# Purpose

The purpose of this standard is to provide a Wannon Water framework and guidance for the management of hot work activities to reduce the risks to human health, the environment and the community, as far as reasonably practicable, and to ensure compliance with legislative obligations.

We perform a variety of hot work tasks (e.g. welding, cutting or grinding) that have the potential to present different levels of risk (e.g. fire, explosions, toxic fumes) that we must manage effectively to prevent an adverse impact on our Strategic Direction and support our **Zero Harm** ambition.

# Scope

This standard applies to:

* Any employee or contractor engaged in our activities involving hot work

**Out of Scope:**

* When a principal contractor has been granted formal possession of a site whilst carrying out contracted work, it is the responsibility of the principal contractor to comply with the relevant regulations and consult with our Engaging Officer to determine if their activities pose a risk to us. (e.g., our employees working near contractors performing hot work).

# Standard requirements

| **Requirements** | **Responsibility[[1]](#footnote-2)** | **Accountability[[2]](#footnote-3)** |
| --- | --- | --- |
| Plant, equipment and tools used in hot work activities must be managed in accordance with the **Plant and Equipment Standard and Procedure.** | **Executive People & Resilience**  All BMs | GM People & Business Services |
| Assets, plant, and equipment, including safety equipment, used for hot work activities must:   * Comply with Australian Standards**[[3]](#footnote-4)** * Be installed and used as per the manufacturer’s instructions. * Be inspected and maintained. * Be fit for purpose, and;   Be appropriate for the full duration of the task. | **Executive People & Resilience**  BM Asset Creation  BM Maintenance  BM Operations | GM People & Business Services |
| Risks associated with hot work/ignition sources must be identified and assessed**[[4]](#footnote-5)** by a qualified**[[5]](#footnote-6)** person and the hierarchy of control must be used where reasonably practicable to control the risks to our accepted levels as follows:   * Eliminate (e.g., avoid hot work performed on days of Total Fire Ban where practicable (e.g., grass slashing/tap sterilization)) * Substitute (e.g., use cold cutting equipment) * Isolate (e.g., erect a shield or guard around the work area to protect from sparks) * Engineering (e.g., earthing to minimise risk of static electricity, adequate ventilation) * Administrative (e.g., signage) * Use of PPE (e.g., Welding helmet, fire resistant clothing) | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation  BM Asset Systems | GM People & Business Services |
| Equipment for hot work must be used and maintained (e.g., inspected, certified, serviced, and repaired) in line with manufacturer’s recommendations as a minimum - by a suitably competent/qualified person – with records kept. | **BM Asset Systems**  All BM | GM Assets & Service Delivery |
| Tasks involving hot work must be completed in accordance with our procedures (e.g., Hot Work Procedure, Safe Work Instructions, Task Risk Assessment (JSA) or equivalent system[[6]](#footnote-7)) with appropriate controls in place to manage risk to accepted levels. | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation  BM Asset Systems | GM People & Business Services |
| Hazardous areas and designated hot work areas must be identified as per the requirements in the **Hot Work Procedure.** | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation  BM Asset Systems | GM People & Business Services |
| Hot work in open areas (outside of designated hot work areas) must be conducted in accordance with the requirements of any applicable permit, checklist or restrictions as per the **Hot Work Procedure.** | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation | GM People & Business Services |
| Areas where hot work activity takes place must be maintained and kept free of flammable materials – or additional controls use to reduce risk of fire/explosion. | BM Asset Creation BM Maintenance  BM Operations | GM Assets & Service Delivery |
| PPE must be identified, provided, used correctly (e.g., fitted), and maintained (e.g., cleaned and stored) – in accordance with the standards described in the **PPE Procedure[[7]](#footnote-8)**. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Hot Work must only be conducted by persons who are trained, competent and hold the appropriate qualifications and licences where required by legislation. | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation | GM People & Business Services |
| Appropriate firefighting or suppression equipment must be available and present where required by any applicable permit, checklist or restrictions as per the **Hot Work Procedure**. | **Executive People & Resilience**  All BM | GM People & Business Services |
| When conducting Hot Work a fire watch must be considered in accordance with the requirements of any applicable risk assessment, permit, checklist or restrictions as per the **Hot Work Procedure** (e.g. grass slashing). | BM Asset Creation BM Maintenance  BM Operations | GM Assets & Service Delivery |
| Hot Work must consider the need for isolation of fire detection systems (as per the **Lockout Tagout Standard and Procedure**) within impacted areas - and ensure that they are reinstated at the completion of the Hot Work processes. | BM Asset Creation BM Maintenance  BM Operations | GM Assets & Service Delivery |
| Hot Work must not be conducted in potentially hazardous areas (e.g. confined spaces, chemical storages or where the activity may generate an unsafe oxygen level) without a risk assessment and continual atmospheric monitoring.  Work must cease if an unsafe atmosphere is detected and cannot restart until atmospheric conditions have returned to normal levels. | BM Asset Creation BM Maintenance  BM Operations | GM Assets & Service Delivery |
| Plans for the management and response to emergency events (e.g., escape routes, rescue and first aid) when undertaking hot work must be considered as per guidance in the **Hot Work Procedure**. | **Executive People & Resilience** | GM People & Business Services |
| Faults or hazards identified on plant and equipment must  be reported and then assessed by a suitably qualified**6**person and if required locked out to prevent use as per the **Lockout Tagout Standard and Procedure**. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Raise a **Hazard Report** for faulty or damaged assets, plant and/or equipment or if there is a concern that we are not effectively controlling risks associated with hot work which could result in potential harm to health or may impact the surrounding environment or community. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Raise an **Incident Report** for any event involving Hot Work. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Confirmed or suspected notifiable incidents involving Hot Work must be investigated, reported, and managed in accordance with the **Incident Response and Reporting Procedure** to ensure legislative requirements are met (e.g., Unplanned and or uncontrolled fires or explosions where a person is injured and or could have been seriously injured - a WorkSafe notifiable event). | **Executive People & Resilience** | GM People & Business Services |

