Apply for Hot Works Permit

Details of revisions

Level	Details	Date	Initial
1	Creation of initial document for use	20/08/2016	J.O'S
2	Review and Amendment	26/02/2018	MW
3	Review and update of the roles and responsibility matrix	11/10/2019	MW

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1 Introduction

1.1 Purpose

This guide is intended for Curtin University's Contractors, Vendors, University Staff and Permit Managers, providing information into the role and process of applying for a Hot Works Permit. The system is designed to prevent the occurrence of incidents or injury to contractors, staff and students; and prevent damage to the University Estate.

1.2 Inclusion Group

This guide is intended for any organisation engaged by Curtin University and nominated to the Contractor as the representative of the University. All subcontractors working under a lead contractor must be disclosed within the permit application. If the subcontractor changes at any point a new permit request must be submitted.

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2 Definitions

Term	Definition
Hot Work	Undertaking works which may generate significant heat or sparks. This can include grinding, welding, the use of oxy acetylene cutting or heating, use of naked flames etc.
Contractor	The Company engaged by Curtin University to perform work on the Estate.
Permit	Authorises person(s) to undertake works on the Estate.
Permit Applicant	The person who completes the Permit Application
Permit Manager	The person authorised by the University to manage the Permit process.
Project Manager	The person managing the Project on behalf of the University.
Risk Assessment	A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.
Risk Management	The systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, assessing, treating and monitoring risk.
Work Methodology	A statement submitted by the Contractor describing the tasks to be completed during works.
The Core	The Core is the Pedestrian Precinct in which vehicles are restricted between the hours of 9:00am-3:30pm.

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3 Hot Works Permit

3.1 Context

Prior to commencing hot work which generates heat, flame or sparks in any area other than workshops, a Hot Work Permit shall be obtained. All Contractors must comply with requirements set out in the permit and identify the controls required to reduce risk. The use of personal protective equipment, for example non-flammable shields and other necessary equipment including fire extinguishers must be documented in the Risk Management Plan.

A 30 minute fire watch is required after hot work activities have ceased. The Permit Manager must be advised on completion of the fire watch and completed works.

All hot work permits must not exceed a period of 1 day. Should further time be required to complete the works further permit applications are to be submitted.

3.2 Mobile Plant

All mobile plant brought on to the University by contractors shall meet the requirements of the Occupational Safety and Health Regulations 1996. Additionally, personnel operating mobile plant shall hold the appropriate Classification of High Risk Work (HRW) licences. This applies to the operation of certain forklifts, cranes, hoists, or the carrying out of any scaffolding work 4 metres or greater in height, dogging/ rigging work or any other class of high risk work. Reversing beepers and revolving lights must be in working condition and used where fitted.

3.3 Risk Management

It is important to understand that other potential hazards must also be assessed in conjunction with the hot work. This may include confined spaces, required isolations, materials present or operations being undertaking at the location of the proposed hot works.

The hierarchy of risk control can be applied to hot works planning prior to work commencing to ensure that all options reduce likelihood and/or consequence, of hot works causing damage to existing services or persons.

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Control	Test
Elimination	Can hot works be avoided completely?
Substitution	Can the location of works be altered to avoid Services?
Engineering	Can alternate design be used?
Administrative	Have the required Permits. Have developed Risk Management Plan.
Personal Protective Equipment	What equipment is required for the workers to ensure they are not injured?

It is important to recognise that each site and each set of circumstances represent a different risk exposure and as such each Hot Works Permit needs to be properly risk assessed and the relevant controls defined.

Different controls are possible for both likelihood and consequence and the Risk Management Plan should seek first to reduce:

- Likelihood of damaging existing infrastructure through ensuring the best data possible is obtained and verified on site.

- Consultation with the relevant Curtin University Stakeholders should verify whether other works recently completed, or works in progress have installed additional services to those shown on obtained data.

- The location where the works are being undertaken, adjacent works and whether this occurs in a live environment. The combination of these factors will assist to define the skills required on site, to ensure that existing assets are not damaged with workers and patrons remaining safe.

3.4 Emergency Management

At all campuses in the event of a life threatening emergency dial 000, and give your exact location, if possible also call Curtin Security on 9266 4444.

Prior to the commencement of work, Contractors are responsible for determining where emergency exits are, and determining the appropriate muster point location.

Contractors must familiarise themselves with position of nearest available fire extinguisher prior to commencing work; or if carrying out hot works, provide their own.

