HOT WORK PERMIT

To be used for all work involving cutting, welding, hot air generation, brazing or grinding with portable gas or electrical equipment in or on a University facility.

The Job Manager shall ensure that:
-- The hot work procedures are complied with
-- Documentation is complete and handed in to the FMD Admin office
-- Fire detection isolations are complete – 24 hrs notice required (Arrangements to be made through Robin Dunmall on 4074)
-- Operatives have sufficient fire fighting equipment (Extinguishers and fire blankets are available from FMD)
-- Any other hazards are spelt out to operatives
-- Operatives clearly understand the procedures in case of fire
-- A space plan has been provided showing the positions of hose reels
-- The work area is inspected prior to and after completion of the work.
-- Sufficient time is available for the fire watch at completion of the work.

Only one of the following conditions apply – delete that which does NOT apply:

A large project which is consistent in nature and which will extend over several days
Smaller projects or those which are variable in nature and will not extend over several days

Permit issued for more than one day
Date of work period:
From …/……/…… to …/……/……

Permit issued for one day only
Date of work: …/……/……

Areas affected: Building …………………………….Level ……………………………….
Space(s): ............................................................................................................
Type of work being done: ......................................................................................
Times: Hot work to commence: ...........................................................
       Hot work to be completed: ............................................................
       Fire watch required till: .................................................................

Alarm isolation undertaken? ............................................................Y / N
Emergency Procedures document supplied to operative? ............. Y / N
Hose reel location confirmed? ..........................................................Y / N
Extinguisher(s) on site/supplied? ........................................................Y / N

Job Manager: .................................................................
Signature: .................................................. Date: ..............................

Copies to: Contractor/Operative ................................................................. Y / N
          University Security ................................................................. Y / N
          FMD files ......................................................................................... Y / N
          Job Manager (optional) ................................................................. Y / N
          Other (as required) ........................................................................... Y / N

The Contractor/Operative must ensure these precautions are in place:
-- Fire detection isolation has been arranged where necessary
-- All cutting / welding / hot work equipment in good repair
-- When possible work is to be done in a non-combustible area
-- A person must be assigned to watch for sparks in the area (and the floor above / below if conditions warrant)
-- A fire watch must be made for at least 30 minutes after welding or burning has ceased
-- Proper fire extinguishers and hose reels must be immediately available (Extinguishers and fire blankets can be loaned from FMD if necessary)
-- All wall and floor openings must be covered
-- Floors must be swept clean and wet down where possible
-- Combustibles must be kept away from the work area
-- Non-combustible covers must be used to protect nearby combustibles and openings
-- Area should be free of lint, dust or flammable vapours

Attention:
Should the Contractor make any substitution of operatives, he must ensure that these operatives are fully briefed in all aspects / procedures of this permit

Work on walls or ceilings:
-- The construction must be non-combustible and without combustible covering. (NB: Special care needed on/adjacent to the outer fabric of Large Scale Laboratory Stage 1)
-- Any combustible material must be moved away from the opposite side of the wall

Work on enclosed equipment (tanks, containers, ducts, etc):
-- Equipment is to be cleaned of all combustibles
-- Containers must be purged of all flammable vapours

The Fire Watch must:
-- be provided during, and 30 minutes after, the operation
-- be supplied with an extinguisher and be aware of the location of the fire hoses
-- be trained in the use of the equipment and have a knowledge of fire procedures

I have understood all the requirements as laid out within this permit and to the best of my knowledge I comply with these requirements.

Operative: .................................................. Company: ..............................................
Signature: ............................................... Date: ...........................................

This permit is non-transferable and is issued for one job and for one person according to the details above.

Emergency Contact Numbers:
University Security 838 4444  Job Manager: ......................................................

June 2005