

Hot Works Management Plan

SAMPLE

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Purpose and Scope

This Hot Works Management Plan sets out the minimum requirements and practical procedures for planning, authorising, conducting and monitoring hot works at [Company Name]. It is designed to prevent injury, illness, fires, explosions, property damage and environmental harm arising from hot works activities.

This document applies to all hot works undertaken by [Company Name] workers, contractors, labour hire personnel and visitors at:

- [Company Name] workplaces, workshops and yards
- Client sites where [Company Name] is engaged to perform work
- Temporary or mobile work locations (e.g. construction sites, field repairs, shutdowns)

Hot works in this plan includes any activity that involves open flames, generates heat, sparks or ignition sources with the potential to ignite combustible materials. Typical examples in the target industries include:

- Welding (MMAW, GMAW/MIG, SAW/TIG, FCAW, oxy-acetylene)
- Cutting, gouging, grinding and abrasive wheels
- Soldering and brazing in plumbing and gasfitting
- Oxy-fuel heating, cutting and burning
- Hot riveting, thermal spraying and metal fabrication processes
- Use of heat guns, blow torches and industrial blow torches

This plan should be read in conjunction with [Company Name]'s WHS Policy, Risk Management Procedure, Emergency Management Plan, Permit to Work System and any site-specific safety management plans.

Definitions

Key Terms

Hot works

Any process that involves open flames or produces heat and/or sparks capable of igniting combustible materials, flammable gases, vapours or dusts.

Hot works area

A designated location assessed and approved for hot works, which may be a permanent welding bay or a temporary controlled area on a construction site or plant.

Hot Works Permit

A formal written authorisation that specifies the location, time, scope, controls and monitoring requirements for hot works to be carried out safely.

Permit Issuer

A competent person authorised by [Company Name] to assess hot works risks, verify controls and issue hot works permits.

Fire Watch

A competent person assigned to continuously monitor hot works and the surrounding area for signs of fire during the work and for a defined period after completion.

Competent person

A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task safely.

Designated hot works area

A permanent, purpose-built area (e.g. welding bay) designed with fire-resistant construction, separation distances, extraction and fire protection to safely conduct hot works.

Non-designated hot works area

Any location not purpose-built for hot works (e.g. within a building under construction, plant room, pit, ceiling cavity, confined space, near fuel systems or vehicles).

Roles and Responsibilities

Officers and Senior Management

Officers and senior managers at [Company Name] must exercise due diligence to ensure effective management of hot works risks by:

- Providing adequate resources for implementation of this Hot Works Management Plan
- Ensuring hot works risk management is integrated into project planning and budgeting
- Confirming that competent Permit Issuers, supervisors and fire watchers are appointed and trained
- Reviewing hot works incident trends, audit findings and corrective actions
- Supporting enforcement of the hot works permit system and disciplinary procedures for non-compliance

Managers and Supervisors

Managers and supervisors are responsible for day-to-day implementation of this plan by:

- Ensuring hot works are planned, risk assessed and authorised via a Hot Works Permit where required
- Verifying that workers and contractors hold appropriate high risk work licences, trade qualifications and training
- Confirming availability and suitability of fire protection equipment, extraction and PPE before work starts
- Ensuring housekeeping, isolation and barricading controls are in place and maintained
- Coordinating with other trades to manage overlapping works (e.g. hot works near painting, solvent use, roofing works)

- Stopping work immediately if unsafe conditions develop or permit conditions are breached

Permit Issuers

Authorised Permit Issuers must:

- Review hot works requests and scope of work
- Conduct or verify a risk assessment of the proposed hot works
- Inspect the work area to confirm required controls are in place before issuing a permit
- Specify permit duration, boundaries, controls, fire watch requirements and post-work monitoring
- Suspend or cancel permits if conditions change or controls are no longer effective
- Maintain records of permits and associated risk assessments

Workers and Contractors

Workers and contractors undertaking hot works must:

- Follow this Hot Works Management Plan, site rules and permit conditions
- Use plant, equipment and PPE in accordance with training, manufacturer instructions and SWMS
- Conduct pre-start checks of hot works equipment and fire protection equipment
- Maintain good housekeeping and report any hazards or near misses immediately
- Participate in hot works training, toolbox talks and emergency drills
- Refuse to undertake hot works if they believe it cannot be done safely and notify their supervisor

Fire Watch Personnel

Fire watch personnel must:

- Be familiar with the scope and location of hot works
- Continuously monitor the work area, adjacent spaces and below-floor/roof voids for signs of fire
- Ensure access to appropriate fire extinguishers, fire blankets and communication devices
- Have no other duties that distract from fire watch responsibilities during hot works
- Remain in the area for the required post-work monitoring period as specified in the permit