



Permit to Work Guide

Hot Works

This guide is intended for Curtin University's Contractors, Vendors, University Staff, Students, and Permit Managers*. The information contained in the guide is to assist Permit Applicants in successfully obtaining a permit by understanding Curtin's minimum requirements.

Permit Applicants will have control over the way work is undertaken and will be operating under their own safety management system. This includes the responsibility to put in place appropriate control measures to eliminate risks so far as is reasonably practicable, or, if it is not reasonably practicable to eliminate risks, to minimise health, safety, and operational risks, so far as is reasonably practicable.

**A Permit Manager is a person trained and authorised by Curtin University to approve permits.*

properties.curtin.edu.au/working-with-us

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BEFORE PERMIT APPLICATION

1.1 Permit information

Hot Works Permit

To be issued for work that generates a source of ignition – this could be through a flame, heat or spark. Hot work is dangerous because it can introduce a risk of fire or explosion.

Examples:

Activities involving fire and naked flames i.e burning, smoking ceremonies in public spaces and open wood-fired cooking.

Welding, grinding, thermal or oxygen cutting or heating, soldering, brazing, using blow torches and other fire or spark producing tools.



Please note:

Permit to be submitted minimum **2 business days** prior to commencement of activity, a longer notice period is strongly encouraged.

1.2 Ensure:

Contractor Company Status is COMPLIANT on Rapid Global (where applicable).

Worker(s) have completed induction(s) for Curtin University (where applicable).

Contractor Company and worker(s) hold required licences and competencies to do the task (where applicable).



1.3 Plan & Consult

Discuss works with Permit Manager and investigate potential impacts of hot works.

Engage with relevant Curtin University stakeholders, building or impacted users to agree on work methodology.

Identify all potential hazards associated with the hot work and outline control measures.

Use stakeholder feedback received to prepare required documents for permit application.

Consider if other permits are required, i.e. Isolation Permits.



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LODGING PERMIT APPLICATION

2.1 Submit Application

<https://properties.curtin.edu.au/working-with-us/permits/>

Location Plan of where works will be done.

Risk Management Plan or Safe Work Method Statement (SWMS).



Please note:

No hot work to be done when a **Total Fire Ban** is in place – it is illegal to light an open-air fire or conduct any activity that could start a fire (refer to Department of Fire and Emergency Services' website for more information).

→ 2.2 Important

- Ensure risk management plan is reviewed and kept current on a daily basis or after each shift change or personnel change.
- A continuous fire watch must be provided during and for a minimum of 30 minutes after hot work activities are completed.
- Ensure a suitable fire extinguisher is located in close proximity to the hot works.



Please note:

Submission of permit does not constitute an approval. No works are to commence until approval notice email is received.

2.3 Issue Permit

Permit Manager approves permit when they are satisfied applicant has met all relevant requirements.

Work may begin based on the documentation submitted with the application and in accordance with the conditions outlined in the issued permit.



AFTER PERMIT APPROVAL

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3.1 Conduct Works

The Permit Holder will have control over the manner in which work is undertaken and will be operating under their own safety management system to effectively manage the risks involved.

If any issues arise, stop works and escalate to Permit Manager (note: not SCC). Works may only proceed once the issue is resolved.



AFTER WORKS ARE COMPLETED

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4.1 Close Permit

Permit Holder to notify Permit Manager once all works pertaining to the permit are finished.

Ensure area is safe to return to normal operations after completion of a minimum 30-minute continuous fire watch.

Do a visual inspection to confirm all equipment has been removed and any dust or rubbish has been properly disposed of.

Where applicable, ensure all fire protection equipment including any isolated smoke detectors are reinstated.

Where applicable, Permit Holder to send through relevant documentation to Permit Manager to close the permit.



→ Frequently Asked Questions (FAQ)

1. Why are Hot Works considered a high-risk activity?

Hot works are a leading cause of fires in the workplace because heat, sparks or flames igniting and spreading beyond hot work boundaries can cause fires, explosions and the spread of toxic chemicals.