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4 Process for Applying for Hot Works Permit

4.1 Workflow Diagram

The below flow chart demonstrates the process for applying for Hot Works Permit. This process is described in more detailed in Section 4.2.
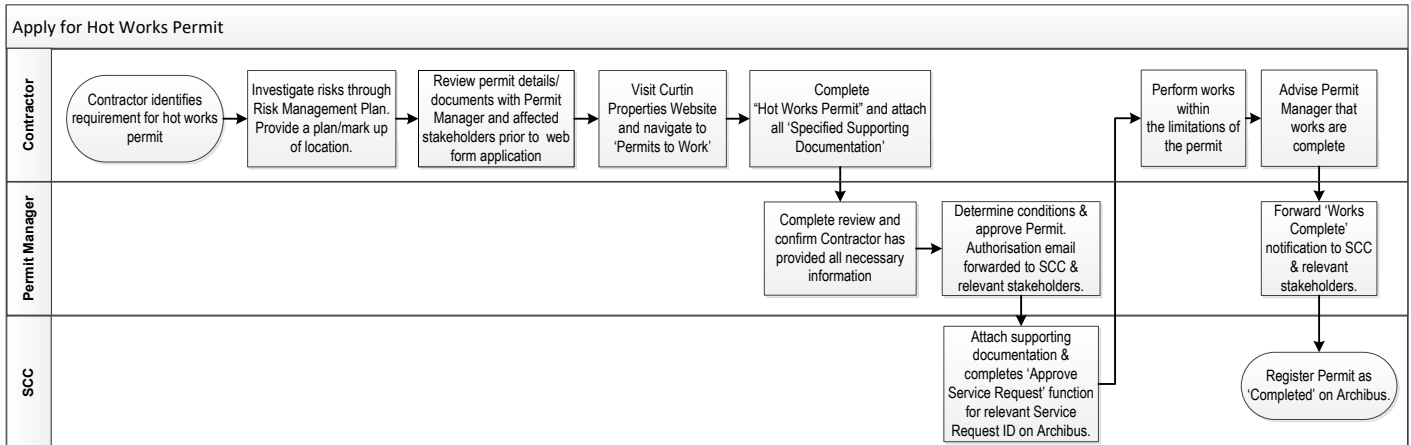
4.2 Procedure

Contractor Identifies Requirement for Hot Works

Accountability: Contractor

During the course of the Contractors work under the Contract, contractors may encounter a situation where hot works are required. When this occurs, the procedure within the above flow chart and within this process section is to be followed.

Investigate Potential Impact(s) of Hot Works

*Accountabilit*y: *Contractor*

The Contractor is responsible for carrying out all necessary investigations, as outlined below. If required, the Permit Manger is to assist the Contractor with these investigations, including:

- Identification and consultation with relevant/affected stakeholders;

- Risk Management Plan;

- Location Plan; and

- 'Methodology of Works', outlining step by step how the hot works will be performed including, access to site, works being performed and departure from site.

Review Content with Permit Manager & Affected Stakeholders

Accountability: Contractor

The Contractor is responsible for ensuring content of the Permit Application is reviewed with the Permit Manager, prior to the online application. Any necessary amendments are to be made prior to completion of the online application form.

Navigate to Web Form Application

Accountability: Applicant

Once all investigations are complete, the Applicant navigates to the Hot Works Permit Online Web Form, which is found under 'Permits to Work' on the Properties Website.

Web Form Application

Accountability: Applicant

The Applicant completes the Online Web Form, attaching required documentation, as specified in Section 5.

All subcontractors working under a lead contractor must be disclosed within the permit application. If the subcontractor changes at any point a new permit request must be submitted.

Upon submitting the online web form, the Applicant will receive an automated notification confirming Curtin University's receipt of the Permit Application.

Review Permit Application

Accountability: Permit Manager

The Permit Manager receives an automated 'Authorisation Requisition' email (with a unique Service Request ID), containing the Applicants completed online web permit application. The Permit Manager reviews the form to determine applicant has a relevant requirement for works and has met all the requirements.

Determine Conditions & Approve Permit

Accountability: Permit Manager

Once satisfied, the Permit Manager forwards an authorisation email approving the Permit Application to the SCC, with a copy to the relevant stakeholders. The acceptable email is the 'Authorisation' text extract from the automated 'Authorisation Requisition' email notification. The Hot Works Permit Application should demonstrate the Contractor has planned for the works, identified risks and has adequate mitigation strategies to safely execute the works. If the Permit Manager's review of the Permit Application identifies deficiencies or areas requiring further clarification, the Contractor is advised of these deficiencies, to assist with the completion and approval of the Permit Application.

Attach Documentation & Approve Service Request

Accountability: SCC

On receipt of the authorisation email, the SCC calls up the relevant Service Request ID on Archibus. The SCC attaches the Supporting Documentation to the corresponding Service Request ID and clicks 'Approve'. This completes the 'Approve Service Request' function in Archibus.

Use of Hot Works Permit

Accountability: Contractor

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Upon receipt of the email notification containing the approved Hot Works Permit, the Contractor must ensure that works are undertaken within the limitations of the authorised Permit.

Fire Watch & Notify Permit Manager of Works Complete

Accountability: Contractor

Upon completion of hot works activities, a 30 minute fire watch shall be undertaken. The Permit Manager must be advised on completion of the fire watch and completed works.

The Contractor must quote the corresponding Service Request ID in the email, when notifying the Permit Manager that all works associated with the Permit have been completed.

