Related Policy  Work Health and Safety Policy
Responsible Officer  Executive Director, Infrastructure Services and Development
Approved by  Executive Director, Infrastructure Services and Development
Approved and commenced  November, 2014
Review by  November, 2017
Responsible Organisational Unit  Infrastructure Services Development. (Infrastructure Planning and Compliance Unit)

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1 **Objective**

The objective of the *Hot Work Procedure* is to establish minimum compliance requirements for all work requiring a *Hot Work Permit* undertaken at the University.

Further guidance on and requirements for hot works are available in the *Code of Practice: Welding Processes* and relevant Australian Standards.

2 **Scope**

This *Procedure* applies to all hot work activities undertaken by workers and other persons at the University of Tasmania outside of designated hot work approved areas.

3 **Procedure**

3.1 **Permits**

A Hot Work Permit shall be completed and approved by a Permit to Work (PTW) Issue Officer, for all hot work performed outside a designated hot work approved area, prior to works being performed.

For works being undertaken in occupied buildings, known permit requirements and risk issues shall be provided by the University to the contractor via the University’s Asset Management Information System (AMIS) Work Request communication system.

Other permits that may be required prior to commencing hot work outside a designated hot work approved area include:

- Confined Space Entry Permit, if work is being carried out in a confined space (refer University *Confined Space Entry Procedure*) and/or
- Fire Protection System Impairment Permit, if the hot work requires isolation of fire protection equipment.

Refer to the University *Permit to Work Procedure* for further information.

3.2 **Risk Assessment and Control**

Permits to Work for hot work outside a designated hot work approved area shall be issued subject to the provision of a current Safe Work Methods Statement (SWMS) for the work being undertaken and the completion of the University’s Take5 Safety Analysis (or similar).

Contractors shall ensure that risk assessment and control practices comply with the following Codes of Practice:

- *How to Manage Work Health and Safety Risks*
- *Welding Processes* and
- *Confined Spaces*.

A copy of the completed Take5 Safety Analysis shall be provided to the PTW Issue Officer for approval/retention before work commences.

3.2.1 **Fire Protection**

Adequate controls must be in place to prevent the risk of fire or explosion, including:

- the availability of appropriate fire-fighting equipment and
- ensuring that appropriate fire watch is undertaken during and after hot work.
On days of total fire ban, no hot work shall be undertaken out of doors, unless an exemption has been obtained from the Tasmanian Fire Service.

3.2.2 Environment Monitoring
Where there is potential for flammable or explosive atmospheres to be present, the area must be gas tested prior to commencing hot work. Work must not commence if unsafe atmospheric levels are detected. Atmospheric testing results must be recorded on the Hot Work Permit.

3.2.3 Signage
Appropriate warning signs shall be located in the work area and barricades erected where indicated by the Take5 Safety Analysis.

3.2.4 Training
Workers and other persons performing, approving and supervising hot work shall receive appropriate information, instruction and training for the type of PTW activities they may be performing or supervising.

3.3 Responsibilities

Officers are responsible for ensuring that:
- this Procedure is implemented effectively within their area of responsibility, including the completion of permits and risk assessments
- records relating to hot work are retained in accordance with the provisions of the University Records Management Policy and Work Health Safety Record Management Guidelines
- PTW Issue Officers are appropriately trained and competent to perform their role.

Managers of Organisational Units (OUs) are responsible for ensuring that:
- workers performing hot work activities are provided with appropriate information, training and instruction
- the OU has a system in place for the completion, submission and retention of permits
- all hazards associated with hot work are identified and all risks are assessed;
- all risks associated with hot work are eliminated or minimised where elimination is not reasonably practicable
- risk control measures, including underlying hazard identification and risk assessments, are reviewed and, if necessary, revised if there is evidence that the controls no longer adequately address the relevant hazards and
- records relating to hot work are retained in accordance with the provisions of the University Records Management Policy and Work Health Safety Record Management Guidelines.

Permit to Work Issue Officers (Project Managers/Works Supervisors) are responsible for:
- authorising and co-ordinating permits for hot work activities over which they have direct control
- discussing the requirements and details of the work activity with the Hot Work Permit receiver
- ensuring that risk assessments are carried out and documented for hot work
- ensuring that all Hot Work Permits issued are returned for sign-off upon completion of the work (including arranging for another officer to undertake sign-off should the PTW Issue Officer be unavailable) and
• retaining a copy of authorised Hot Work Permits and related risk assessments in accordance with the provisions of the University Records Management Policy and Work Health Safety Record Management Guidelines.

Infrastructure Services and Development (ISD) is responsible for:
• issuing Hot Work Permits
• implementing and monitoring the effectiveness of this Procedure, including worker compliance and
• ensuring that contractors are aware of Hot Work Permit requirements.

The University Work Health and Safety (WHS) Unit is responsible for:
• assisting in the facilitation of hazard identification and risk assessment processes and providing timely advice and information as required and
• approving any exemptions from this Procedure
• managing and retaining any records associated with an exemption in accordance with the provisions of the University Records Management Policy and Work Health Safety Record Management Guidelines.

