

Hot Works Procedure

SAMPLE

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SAMPLE

Purpose

This Hot Works Procedure sets out the minimum work health and safety (WHS) requirements for planning, authorising and carrying out hot work activities at [Company Name]. It aims to prevent fires, explosions, burns, fume exposure and property damage arising from hot work such as welding, cutting, grinding and soldering.

This procedure is applicable to all workers, contractors and visitors undertaking or affected by hot work in metal fabrication and welding, plumbing and gasfitting, building and construction, and automotive and mechanical operations.

Scope

This procedure applies to all hot work undertaken:

- On [Company Name] premises, including workshops, warehouses, yards and offices
- On client sites where [Company Name] workers are engaged
- At temporary or mobile work locations, such as construction sites and vehicle breakdown locations

Hot work includes, but is not limited to:

- Electric arc welding (MAW, GMAW/MIG, GTAW/TIG, FCAW)
- Carbon arc cutting and oxy-AC welding, cutting, heating and gouging
- Grinding, cutting and abrasive wheels that can generate sparks
- Soldering and brazing (soft and hard soldering)
- Use of heat guns, blow torches and open flame equipment
- Hot riveting, thermal spraying and similar processes

This procedure must be applied in conjunction with:

- [Company Name] WHS Policy
- Hazardous Chemicals Procedure
- Permit to Work Procedure
- Confined Space Entry Procedure (where applicable)
- Electrical Safety Procedure

Definitions

Hot Work

Any process that involves open flames or generates heat and/or sparks with the potential to ignite combustible or flammable materials. Examples include welding, cutting, grinding, soldering and brazing.

Hot Work Area

A designated location where hot work is routinely carried out and which has been assessed, set up and controlled to minimise fire and health risks.

Temporary Hot Work Location

Any location that is not a designated hot work area where hot work is to be performed on a non-routine basis, such as on a construction site, in a ceiling space, inside a vehicle body, or on installed pipework.

Hot Work Permit

A formal written authorisation that specifies the location, time, scope of work, controls and fire watch requirements for hot work undertaken outside a designated hot work area.

Fire Watch

A competent person assigned to continuously monitor hot work and adjacent areas for signs of fire, during the work and for a specified period afterwards.

Competent Person

A person who has acquired through training, qualification or experience the knowledge and skills to carry out a task safely and verify that required controls are in place.

Isolation

The process of removing or preventing the release of energy (electrical, gas, mechanical, hydraulic, pneumatic, thermal) that could pose a risk during hot work, including the use of lockout/tagout devices.

Roles and Responsibilities

Officers and Senior Management

- Ensure adequate resources (people, equipment, training and budget) are provided to implement this procedure.
- Ensure hot work risks are identified and controlled in line with WHS legislation and relevant Australian Standards.
- Support enforcement of the hot work permit system and disciplinary action where necessary.

Managers and Supervisors

- Implement this procedure within their areas of control.
- Ensure hot work is only undertaken by competent and authorised workers.
- Confirm that hot work areas and temporary hot work locations are assessed and controls implemented prior to work commencing.
- Verify that hot work permits are issued, completed and closed out as required.