Forward Works Complete Notification

Accountability: Permit Manager

Upon receipt of the 'Works Complete' notification email, the Permit Manager must forward the email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed

Register Permit Complete

Accountability: SCC

Upon receipt of the 'Works Complete' email, the SCC must register the Permit Number as 'Completed' in Archibus. Then the Permit Manager and Applicant will receive an automated email notifying that the Hot Works Permit has been registered as 'Completed'.

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5 Documentation Requirements

All Hot Works Permit requires the following attachments:

- Location Plan;

- Work Methodology highlighting which high risk activities are involved on site; and

- Risk Management Plan.

Additional documentation is required when applying for the Hot Works Permit includes:

- High Risk Works License details

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6 Reference Material

6.1 Related Tools

Application for Hot Works

Risk Assessment / Risk Register

Archibus

6.2 Related Knowledge

Upon applying for a Hot Works Permit, all applicants are required to understand and follow the below:

- Curtin's Contractor Health and Safety Handbook

- Curtin's Risk Management Webpage

6.3 Associated Processes

- Application for Confined Spaces

- Application for Isolations – Electrical, Mechanical, Fire

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7 Roles & Responsibilities Matrix

7.1 Legend

Legend	Key	Explanation
R1	Primary Responsibility	Responsible for directly actioning.
R2	Secondary Responsibility	Responsible for monitoring tasks performed by others.

7.2 Roles & Responsibilities Matrix

Responsibilities	Applicant	Permit Manager	SCC
Ensuring that any contractor, sub–contractor, their employees and University staff are aware of the requirement for a hot works permit, prior to any works being undertaken.	**R1**	**R2**	
Information within relevant Guidelines and Procedures is understood and followed.	**R1**	**R2**	
Undertaking all relevant preliminary investigations including Work Methodology, Risk Management Plan and Location Plan	**R1**		
Consulting relevant Curtin University Stakeholders as identified by the Permit Manager, to verify impacts and actions necessary for management	**R1**	**R2**	
Ensuring that no services/property is damaged during works to Curtin University, performed by the company responsible for the works.	**R1**	**R2**	
Including all information within the online permit application in order for the Permit Manager to adequately review the Permit.	**R1**		
Identifying and coordinating resolution of deficiencies or areas requiring further clarification, following review of the Applicants online web form application.		**R1**	
Forwarding authorisation email and attachments approving the Permit application to the SCC, copying in relevant Stakeholders.		**R1**	
Attaching supporting documentation to the relevant Service Request ID in Archibus and completing the 'Approve Service Request' function in Archibus.			**R1**
Ensuring the Contractor understands the Hot Works Permit prior to works commencing	**R2**	**R1**	
Ensuring the Contractor has a full copy of the Permit in their possession at all times when works are occurring.	**R1**	**R2**	

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Responsibilities	Applicant	Permit Manager	SCC
Facilitation of an OSH Works Planning Meeting on site, prior to works commencing to discuss OSH risks associated with the contracted works and to determine adequate control processes to deal with risk occurrence.	R1	R2	
Confirming with each trade involved in the work that they have checked that the actions they plan to undertake will not damage any Curtin asset on the site causing injury (or) death, rather than assuming the tradespeople fully understand.	R1	R2	
During the hot works, take all necessary precautions to ensure services or any other assets on the Curtin estate are not damaged.	R1	R2	
Ensuring that works are only undertaken within the limitations of the authorised Permit, by the specified method and persons	R1	R2	
Proactively monitoring works progress, key milestones, and identifying risks and managing specific risk issues	R1	R2	
Intervening if any activities are likely to cause damage to Curtin assets (or) Injury / Death.	R1	R2	
Undertaking 30 minute fire watch after hot works activities have ceased to ensure there is no remaining risk.	R1		
Forwarding of a 'Works Complete' email quoting the corresponding Service Request ID to the Permit Manager	R1		
Forwarding the 'Works Complete' email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed		R1	
Completing the close out function in Archibus and registering the Permit as 'Completed'			R1

8 Document Types

Activity Register	A formal list of all Activities
Form	Logically structured document with a fixed arrangement of captioned spaces, designed for entering, extracting, or communicating the required information.
Plan	Written account of intended future course of action (scheme) aimed at achieving specific goal(s) or objective(s) within a specific timeframe.
Plant & Equipment Register	A formal list of all Plant & Equipment.
Procedure	A fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task.
Process	Sequence of interdependent and linked procedures which, at every stage, consume one or more resources (employee time, energy, machines, money) to convert inputs (data, material, parts, etc.) into outputs.
Process Map	A visual representation of a procedure defining information flows and connections to documents and other procedures.
Program	A plan of action aimed at accomplishing a clear business objective, with details on what work is to be done, by whom, when, and what means or resources will be used.
Report	A document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis.
Review	Orderly recall of past information in summary form for its re-examination.
Risk Register	A formal list of all risks.
Spot Check	Unscheduled inspection at random intervals.
Template	A file that serves as a starting point for a new document.

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