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# Training, Competence, and Awareness

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| **Standards** | **Responsibility1** | **Accountability2** |
| All managers with Responsibilities & Accountabilities within this document must be made aware of this standard. | Executive People & Resilience | GM People & Business Services |

# Monitoring

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| **Standards** | **Responsibility1** | **Accountability2** |
| Compliance with and effectiveness of this standard  must be verified at least every four years by including periodic audits in the **Audit Program**. | Executive People & Resilience | GM People & Business Services |
| All records required by this standard must be maintained in our record management systems –(e.g. Maximo, CM, RiskWare etc). | Information Services Manager | Chief Information Officer |
| Depending on the Hot Work processes and components used, atmospheric and/or health may be required as per the **Hot Work Procedure**. | Executive People & Resilience | GM People & Business Services |

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# Definitions

| **Term** | **Means** |
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| BM | Branch Manager |
| Contractor | A person or company engaged to provide materials or work (construction, maintenance, service, supply, or operation) on a particular project or activity. This includes:   * Consultant - A person or company that provides professional expert advice. * Supplier   Labour Hire Company Performs outsourced work on a temporary basis, under the direction and control of Wannon Water. |
| CM | Content Manager |
| Confined Space | A space which meets the following conditions:   * It is entered, or is intended to be, or is likely to be, entered by any person; and * It has a limited or restricted means of entry or exit that makes it physically difficult for a person to enter or exit the space; and * It is, or is intended to be, at normal atmospheric pressure while any person is in the space; and * It contains (or is likely or intended to contain):   + an atmosphere that has a harmful level of any contaminant, or   + an atmosphere that does not have a safe oxygen level, or   + any stored substance that could cause engulfment (other than liquids); and   Is not a shaft, trench or tunnel that is a mine or is part of the workings of a mine |
| Designated Hot Work Areas | Wannon Waters designated hot work areas are permanent workplace environments designed for safe hot work e.g. a workspace that is clear of vegetation, potential fuel sources and hazardous atmospheres, such as a Welding Workshop |
| Engaging Officer | The employee who has engaged the contractor to undertake the works. |
| Equipment | Machinery, devices, instruments, tools, that we use to perform various activities or tasks. |
| Explosive Atmosphere | Mixture with air, under atmospheric conditions, of flammable substances in the form of gas, vapour, dust, fibres or filings which, after ignition, permits self-sustaining propagation. |
| Fire Watch | * A Fire Watch is a competent person proficient in the operation of fire extinguishing equipment and conversant with the local area emergency procedures who will observe the hot work area. * The purpose of the Fire Watch is to detect and prevent the spread of any fire produced by the hot work process. |
| GM | General Manager |
| Hazardous Area | An area that has the potential or does contain flammable substances or explosive gas atmosphere e.g. Flammable chemical storage area |
| Hot Work | Refers to any operation that involves or may generate naked flames, heat and/or sparks that may ignite a fuel source. Examples include (but not limited to) the following:   * Welding using arc or gas * Soldering * Burning of combustibles including risk reduction burning * Flame cutting with gas * Flame heating including tap sterilisation * Brazing and soldering with gas * Metal grinding * Grass slashing * Use of chainsaws * Heat treatment |
| HSR | Health & Safety Representative |
| Ignition Source | Any process that generates or has the potential to generate flames, sparks, hot surfaces, mechanical impact sparks or incandescent material. |
| Maximo | Maximo is enterprise asset management software for asset monitoring, management, predictive maintenance and reliability planning. |
| PPE | Personal Protective Equipment |
| RiskWare | Riskware is enterprise risk management software for the management of risks, hazards, incidents, audits and actions. |
| SWMS | Safe Work Method Statements - A SWMS is a document that sets out the high-risk construction work (HRCW) to be carried out at a workplace, the hazards arising from these activities, and the measures to be put in place to control the risks. SWMS must be prepared before HRCW commences. |
| Task Risk Assessment (JSA) | Job Safety Analysis Procedure and eForm |
| Total Fire Ban Day | Days where fires are likely to spread rapidly and could be difficult to control. |