Hot Works include any activity or process that generates a source of ignition either directly or indirectly.

- Direct – the equipment or tool creates a flame or produces heat.
- Indirect – using an abrasive wheel to cut metal produces sparks.

2. When do I need a Hot Works Permit?

When the work activity generates a source of ignition either through a flame, heat or spark and has the potential to cause a fire or explosion within or on any part of the premises.

Where possible, consider a safer way of working by not doing hot works, or take the work to a safe location such as dedicated hot works areas.

3. Are there any exemptions for the Hot Works Permit?

An exemption may apply when:

- Works are done in dedicated hot works areas where activities like welding and grinding are routine operations in fit-for-purpose facilities, **OR**
- In a designated hot works area that is non-combustible, fire resistive, free of combustibles and flammable materials and has adequate ventilation, **OR**
- When using portable gas-fired space-heating equipment that is hired for specific short-term use.

Persons conducting work must still undergo the Risk Management process and consult with stakeholders to complete a documented Risk Assessment or SWMS detailing the necessary controls required to eliminate or minimise the risks.

4. What does a dedicated hot works area look like?

A dedicated hot works area should have a combination of the following controls implemented:

- Hot work related procedures.
- Welding screens / curtains and fire-resistant barriers.
- Fire prevention and protection systems – i.e fire extinguishers, smoke detectors.
- Suitable ventilation – area is well-ventilated to prevent build-up of gases/fumes, i.e natural or use of extraction systems.
- Safe and secure storage of flammable liquids, gases and combustible materials away from hot works.
- Hot work appropriate PPE, such as flame-resistant clothing, gloves, glasses, welding hoods etc.
- Safety signs, markings and barriers.
- Only trained and experienced personnel familiar with hot work activities are permitted to perform the work.

→ Frequently Asked Questions (FAQ)

5. What are some of the controls for hot works?

The risk management plan i.e SWMS, JHA, SWP should detail the nature and purpose of the project; the time scales involved; the equipment to be used; the area / location of work; details of the persons carrying out the work and the personnel in charge; details of the particular fire hazards presented from carrying out this work in this location; the fire precautions taken; the fire protection equipment available; with details of inspections after work is completed.

Examples of common controls include:

- Ensure any worker doing hot works is qualified and competent to do the task.
- Check hot work equipment are in good repair e.g. oxy acetylene fitted with flashback arrestors.
- Ensure there are no explosive atmosphere and any flammable or combustible materials such as liquids, dust, lint and oil deposits are removed or isolated.
- Properly ventilate the work area either by natural or mechanical means.
- Provide suitable and accessible extinguishers in the proximity of the hot works.
- Smoke detection in the area has been isolated to prevent false alarms.
- Ensure adequate PPE is worn by all workers, including subcontractors.
- Safety signage is in place to warn others that hot works is in progress.
- Appoint a fire watcher to ensure the safety of staff and equipment.
- Use fire resistant barriers or sheeting as shields or covers.
- Establish exclusion zones, where required.

6. What is the role of the fire watcher?

The fire watcher is to be trained in the use of the fire-fighting equipment and general emergency procedures.

During the process of hot work, the assigned fire watcher and all other persons responsible for the safe operation of the hot works should ensure no condition arises, or any action taken, that would lead to a hazardous situation in the hot works area.

When the work is complete, it is essential that a check be made to look for glowing embers, smoke, areas of residual heat etc. This check is required for a minimum of 30 minutes continuous monitoring. In hazardous operating environments, the minimum time for the fire watch may need to be extended. Where such checks cannot be carried out, issue of the permit should be deferred or delayed.

7. What action to take in the event of a fire?

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

In the event of a fire, dial 000 for fire brigade (0 000 from a Curtin phone) and contact Safer Community Team (SCT) at 9266 4444 (ext 4444 from a Curtin phone).

If safe and possible, try and contain the fire, otherwise evacuate the area. If the work causes a small fire which is extinguished, work must nevertheless cease and the incident reported to the Permit Manager for immediate investigation. Only after full investigation should work be permitted to recommence.

