

WHSMP09 – FOR – 02 Hot Work Permit

Hot work must not commence until this permit is approved and displayed at the work location. Where permit conditions exceed the SWMS, the permit conditions apply.

All permits must comply with WHS legislative requirements and be approved by an authorised Permit Issuer.

ALL WORK IS TO CEASE ON THE SOUNDING OR RAISING OF A FIRE OR OTHER EMERGENCY ALARM

PERMIT DETAILS				
PERMIT HOLDER	Permit is Valid from:		Until:	
	<i>This permit is valid only for the specified time period and does not extend beyond the nominated work shift unless re-authorised.</i>			
	Permit Holder:		Company Name:	
	Worker Name:		Mobile:	
	Type of Hot Work:			
	☐ Welding ☐ Grinding ☐ Oxy cutting		☐ Soldering ☐ Torch-on membrane ☐ Other: _____	
	Fire system status:			
	☐ No detectors in area ☐ Detectors isolated (approval attached) ☐ Fire system unaffected ☐ Isolation has been recorded with Facilities and/or Fire Monitoring provider (where applicable).		☐ Fire system impact has been assessed and isolation requirement determined. ☐ Fire system isolation approval reference / work order number: _____ ☐ Reinstatement responsibility assigned to: _____	
	Description of Works:			
	Location of Works:		Public/Private services nearby?	Yes ☐ No ☐
This permit is valid only for: - The location described - The task described - The time period specified		This permit becomes <u>invalid</u> if: - Work scope changes - Work location changes - Fire system status changes - Fire watch arrangements cannot be maintained - Hot work method, materials, or equipment changes from that described on this permit - Exclusion controls are removed - Environmental conditions change in a way that increases ignition or fire spread risk		
<i>Work must cease and the permit reissued if any of the above occur.</i>				
Prestart Review				Tick
Pre-start meeting with SCU PS Representative completed?				☐
A task-specific Risk Assessment / SWMS has been reviewed and confirmed to align with the hot work activity, environment, and fire system status.				☐
Permit Issuer has inspected the work area prior to approval.				☐
Fire system isolation approval has been obtained (if detectors impaired).				☐

Fire Watch Arrangements:

- ☐ A competent fire watch has been assigned during hot work. Name: _____
- ☐ Fire watch will remain in place for a minimum of 60 minutes after completion (extended where required by risk assessment).
- ☐ Fire watch has immediate access to appropriate fire extinguishers suitable for the class of fire risk.
- ☐ Fire watch is authorised to stop work immediately if unsafe conditions arise.
- ☐ Fire watch will remain dedicated and perform no other duties during monitoring.

Mandatory PPE

- ☐ Gloves
- ☐ Welding mask
- ☐ Eye protection
- ☐ Hard hat
- ☐ Long sleeve shirt
- ☐ Long pants
- ☐ Safety boots

Fire Controls

- ☐ Fire watch assigned
- ☐ Appropriate fire extinguishers immediately accessible
- ☐ Signage in place
- ☐ Fire-resistant blankets/screens used

Isolations (where required)

- ☐ Electrical
- ☐ Mechanical
- ☐ Water/Waste

Environmental Checks**Tick**

Work is not being undertaken in a flammable or explosive atmosphere (confirmed by site inspection / atmospheric assessment where required).

☐

Combustible materials have been removed or protected within a 10m radius (or as determined by risk assessment).

☐

Floor and wall penetrations have been checked for combustible transfer risk.

☐

Adjacent rooms / ceiling voids checked where required.

☐

Smoke management controls are in place where detectors remain active.

☐

Pedestrian traffic has been redirected to avoid any unnecessary exposure.

☐

Drains, cables and heat-sensitive equipment are protected.

☐

Designated clearance area around, below and above where work is being performed.

☐

Required licences or competencies for the hot work method have been verified where applicable.

☐

Adjacent hot work, electrical equipment, or other ignition sources have been assessed and controlled.

☐

PERMIT AUTHORISATION		
ISSUER	I, the permit issuer, approve this hot work (as listed above) to proceed.	
	Name of Permit Issuer:	Signature: Date of Issue:
PERMIT DECLARATION		
PERMIT HOLDER	As the Permit Holder, I acknowledge and understand the conditions of this permit and: • Am competent to coordinate this work in accordance with this permit and associated risk assessment. • Will implement all the controls highlighted above and outlined in the risk assessment. • Shall share this permit and associated risk assessment with the other worker/s to ensure they understand the conditions of this permit. • Confirm fire system reinstatement where applicable.	
	Name of Permit Holder:	Signature: Date:
	My signature below acknowledges that I agree and understand the conditions of this permit (other worker/s).	
	Name of worker: _____	Signature: _____ Date: _____
	Name of worker: _____	Signature: _____ Date: _____
	Name of worker: _____	Signature: _____ Date: _____
FINALISATION		
PERMIT HOLDER	As the Permit Holder, I confirm all work is complete, all workers have signed off the Permit and the worksite has been left clean and tidy.	
	Name of Permit Holder: ☐ Work area has been inspected following completion of hot work. ☐ No signs of smouldering or residual ignition sources present. ☐ Post-work fire watch period completed. ☐ Area above and below work has been rechecked after fire watch period. ☐ Fire system reinstated and confirmed operational.	Signature: Date:
FEEDBACK		
NON-COMPLIANCE		

Ensure all risk assessments and SWMS are sent to pscontractor@scu.edu.au prior to starting works!

Once permit is complete and fully signed off - please submit here>>>

SUBMIT