

# HOT WORK PRECAUTIONS CHECKLIST – HAZARDOUS AREAS



**NOTE: THIS AUTHORISATION FORM IS FOR HOT WORK PERFORMED IN OR ON HAZARDOUS AREAS. A HAZARDOUS AREA IS AN AREA IN WHICH FLAMMABLE LIQUIDS, VAPOURS OR GASES, COMBUSTIBLE LIQUIDS, DUSTS OR FIBRES, OR OTHER FLAMMABLE OR EXPLOSIVE SUBSTANCES MAY BE PRESENT. EG. Hydrogen plant, coal plant, chlorine plant, etc.**

**THIS HOT WORK AUTHORISATION IS ISSUED TO :**

Name : \_\_\_\_\_

**EMPLOYED BY :**

Stanwell Corporation                       Contractor (detail) \_\_\_\_\_

**TO CARRY OUT :**

- Welding                       Cutting                       Heating                       Grinding  
 Introduce Ignition source into hazardous area       Operate a non certified crane / hoist in a hazardous area  
 Other (detail) \_\_\_\_\_

**LOCATED AT :**

Workplace : \_\_\_\_\_ Specific Location : \_\_\_\_\_

**ON :    FROM :    TO :**

(Date): \_\_\_\_/\_\_\_\_/\_\_\_\_                      (Time): \_\_\_\_\_ Hours.                      (Time): \_\_\_\_\_ Hours.

**Note that the duration of this permit CAN NOT exceed 8 hours.**

**The Hot Work Officer, the Fire Watch and the Supervisor, must complete the Precautions Checklist on page 2 of this document, prior to issue of the Hot Work Authorisation**

HOT WORK ISSUE	
<b>AUTHORISATION ISSUED TO (HOT WORK OFFICER):</b>	
Name:	
Signature:	
Date:	Time:
<b>FIREWATCH RESPONSIBILITIES ACCEPTED BY (FIREWATCH):</b>	
Name:	
Signature:	
Date:	Time:
<b>AUTHORISATION ISSUED BY (SUPERVISOR):</b>	
Name:	
Signature:	
Date:	Time:

HOT WORK COMPLETION	
<b>HOT WORK COMPLETED BY (HOT WORK OFFICER):</b>	
Name:	
Signature:	
Date:	Time:
<b>FIREWATCH COMPLETED BY (FIREWATCH):</b>	
Name:	
Signature:	
Date:	Time:
<b>AUTHORISATION RETURNED TO (SUPERVISOR):</b>	
Name:	
Signature:	
Date:	Time:

**ON COMPLETION OF HOT WORK FORWARD THE ORIGINAL TO STANWELL CORPORATION O.H.& S. SECTION FOR REVIEW AND FILING.**

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PRECAUTIONS	YES	NO
1. Can this work be <b>relocated</b> to an approved workshop or alternative method utilised? (Priority should be given to relocation of the work, to avoid Hot Work risks / introduction of ignition sources).		
2. Does this work require a “ <b>Permit to Work</b> ” under Stanwell Corporation’s formal Permit to Work system?		
3. Will this work be carried out in a <b>Hazardous Area</b> ? (An area in which an explosive atmosphere is present, or may be expected to be present, in quantities such as to require special precautions for the construction, installation and use of potential ignition sources. E.g. Presence of Flammable Liquids, Vapours or Gases, Combustible Liquids, Dusts or Fibres, or other Flammable or Explosive substances). <b>EG. Hydrogen plant, coal plant, chlorine plant, etc.</b>		If NO, use form T-1778
<ul style="list-style-type: none"> <li>➤ If YES :- <b>A “Job Safety and Environment Analysis” must be completed for the Hot Work and/ or introduction of an ignition source into the hazardous area.</b></li> <li>➤ <b>Note - Standard JSEA 09/146081 is available for operation of cranes and hoists in a hazardous area.</b></li> </ul>		
<ul style="list-style-type: none"> <li>➤ If YES :- <b>If Hazardous Area relates to Flammable Gases/Vapours than Air Quality Monitoring must be conducted and recorded on Page 4 of this checklist.</b></li> </ul>		
<ul style="list-style-type: none"> <li>➤ If YES :- <b>Coal Dust Layering Inspection</b> (Areas with dust zoning) If dust layering is covering the surfaces of the electrical equipment where the colour of the enclosure can not be seen then cleaning is required. Dust build up in the surrounding area should also be considered and should be cleaned if it can present a dust cloud hazard when disturbed.  Note: Direct hosing of electrical equipment is to be avoided.</li> </ul>		
4. Have all <b>flammable materials, liquids or gases</b> been removed from within 15 metres of the Hot Work?		
5. Have all <b>combustible materials</b> been removed, covered, wetted down, or otherwise made safe within 15 metres of the Hot Work? <b>Crane operation only requires a 2 metre exclusion zone as per the Hazardous Area Management procedure (ASM-PROC-MTC-MAN-06).</b> (Fire watch is to monitor and re-wet / hose down at required intervals).		
6. Has a <b>Fire watch</b> been appointed? The Fire watch must be familiar with the duties of a fire watch and the specific functions required for the intended hot work.  <b>If NO</b> , list the controls to be implemented to prevent a fire or explosion (ie. Wetting down area, etc). Note that ‘ <b>NO</b> ’ <b>CANNOT</b> be selected when grinding, welding, cutting, or any other hot work process that projects sparks or other flying hot debris. <b>Note the Supervisor and H&amp;S personnel must be consulted when selecting NO to ensure controls are satisfactory.</b>  - - -		