# Governance

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| **Parent policy/standard** | [Zero Harm Policy](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Zero%20Harm%20Policy.DOCX?d=w28a88858bc424da988df5d4ce744b530&csf=1&web=1&e=qS9gZb) |
| Associated procedures/standards | * [Hot Work Procedure](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Hot%20Work%20Procedure.DOCX?d=wf1fb6e2e8c2f4ed28024d95b20532091&csf=1&web=1&e=WIWIE8) * PPE Procedure**8** * Task Risk Assessment (JSA) Procedure/eForm * Lockout Tagout Standard & Procedure * [Plant and Equipment Standard](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Plant%20and%20Equipment%20-%20Standard.docx?d=w83ee667cacd94de2bee30e89e8a21fe9&csf=1&web=1&e=lR8ZDf) & Procedure * [Confined Space Standard](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Confined%20Space%20-%20Standard.docx?d=w79565d4b88464199afc165856a546403&csf=1&web=1&e=Hangox) & Procedure * Chemicals and Hazardous Materials Standard & Procedure * [Contractor Management Standard](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Contractor%20Management%20-%20Standard.docx?d=wed5c05dff7a542baa9ae1fc891e99a72&csf=1&web=1&e=VvYdeU) * [Hazard Reporting Procedure](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Hazard%20Reporting%20Procedure.DOCX?d=w904e88d68b3b409ab8920915600f1c91&csf=1&web=1&e=SPhgXw) * [Incident Reporting and Response Procedure](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Incident%20Reporting%20and%20Response%20Procedure.DOCX?d=w1d356679cafd4fecab53c8d7284efca8&csf=1&web=1&e=mrYGXn) |
| **Legislation mandating compliance** | * Victorian Occupational Health & Safety Act 2004 * Victorian Occupational Health & Regulations 2017 * Environment Protection Act (2017), General Environmental Duty (GED) * Forests (Fire Protection) Regulations 2014, r 18 |
| **Approval** | Executive Committee |
| **Owner** | GM People & Business Services |
| **Content enquiries** | * Safety Field Officer * Environmental Risk Compliance Officer |

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# Document version history

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| --- | --- |
| Version | Changes made to document |
| 1 | New document created as part of the new IMS Standard Framework |

1. The nominated person who is responsible for ensuring there is the system in place to meet a requirement or delivering a task to an acceptable level of performance. [↑](#footnote-ref-2)
2. The Executive are collectively accountable for the standard. The individual GM is the nominated person who will approve any capital/operating expense requests (within the Instrument of Delegation) and any material changes to current work practices to meet requirements of the standard. [↑](#footnote-ref-3)
3. If equipment is manufactured internationally – the manufacturer or supplier must be consulted for assurance that the item complies with relevant Australian Standards. [↑](#footnote-ref-4)
4. Reassessment can be requested by a [HSR](https://m.enviroessentials.com.au/safetylaw/victoria/requirement/81414/)if they believe the employer has failed to assess the risks appropriately, after either an incident, alteration to an asset or a task, or where there is concern that the measures do not adequately control the risks or for any other reason. [↑](#footnote-ref-5)
5. Could be a Wannon Water employee, with the required training/experience, a manufacturer, a supplier, or a qualified technical expert, where we don’t have the required knowledge to assess suitability or regulatory implications. [↑](#footnote-ref-6)
6. For contractors, an equivalent system (e.g., Safe Work Procedure, JSA, SWMS) must be of equivalent or higher standard. [↑](#footnote-ref-7)
7. The **PPE Procedure** is still under development. Please liaise with the Safety Field Officer in the interim. [↑](#footnote-ref-8)