

Hot Work Permit Form

Section 1: Work Summary

*Permit
Requestor*

The *Permit Requestor* is to complete this section.

Requestor Name		Contact Number	
Position in Company		Application Date	
Company		Department	
Proposed Start Date		Proposed End Date	
Work Order or Scope		Permit Number	

Works

Location		Port	☐ Albany ☐ Bunbury ☐ Esperance
Description of Works			

*Safe System
of Work*

The *Permit Requestor* is to submit safe system of work documents for the task, including any supporting documents such as rescue plans and traffic awareness plans, as required.

☐ Job Hazard Analysis ☐ Safe Work Method Statement ☐ Chemical SDS ☐ Other (specify)

Section 2: Work Preparations

Isolations

Isolations for hot works are in place and isolation locks and tags have been affixed to isolation points

#	Hot Work Isolations	Yes	N/A
1.	Isolation are in place and isolation locks and tags have been affixed to isolation points.	☐	☐
2.	Fluid and air isolation are in place, such as pneumatic, hydraulic and fuel.	☐	☐
3.	Electrical isolations are in place.	☐	☐
4.	Mechanical isolations are in place.	☐	☐
5.	Stored energy isolations are in place, such as a conveyor counter weight.	☐	☐

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Hot Work Controls and Precautions

Hot work precautions have been implemented.

#	Hot Work Controls and Precautions	Yes	N/A
1.	The area is clean of all combustible or hazardous material such as sulphur.	☐	☐
2.	A ventilation extraction system established at the Hot Work location?	☐	☐
3.	The Hot Work will not introduce additional hazards into the workplace.	☐	☐
4.	Warning signs and barricading are in place.	☐	☐
5.	Screens and fire blanks are in place to contain Hot Work debris.	☐	☐
6.	Suitable respiratory protection been identified (e.g. PAPR.), and fitted with appropriate filters (ABEP2.)	☐	☐
7.	Suitable Personal Protective Equipment has been identified, such as double eye protection, face shield, welding helmet, gloves and jacket.	☐	☐
8.	Have incompatible operations been considered, such as fuel or sulphur outloading, or other work teams working below the Hot Works and controls identified in the JHA / SWMS?	☐	☐
9.	Has Gas Test Atmosphere testing been conducted to determine if a hazardous atmosphere exists in a potentially Hazardous Area, such as enclosed or partially enclosed spaces, or a space containing a flammable, toxic or inert solid, liquid or gas residue?	☐	☐
10.	Chemicals to be used for the work (List Below) SDS attached to the JHA	☐	☐

Sentry

The following sentry arrangements will be in place.

#	Sentry Arrangements	Yes	N/A
1.	Fire suppression equipment is in place and operational.	☐	☐
2.	Class T4 intrinsically safe radio shall be used for hazardous atmospheres or sulphur space entries.	☐	☐
Hot Work Sentry 1 Name		Hot Work Sentry 2 Contact Number	

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#	Hot Work Sentry Duties	Yes	N/A
1.	Remain outside of, and in close proximity to, the hot works and be capable of being in continuous communication with and, if practical, observe those conducting the hot works.	☐	☐
2.	Ensure combustible and flammable materials are removed from the hot work area	☐	☐
3.	Ensure fire blankets and screens are installed and conduct pre-wetting in accordance with the JHA.	☐	☐
4.	Ensure that access to fire suppression equipment and egress points are always kept clear and unobstructed.		
5.	Monitor any conditions external to the work area that may affect the health or safety of the persons undertaking the works.	☐	☐
6.	Initiate emergency response, and fire suppression operations, if safe to do so.	☐	☐
7.	Undertake an inspection of the work area for potential heat sources 30 minutes after hot works is completed.	☐	☐
8.	On completion of works ensure fire suppression equipment is returned to its original location and condition		

Atmospheric Testing

If applicable, record gas levels before Hot Works to determine presence of hazardous atmosphere.

Safe Entry Limits			Below 5%	20 to 23.5%	0 to 9 ppm	0 to 29 ppm	0 ppm
Date	Time	Hold	LEL	O ₂	H ₂ S	CO	SO ₂

Authorised Gas Tester Name		Date	
Authorised Gas Tester Signature			

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Section 3: Acknowledgement and Approval

The risk control measures and precautions appropriate for the safe execution of the Hot Works have been implemented and the persons undertaking the works have been deemed competent and have been advised of and understand the requirements of this permit.

Conditions

☒ A copy of this Permit must be kept with the party during the works to be shown to Southern Ports workers on request.

☐
☐

Notifications

Notification will be given to stakeholders and affected workers conducting simultaneous operations in the vicinity.

☐ Health & Safety ☐ Environment ☐ Security ☐ Engineer ☐ Maintenance ☐ Harbour Master

	Name	Position	Signature	Date
Requestor				
Approver				

Section 4: Statement of Completion

Sentries

The site was observed for 30 minutes after the hot works were completed. All persons and equipment have been withdrawn and the plant is in an operational state and safe for use.

	Name	Position	Signature	Date
Requestor				
Approver				

Comments:

A copy of the Permit is controlled by the *Permit Approver*. The original Permit must be kept on site by the *Permit Requestor* and returned to the *Permit Approver* on completion.