 Department of Education and Early Childhood Development		<b>Procedure No. DEE EHU-14-1-3</b>
<b>Title: Hot Work Procedure</b>		<b>Authorised By: Manager EHU</b>
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### 1. Purpose:

The purpose of this procedure is to prevent harm or injury occurring to people, equipment or the environment as a result of hot work being performed within Department of Education and Early Childhood Development (DEECD) workplaces.

### 2. Scope:


This procedure applies to all DEECD workplaces including schools and central and regional offices.

### 3. References:

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

### 4. Definitions:

<b>Competent Person:</b>	A person who has acquired through training, qualification or experience, or a combination of both the knowledge and skills required to safely carry out a task.
<b>Deputy Health and Safety Representative:</b>	An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to Occupational Health and Safety (OHS) in the absence of the HSR.
<b>Hazardous Area:</b>	An area in which flammable liquids, vapours, gases, combustible liquids, dusts, fibres or other flammable or explosive substances may be present.
<b>Health and Safety Representative (HSR):</b>	An elected employee responsible for representing employees within a DWG on matters relating to OHS.
<b>Hot Work:</b>	Any work that may create an ignition source e.g. welding, thermal or oxygen cutting or heating, grinding, and other related heat or spark producing operations.
<b>Management OHS Nominee:</b>	A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.
<b>Safe Work Method Statement (SWMS):</b>	A document which describes the high risk work being performed, the health and safety risks associated with the work and the risk control measures that will be applied to ensure the work is carried out in a safe manner.
<b>Safe Work Procedure (SWP):</b>	<p>Are documented procedures that outline:</p> <ul style="list-style-type: none"> <li>▪ The hazards associated with performing a particular task (which may include equipment use, chemical use or working in hazardous environments);</li> <li>▪ Safety instructions in performing that task including any checks and precautions to be exercised;</li> <li>▪ Any required PPE to protect employees, students, contractors and visitors; and</li> <li>▪ A list of the persons authorised to supervise and train persons</li> </ul>

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in how to undertake the task safely.

**Work Area:** A work area requiring a hot work permit is the immediate area around the equipment being worked on and extends 10 metres in all directions. A work area not requiring a hot work permit may be an appropriately prepared, screened and risk assessed area such as a workshop.

**Workplace Manager:** The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

## 5. Responsibility:

**Workplace Managers and Management OHS Nominees** are responsible for:

- Identifying hot work activities within the workplace;
- Ensuring that no persons conduct hot work if the risk to persons and property has not been controlled;
- Ensuring emergency procedures are established and implemented in relation to persons conducting hot work activities;
- Ensuring contractors required to conduct hot work activities on DEECD premises comply with DEECD safe work procedures for hot works;
- Ensuring appropriate emergency equipment relevant for the particular circumstances is available when persons are conducting hot work activities;
- Providing appropriate Personal Protective Equipment (PPE) for employees engaging in hot work activities; and
- Ensuring that any employee or contractor who must conduct hot work activities in a work area other than those approved for hot work on DEECD premises (e.g. welding bays) is provided with a **Permit to Work- Hot Work**;
- Ensuring that contractors supply a **Safe Work Method Statement** (SWMS) which relates specifically to the hot work being performed.

**Employees and Contractors** are responsible for:

- Ensuring that hot work activities are performed only after supplying a Permit to Work, which relates to specifically to hot work being performed; and
- Adhering to and following all procedures for hot work.


## 6. Procedure:

### 6.1 Hot Work Hazard Identification and Risk Assessment

The **Workplace Manager and/or Management OHS Nominee** is to identify all areas and types of hot work that may be performed in the workplace in consultation with the HSR and employees. The **Workplace Manager and/or Management OHS Nominee** is responsible for updating the **OHS Risk Register** to reflect all related hot work hazards (see **OHS Risk Management Procedure**).

Hot work hazards may be identified as a result of:

- An incident, injury or near miss being reported in the workplace;
- A new task being introduced e.g. maintenance / welding work on an existing structure;
- New plant or equipment being introduced;
- Existing work conditions / environment has changed (e.g. flammable items are now stored adjacent to workshop areas); and

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- New or additional information relating to hot work hazards becomes available.

Any new areas or tasks involving hot work are to be risk assessed using the DEECD risk rating methodology outlined in the [OHS Risk Management Procedure](#).

## 6.2 Risk Control

The **Workplace Manager and/or Management OHS Nominee** is to ensure that all hazardous areas surrounding the hot work area are adequately isolated or otherwise controlled so as to prevent the ignition of any materials, contaminants, agents or conditions that may be harmful to a person or property.

Where specific hot work hazards have been identified, controls are to be established and implemented by the **Workplace Manager and/or Management OHS nominee** in consultation with the HSR and employees.

