc). The experience and competence of the contractors or employee must always be established before the work is authorised and equipment checked for safety and condition. Fire protection/detection equipment should be checked to ensure that it is functioning properly and is not impaired. (NB - fire detection in the immediate vicinity may need to be isolated, but it should not be isolated in adjoining areas and must be deisolated immediately following the completion of hot work).

A hot work permit should only be issued by personnel authorised and trained to do so and a list of these persons should be maintained. The precautions listed as part of the Hot work permit should be strictly observed, and common sense applied where there is doubt. Areas should be kept clean and tidy during the work, combustible waste produced during operations should be removed regularly to a safe location. The organisations non-smoking policy must be adhered to.

When the work is complete, it is essential that a **check is made after work is finished**, to look for glowing embers, smoke, areas of residual heat etc. The extent of this check is a function of the area of the hot work and is required for a minimum of 90 minutes, with continuous monitoring for the first 30 minutes and periodic checking (every 10-15 minutes) for a further 60 minutes. In hazardous operating environments, the minimum time for the fire watch may need to be extended. Where such checks cannot be carried out, issue of the permit should be deferred or delayed.

### Fire Protection Impairment

For planned impairments, a fire protection impairment form is required to be completed where the fire protection system is impaired/isolated for more than eight hours of operation during a 24- hour period, or where more than 10% of the building's fire services has been affected by maintenance works.

The fire protection impairment form is a separate permit to this hot works permit. Any unplanned isolations or planned isolations for a shorter duration must be noted on a fire impairment register.

### Firewatch & Other Personnel

During the process of hot work, the assigned fire watch and all other persons responsible for the safe operation of the hot works should ensure no condition arises, or action is taken, that would lead to a hazardous situation in the hot work area. Observation of safe practices and adjacent equipment checks are essential.

### Testing Officer

If gas monitoring is required (as assessed by the permit issuer), the person undertaking the testing of gasses is considered the testing officer. The testing officer may be the fire watch if they are suitably qualified in the usage of gas testing. Gas testing devices shall comply with the relevant Australian Standards. Testing shall take place as late as possible before the hot works is commenced (but not more than 2hrs before the works).

### When is gas monitoring required?

If there are any equipment which may produce flammable gas/vapours, including any gas piping, within the vicinity of the proposed hot works and the permit issuer deems this as an issue, monitoring of gasses is required prior to any hot works commencing. Works can only commence if the flammable gas/vapours are less than 5% LEL and the permit issuer is satisfied the hot works may safely proceed. If there is an expectation that the flammable gas/vapours from equipment are likely to increase above the 5% LEL during hot works, periodic checks for gasses/vapours are required. Works shall cease if the 5% LEL is met or exceeded.

Lower Explosive Limit (LEL)—The minimum concentration (percentage) of a flammable gas that will propagate a flame in the presence of an ignition source. The more explosive the gas, the lower the LEL. A mixture below this level is considered too “lean” to burn. LEL is usually expressed as a percentage (from zero to 100% explosive).

### In the event of a fire

Please contact the fire brigade on 000, if safe and possible, try and contain the fire, otherwise evacuate the area and contact the permit issuer to notify them of the fire. If the work causes a small fire which is extinguished, work must nevertheless cease and the incident reported to the issuer of the permit for immediate investigation. Only after full investigation should work be permitted to recommence.