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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safetyHot Work Requirements |

# Purpose

To ensure:

* safe systems of work, including risk assessment and control of hot work activities; and
* awareness and compliance with legal obligations with respect to hot work.

# Scope

This requirement applies to all staff, students, contractors and other personnel at workplaces under the management or control of the University of Melbourne.

# DEFINITIONS

**Hot work**

Hot work refers to any temporary operation that produces flames, heat and/or sparks. Examples include the following:

* welding
* burning
* flame cutting
* flame heating
* brazing, soldering
* plasma cutting
* metal spraying
* grinding

For the purpose of this procedure, hot work does not include work that produces flames, heat and/or sparks:

* in areas specifically constructed, protected, and arranged to accommodate safe hot work processes; and
* in ongoing work process/environments that are adequately risk assessed and controlled. This may include specific operations in laboratories, workshops and commercial kitchens.

**Hot work authorising officer (HW authorising officer)**

An employee of the University who has received hot work requirements training and is authorised to:

* raise and sign off a hot work permit; or
* approve a contractor hot work process and permit.

**Hot work permit**

A permit that authorises hot work to be undertaken by an employee or contractor.

The permit may be either the University of Melbourne hot work permit or a contractor's hot work permit providing it meets the conditions of this requirement and is authorised by an HW authorising officer.

A hot work permit is valid for a maximum of 12 hours.

The hot work template shall be maintained and published by the Director, Health & Safety

# Requirements

## Risk assessment of hot work

The person responsible for the hot works activity must ensure:

* all hot work is risk-assessed prior to hot work activities; and
* risk assessments, including controls, are recorded on a hot work permit prior to hot work activities.

The Executive Director, Business Services and Chief Technology Officer, must ensure that safe systems of work are maintained for all hot work under their control.

The Executive Director, Project Management & Delivery must ensure that safe systems of work are maintained for all hot work under their control.

The Head of School must ensure that safe systems are work of maintained for all hot work under their control.

## HW authorising officer

A University of Melbourne HW authorising officer can appoint a contractor as the HW authorising officer.

Only a University of Melbourne HW authorising officer can authorise a contactor HW authorising officer. Therefore, a contractor HW authorising officer cannot appoint further HW authorising officers.

## Authorising how work

To authorise hot work by employees or contractors using the university's requirements the HW authorising officer must:

* raise the hot work permit, taking into account the hazards and controls associated with the work;
* confirm that risk assessment of the work (such as a task risk analysis or safe work method statement) is undertaken;
* confirm that the employee/contractor conducting the hot work has been:
	+ fully briefed on the hazards and controls;
	+ fully briefed on the fire fighting and emergency equipment; and
	+ is competent to carry out the work; and
	+ sign the permit.

Note: The HW authorising officer cannot be the person performing the hot work.

## Authorising a contractor’s hot work system

To authorise hot work by contractors who have their own hot work procedure, the HW Authorising officer must confirm that the contractor has a safe system of work, including a hot work permit, for conducting the hot work.

The HW authorising officer must:

* ensure that the contractor's safe system of work includes the controls and processes outlined in the Hot work instructions;
* ensure that the contractor's permit includes the controls and processes outlined in the Hot work instructions;
* record the assessment of the contractor's safe system of work, including the hot work permit;
* retain a copy of the assessment and the contractor's approved hot work permit system documents; and
* limit the time frame for hot work activities.

## Conducting hot work

All hot work shall be by permit only.

The HW authorising officer shall confirm that the permit takes into account and lists the hazards and controls, including the need for a fire-watch, associated with the hot work activity.

The employee/contractor conducting the hot work and the fire-watch shall comply with:

* the Hot work instructions; or
* the contractor's approved hot work procedure, including fire-fighting and emergency equipment, in accordance with section 4.4.

## Total fire ban

Outside hot work activities are prohibited on days of total fire ban unless an exemption has been obtained from the local fire authority.

## Emergency response

Before hot work commences, the HW authorising officer must ensure that an emergency response plan is:

* developed and documented on the hot work permit; and
* communicated to all employees/contractors undertaking the work.

## HW authorising officer training

Heads of School/Division shall ensure that HW authorising officers have received training in the hot work permit system.

# References

*Occupational Health and Safety Act 2004* (Vic)

# RESPONSIBILITIES

Head of School

Executive Director, Business Services and Chief Technology Officer

Executive Director, Project Management & Delivery

Director, Health & Safety

HW authorising officer

# Associated DOCUMENTATION

## Processes

Nil

## Forms

[Hot work permit](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/2836465/Hot-work-permit-for-printing.docx)

## Guidance

[Completing a hot work permit](https://safety.unimelb.edu.au/__data/assets/word_doc/0009/2836503/Completing-a-hot-work-permit.docx)

[Health & Safety: Hot work instructions](https://safety.unimelb.edu.au/__data/assets/pdf_file/0007/1795885/Hot-work-instructions.pdf)