When determining controls for hot work risks, the **Workplace Manager and/or Management OHS Nominee** must follow the hierarchy of control outlined in [OHS Risk Management Procedure](#). Examples of effective controls (from most to least effective) to reduce the risk of harm or injury occurring as a result of hot work could include:

- Eliminating hot work in all outside areas;
- Substituting welding techniques (e.g. oxygen-acetylene and ARC welding);
- Improving workplace design and layout (i.e. removing or relocating flammable items in workshops);
- Providing PPE e.g. spark/fire retardant clothing and fire extinguishers; and
- Developing and training employees in SWP.


### 6.2.1 Training

The **Workplace Manager and/or Management OHS Nominee** is responsible for identifying employees who are required to conduct hot work activities. The **Workplace Manager and/or Management OHS Nominee** is to make sure that each of these employees is provided with hot work training prior to engaging in any hot work. This training is to be performed by a competent person and include:

- legislative requirements;
- the work practices to be followed when performing specific hot work;
- the process of identifying hot work and the associated hazards;
- the measures used to control the risk of harm or injury occurring as a result of performing hot work;
- use of fire control and emergency notification / evacuation controls that have been put into place;
- the proper use and fitting of PPE; and
- first aid and incident reporting procedures to be followed in case of injury or illness.

Training records are to be kept and maintained by the **Workplace Manager and/or Management OHS Nominee** as outlined in [Induction and Training Procedure](#).

Where contractors are required to complete hot work the **Workplace Manager and/or Management OHS Nominee** is responsible for ensuring that contractor selection, verification of competency and control on site occurs as per [Contractor Management Procedure](#).

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### 6.2.2 Permit to Work – Hot Work

The **Workplace Manager and/or Management OHS Nominee** is to ensure that all hazardous areas surrounding the hot work area are adequately isolated or otherwise controlled so as to prevent the ignition of any materials, contaminants, agents or conditions that may be harmful to a person or property.

Prior to hot work activities being conducted by contractors or employees, the **Workplace Manager and/or Management OHS Nominee** is to authorise the hot work by the issuing of a **Permit to Work – Hot Work** to the contractor/employee that has direct control of the hot work to be carried out. The **Workplace Manager and/or Management OHS Nominee** may request advice from the DEECD Regional OHS/WorkSafe Advisors or the OHS Advisory Service on **1300 074 715** for further information if required.

Examples of when a **Permit to Work – Hot Work** may be required would include:

- Grinding work being undertaken in areas other than workshops / maintenance facilities;
- Welding of school playground equipment in-situ; and
- Hot repair work conducted in science laboratory fume cupboards.

Whilst hot work is being carried out, the **employee or contractor** responsible for direct control of the work is to ensure that one or more fire-watch persons are present for the entire duration of the hot work (and even after if there is a risk of ignition from hot items yet to cool) to ensure that no nearby items are ignited.

The fire-watch person(s) must also have completed hot work training delivered by a competent person. The fire-watch person(s) must also be capable of operating fire and emergency equipment used to extinguish fire and is capable of initiating emergency procedures where required.

On completion of work, **the employee or contractor** in direct control of the hot work activities is to acknowledge in writing that the work has been completed and all persons involved in the work have left the work area safely. The **employee or contractor** in direct control of the hot work is also to conduct fire-checks of the work area after the work has been completed to ensure the hot work area is completely safe. This is to be documented on the **Permit to Work – Hot Work**.


### 6.2.2 Areas not requiring a Hot Work Permit

A work area not requiring a Hot Work Permit may be an appropriately prepared, screened and risk assessed area such as a workshop. The **Workplace Manager and/or Management OHS Nominee** must determine which hot work areas do not require a Hot Work Permit. This must be documented on the **OHS Risk Register**.

### 6.3 Record Keeping

The **Workplace Manager and/or Management OHS Nominee** must keep and maintain records in relation to:

- Hot Work Permits in relation to hot work conducted for one month after the completion of the hot work;
- Completed risk assessments in relation to hot work for 5 years after the date of preparation; and
- Training records in relation to hot work and whom the training has been provided to.

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#### 6.4 OHS Risk Register

The **Workplace Manager and/or Management OHS Nominee** is to update the *OHS Risk Register* when hot work activities are identified, assessed and controlled.

#### 7. Related Documentation:

*Safe Work Procedure*

*Permit to Work- Hot Work*

*OHS Risk Register*

*OHS Risk Management Procedure*

*Induction and Training Procedure*

*Contractor Management Procedure*

#### 8. Version Control

Version	Section Amended	Amendment	Date Created	Author
2	All	Updated to reflect changes in the Contractor Management Procedure	January 2011	EHU
3	All	Reviewed in line with the requirements of the OHSMS 2 yearly review process. Minor wording changes.	April 2011	EHU