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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | **HOT WORK PERMIT**  This form supports the WHS Procedure: Confined Spaces/Restricted Spaces | **WHS38** |

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|  | |  | | | | | | | | | | | | | | | | | | | | **Permit No:** | | | | (UniSA to complete) | | | | | |
| **This Hot Work Permit MUST be completed by any UniSA Staff or Contractor undertaking Hot Work outside of a designated Hot Work Zone. Hot work is not permitted on a Total Fire Ban Day unless you have written authorisation from UniSA FMU and you have been issued with a Schedule 10 Permit from the CFS.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date of Issue:** | | | |  | | | | | **Valid from:** | | | | | | **am/pm / / to am/pm / /** | | | | | | | | | | | | | | | | |
| 1. **Worker Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hot Work undertaken by: | | | | | | | 🞏UniSA Staff 🞏Contractor [Company Name]: | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of worker undertaking the work & phone number: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of supervisor & phone number: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Project/Works Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UniSA Project/Job Number  (if applicable): | | | | | | |  | | | | | | | | Location of Work (Inc. Campus/Building/Room): | | | | | |  | | | | | | | | | | |
| Planned Work Activity: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Work Area Monitoring** (to be undertaken pre-hot work) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **🗸 or NA** | | |
| Testing for the presence of flammable gas or vapour has been conducted within 15m of the hot work & in any pipe, drum, tank, vessel & piece of equipment adjacent to or involved in the hot work. The concentration of any flammable gas & flammable vapour is less than 5 percent of its lower explosion limit (LEL) & Hot Work is safe to proceed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| **Gas Test Equipment Make & Model** | | | | | | **Serial No.** | | | | | | **Calibration Date** | | | | | **Test Results:** | | | | | | | **% of LEL** | | **Date of Test** | | | **Initials of Tester** | | |
|  | | | | | |  | | | | | |  | | | | |  | | | | | | |  | |  | | |  | | |
| Hot Work must not proceed if monitoring identifies a concentration exceeding 5% of the LEL.  A Firewatcher must be used during and following all Hot Work conducted within 15m of flammable or combustible materials. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Firewatcher Name:** | | | | |  | | | | | | | | | **Signature:** | | | |  | | | | | | | | **Date:** | | |  | | |
| Completion of 60 min Continual Fire Watch and following completed works: am/pm / / | | | | | | | | | | | | | | | | | | | | | | | | | | **Initial:** | | |  | | |
| Completion of 60 min Intermittent Fire Watch, following Continual Fire Watch: am/pm / / | | | | | | | | | | | | | | | | | | | | | | | | | | **Initial:** | | |  | | |
| 1. **Isolations Required** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Isolation of essential or emergency services must be approved by UniSA FMU. Relevant applications must accompany this permit for approval prior to work commencing. UniSA FMU will notify relevant agencies of any isolation required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞏 | Isolation of Essential Services (water, gas, electricity, hydraulics) | | | | | | | 🞏 | | | Isolation of Fire Indicator Panel | | | | | | | | | 🞏 | | | Isolation of Fire Suppression Systems | | | | | | | | |
| 1. **General Hot Work Controls** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Identify those general Hot Work and ignition controls required to be undertaken as part of the Hot Work**  **(identify as Yes or NA - Not Applicable)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Controls** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Yes** | | **NA** | |
| Fire extinguishers supplied by UniSA/contractor are to be located immediately adjacent to the Hot Work area and within 15m of the work to be carried out (building/fixed location fire extinguishers are not to be relied upon). | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 | |
| Catch mats or boards are to be positioned over grid-mesh, flooring or grates to catch sparks, slag or other hot debris. Spark and flash screens are in place. | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 | |
| Drains, cable racks, electrical cables and other heat/fire sensitive items are to be covered (consider a 15m area and use fireproof blankets, catch boards and approved covers). | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 | |
| If working outdoors, the area has been wetted down prior to work commencing and water is available and onsite if required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 | |
| One (1) metre clearance to any insulated sandwich panel (otherwise relocate work or provide thermal barrier). | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 | |
| A four (4) metre cleared space around and above the area where Hot Work is to be performed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 | |
| The worksite has been isolated and traffic/pedestrian movement restricted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 | |
| Task Risk Assessment, Safe Work Method Statement or equivalent has been provided to UniSA. | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 | |
| 1. **Specific Hot Work Controls** | | | | | | | | | | | | | | | | **Yes** | | **NA** | If yes, document additional controls below | | | | | | | | | | | | |
| The Hot Work is to be undertaken on or adjacent to plant and utilities that will require isolation (services, pipes, tanks, pressure vessels, valves). | | | | | | | | | | | | | | | | 🞏 | | 🞏 |  | | | | | | | | | | | | |
| The work area will require specific cleaning, stripping, surface preparation, purging, ventilating or pre-work atmospheric monitoring. | | | | | | | | | | | | | | | | 🞏 | | 🞏 |  | | | | | | | | | | | | |
| The nature of the work requires specific respiratory protection. | | | | | | | | | | | | | | | | 🞏 | | 🞏 |  | | | | | | | | | | | | |
| The Hot Work involves arc-welding whereby specific controls relating to ensuring electrical and radiation safety will be required. | | | | | | | | | | | | | | | | 🞏 | | 🞏 |  | | | | | | | | | | | | |
| 1. **Additional Controls** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Confined Space** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Yes** | | **NA** |
| Is Hot Work taking place in a Confined Space: (Confined Space Permit to be used in conjunction with Hot Work Permit). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 |
| Locate Hot Work equipment outside the space where practicable (such as gas cylinders, hoses, etc unless involved with respiratory devices). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 |
| Extraction fan inlet is to be located as close as practicable to the contamination source. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 |
| Contaminants are to be expelled from the space (so that they cannot be recirculated and will not harm other workers). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 |
| If arc-welding activities are to be suspended for substantial periods, power sources will need to be de-energised, electrodes removed from holders and holders placed so that accidental contact or arcing cannot occur. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 |
| If gas welding/cutting activities are to be suspended for substantial periods, torch and cylinder valves are to be closed, with the torch and hose connections removed from the space and depressurised. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 |
| **Working at Heights** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Yes** | | **NA** |
| The Hot Work activity is located at an elevated level which has the potential for a fall hazard. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 |
| Fall protection equipment is required to perform the task safely. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 |
| The fall protection equipment is maintained in good condition and regularly inspected. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 | | 🞏 |
| List type of fall protection equipment to be used: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Declaration** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Permit Requestor:** As the person requesting this permit, I certify that:   * I am competent to coordinate this Hot Work in accordance with all relevant UniSA Procedures, Risk Assessment and details of this Permit. * I undertake to implement all required controls to ensure safe Hot Work methods, and * I shall monitor the Hot Work hazards and control methods throughout the duration and following the Hot Work. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | | | **Sign:** | | |  | | | | | | | | | | | | **Date:** | |  | | | | |

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| 1. **Authorisation** (UniSA Contract Manager/Supervisor or Manager/Supervisor Maintenance) | | | | | | | | | |
| The precautions listed above are authorised for the safe execution of hot work. | | | | | | | | | |
| **Auth Officer:** |  | | | **Sign:** |  | | | **Date:** |  |
| **Completion of Hot Work:** | | am/pm / / | | | | | | | |
| **Fire Detection System reinstated:** | | | am/pm / /🞏 NA | | | **Sign:** |  | | |