

Hot Work Permit

Permit to Work No Work Order No

Description of Work

Exact Location of
Proposed Work
(Designated Area)

Checklist

YES NO N/A

Is there a JSEA for this task?

☐ ☐

Has an RTHA been undertaken?

☐ ☐

Ensure all staff in the vicinity are aware of the Hot Work.

☐ ☐

Fire control equipment available at the activity site (hose reel, extinguisher, etc)?

☐ ☐

Assign a fire person to observe and raise alarm if required.

☐ ☐ ☐

Ventilation equipment available and orientated correctly.

☐ ☐ ☐

Flammable liquids, gases or vapors cleared within 10m of the work area?

☐ ☐

Combustible materials located within 10m controlled by removal or protection?

☐ ☐ ☐

Has the area around the hot work activity been wet down to reduce the risk?

☐ ☐ ☐

Barricades, warning signs and spark/flash screens provided if required?

☐ ☐ ☐

Has fire detection equipment been isolated?

☐ ☐ ☐

Consider the vicinity to other processes or infrastructure such as air-conditioning intake vents, sumps and grates, flammable walls, gaseous environment e.g. chlorine, for additional controls.

☐ ☐

Other controls

☐ ☐ ☐**I confirm that all controls as above are in place and all workers understand the requirements of this permit.**2nd Tier Permit Authority Contact No Signature Date

Work Completion

I have inspected the worksite. I am satisfied that the work is complete, all equipment returned and the site safe.2nd Tier Permit Authority Signature Date

1. Types of Hot Work

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The controlled version of this document is registered. All other versions are uncontrolled

- Welding
- Grinding/cutting/sawing/drilling of metal or concrete
- Oxy-acetylene or other flame cutting

2. Mandatory PPE/tools

- Welding Chaps (welding only)
- Welders faceshield (welding only)
- Safety goggles (for grinding)
- Safety eyewear
- Safety gloves
- Safety footwear
- Fire extinguisher and/or fire blanket
- Flash arrestors, screens, warning signage

NOTE: Other PPE /tools may be required to be used, e.g. safety helmet.

3. Prior to starting work

- Is there a JSEA for this task
- Has the Designated Area for the hot work been clearly defined?
- Has an RTHA been conducted
- Are weather conditions suitable for work (no rain or wind)?
- Are other persons present in the local vicinity (erect barriers, create exclusion zone, notify)?
- Is area clear of obstructions or materials that could ignite during works (protect/cover/wet down)?
- Have smoke/heat detectors been isolated to prevent alarms?
- Have flammable environments been tested?
- Are isolations required?
- Can fumes generated dissipate quickly without supplementary extraction or positive ventilation

4. Precautions to be taken during work

- Keep area clear of unauthorised persons, and flammable materials.
- Manage smouldering items immediately
- Monitor flammable environments

5. Completion of Work

- Ensure no smouldering items, and work face has cooled sufficiently to reduce hazard
- Instate fire watch if required.
- Re-instate fire detection systems
- Ensure area is free of debris and all equipment removed