Workers and other persons are responsible for:
• undertaking hot work activities in accordance with relevant procedures and any other information, training or instruction they have received
• familiarising themselves with, understanding, and being willing and able to comply with, relevant risk assessments and permits associated with a project/task before commencing work and,
• if a permit holder, returning the completed permit to the PTW Issue Officer for sign-off.

4 Definitions and Acronyms

Academic Unit Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.

College Means
(a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure

(b) the University College

Contractor For the purposes of this Procedure, any worker other than a University of Tasmania staff member engaged by the University to perform work for gain or reward.

Designated hot work approved areas Areas specifically constructed, protected and approved for the safe execution of hot work and which do not require a Hot Work Permit. These areas include metal workshops, laboratories and kitchens.

Employee For the purposes of this Procedure, any University staff member using plant.

Executive Dean Means:
(a) the Executive Dean of the relevant College, or

(b) in relation to the University College, the Principal of the University College
Fire protection equipment

Fire protection equipment includes:

- automatic sprinkler systems;
- special dump systems (foam, CO2 etc.);
- fire pumps;
- fire doors;
- Fire Indicator Panels (FIP’s), including detectors and circuits;
- Early Warning Information Systems (EWIS);
- fire hydrants;
- hose reels;
- external fire plugs;
- water mains and valve arrangements;
- backflow prevention systems; and
- municipal connection water meters and valve arrangements.

Fire watch

The observation of the hot work area by a person competent in the use of fire-fighting equipment and emergency response procedures. To detect and prevent the spread of any fire produced by the hot work process, a fire watch is to be maintained for at least 30 minutes after the completion of the hot work. At a minimum, fire watch is to be implemented whenever hot work is conducted within 15 metres of any combustible material.

Head of Academic Unit

Means the head of the relevant Academic Unit

Hierarchy of control

A ranking of risk control measures from the highest level of protection and reliability to the lowest, as follows:

- Eliminate the hazard; Level 1
- Substitute the hazard with something safer;
- Isolate the hazard from people;
- Implement engineering controls to reduce risk;
- Implement administrative actions to reduce the level of harm; Level 3
- Use Personal Protective Equipment.

If it is not reasonably practicable to eliminate a hazard, risk must be minimised by working through the remaining alternatives in the hierarchy.

Hot Work

Work that can generate flames, heat or sparks, which may include but is not limited to:

- acetylene or gas burning;
- welding, brazing or electric arc welding;
- soldering;
- heat gun operation;
- heating and driving rivets;
- use of open flames;
- abrasive blasting;
- grinding;
- operation of power tools that cause sparks (e.g. cutting tools);
operation of gasoline or other internal combustion engines and other similar appliances that produce sufficient heat to unintentionally ignite flammable vapours.

Examples of activities requiring a Hot Work Permit:
- a bunsen burner (bottle, hose and nozzle) taken from a laboratory (area of intended use) for use in an office/storeroom;
- a welder taken from the metal section of a workshop for use in the woodwork area of the workshop;
- an analyser that burns gas removed from its area of intended use for use in another area (e.g. a storeroom);
- soldering undertaken outside a workshop area in another area (e.g. a laboratory).

Hot work area
An area covered by a Hot Work Permit, defined as:
- a 15 metre radius around the work area; or
- an area around the work area that is enclosed by a physical, non-combustible enclosure; or
- an area around the work area that is enclosed by a temporary barrier that contains all sparks generated by the work.

Hot Work Permit
A University form that authorises hot work activities to be undertaken in a non-designated hot work area. Permits are available from ISD and must be authorised by a PTW Issue Officer prior to the commencement of works.

Officer
Any person at the University who makes, or participates in making, decisions that affect the whole, or a substantial part, of the University, including:
- members of University Council, boards and committees;
- members of the Senior Management Team;
- Executive Deans;
- Heads of Academic Units;
- Heads of Divisions;
- Heads of Organisational Units; and
- Organisational Unit
College, Faculty, School, Centre, University Institute, other University entity, Division, Section or University Business Enterprise.

Other person
For the purposes of this Procedure, all other persons that may be at the University who are not workers, including students and visitors.

Permit to Work (PTW) Issue Officer
Normally the Project Manager or Supervisor who is in direct control of the work and responsible for coordinating and authorising permits and associated PTW activities.

Plant
Any machinery, equipment, appliance, implement or tool.

Worker
Any person carrying out work in any capacity at the University as an employee, contractor or sub-contractor, employee of a labour hire company, outworker, apprentice or trainee, work integrated learning or work experience student and volunteer.
• AS 1674.1-1997, Safety in welding and allied processes, fire precautions
• Code of Practice: Confined spaces
• Code of Practice: Welding
• Confined Space Entry Procedure
• Fire Protection Systems Impairment Procedure
• Permit to Work Permit Guidelines
• Permit to Work Procedure
• Records Management Policy and Procedure
• Work Health and Safety Act 2012
• Work Health and Safety Project and Task Risk Management Minimum Standard
• Work Health and Safety Records Management Guidelines

6 Versioning

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<tr>
<td>Current Version(s)</td>
<td>Version 2 – Hot Work Procedure (current document); approved by Responsible Officer, November, 2014. Amended in December 2017 to incorporate the final academic structure.</td>
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