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7. Is automatic fire protection or fire detection installed in the area of the Hot Work?		
<p>➤ If <b>YES</b> :- <b>Fire watch inspections</b>, (to detect smouldering fires), are not required <b>after the Hot Work</b> is complete, <b>if fire protection / detection systems are operational. If not operational see below for fire watch inspection requirements.</b></p>		
<p>➤ If <b>NO</b> :- <b>Fire watch inspections</b>, (to detect smouldering fires), must continue after Hot Work is complete. Frequency of inspections will be determined by the fire watch and supervisor in compliance with the checkbox statements below:</p> <p><input type="checkbox"/> Combustible material (including construction material) within 15m of hot work area = Hourly inspections for 4 hours</p> <p><input type="checkbox"/> No combustible material (including construction material) within 15m of hot work area = 1 inspection within an hour of work completion</p> <p><b>Fire watch inspections can cease if portable temporary fire detection system has been positioned at the hot work area and plant operators are informed of this.</b></p>		
8. Does this work require the <b>isolation of fire protection or fire detection systems</b> ?		
<p>➤ If <b>YES</b> :- A <b>“Permit to Work”</b> must be held by the O.I.C., and a <b>“Fire Protection System Impairment Notice”</b>, (Form T-1209), must be submitted to Insurers.</p>		
<p>➤ If <b>YES</b> :- A <b>“Job Safety and Environment Analysis”</b> must be completed for the Hot Work and/ or introduction of an ignition source into the hazardous area.</p>		
9. Is suitable <b>fire protection equipment</b> provided for use at the area of Hot Work? List additional equipment if required: (e.g. Fire hose run out with line charged, additional extinguishers etc) -		
10. Have all <b>drains, pits, and penetrations</b> been checked and covered in the area of Hot Work?		
11. Have controls been implemented to <b>contain sparks etc at the source</b> (fire blanket, screens etc). Also consider the barricading requirements for areas below.		
12. Has adequate <b>ventilation</b> been provided in the vicinity of the Hot Work?		
13. Is Hot Work <b>equipment</b> in good repair?		
14. Is the hot work being performed in an operating plant area?		
<p>➤ If <b>YES</b> :- Notify the Operations representative for the area. Inform them of the scope of the intended hot work, location and expected duration. Discuss specific plant conditions and inform when hot work is complete.</p>		
15. Will this Hot Work be carried out by <b>multiple Hot Work Officers</b> ?		
<p>➤ If <b>YES (for hot work)</b> :- A <b>“Hot Work Sign On/Off Sheet”</b> (Form No. T-1054) must be attached and used to document compliance with this Hot Work Authorisation.</p> <p>➤ If <b>YES (for Crane Operation)</b>:- A <b>“Hot Work Sign On/Off Sheet”</b> (Form No. T-1054) must be maintained and signed <b>quarterly</b> to document acknowledgement of suitable hazardous area management. <i>Crane operation in the coal plant area is the only exception regarding the maximum 8 hour work duration. Sign-on for this is quarterly as a JSEA is in place and the requirement still exist that all controls as per this authorisation forms are still implemented.</i></p>		

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**THIS SECTION IS REQUIRED AND MANDATORY FOR WORK IN A HAZARDOUS AREA WITH FLAMMABLE GASES OR VAPOURS!**

<b>Pre Work Air Quality Check</b>				<b>O<sub>2</sub></b>	<b>LEL</b>
				19.5 - 23.5%	< 5% of LEL
<b>Date</b>	<b>Time</b>		<b>Test Results:</b>		
Monitoring instrument was checked correct, using check gases, prior to testing this area.			The test results <b>ARE / ARE NOT</b> within the SAFE LIMITS listed above.		
<b>Retesting of the atmosphere <u>IS</u> / <u>IS NOT</u> required? (circle)</b> If retesting is required the test interval is..... or Continuous <input type="checkbox"/>					
<b>Signed Gas Testing Officer:</b>					

**RETEST RECORD**

Date	Time	O <sub>2</sub> (19.5 – 23.5%)	LEL < 5% of LEL	Work is Safe to Continue	Gas Testing Officer Signature
				YES / NO	
				YES / NO	
				YES / NO	
				YES / NO	
				YES / NO	
				YES / NO	

**Notes / Comments / Specific Requirements:**

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**AUTHORISATION REVIEWED BY (O.H. & S. SECTION)**

Name:

Signature:

Date: