|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | **WSC - HOT WORK PERMIT** |  |
|  | **Warning!** | **HOT WORK IN PROGRESS WATCH FOR FIRE!** |  |
|  | **Instructions** |  | **Required Precautions Checklist****(must be retained as a record of hot work activity for minimum of 6 months)** |  |
| 1. **Person doing hot work: indicate time started and post permit at hot work location. After hot work, indicate time completed and leave permit posted for fire watch.**
2. **Fire Watch: Prior to leaving area, do final inspection, sign, leave permit posted and Inform permit authoriser.**
3. **Monitor: After 6 hours, do final inspection, sign and return to Club Administrator.**
 |
|  |  | 🞏 Fire extinguisher available at location**Within 10m radius of work:**🞏 Floors, work level and below, cleaned or protected🞏 All other combustibles removed or shielded from sparks:* Clean horizontal surfaces (eg building structures, equipment, ducts, cable trays etc) above and below where possible
* Remove flammable liquids, dust, lint, combustible waste, oil deposits etc. where possible.
* If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.

🞏 Transmission or conveying of sparks to adjacent areas eliminated or protected* Tightly cover wall/floor openings with fire retardant material
* Where opening cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath
* Isolate or shutdown fans to prevent the capturing and conveying of sparks to other areas.

🞏 Explosive atmosphere eliminated or not present**Work on walls, ceilings or enclosed equipment:**🞏 Construction materials verified as non-combustible and without combustible covering or insulation🞏 Combustibles on other side of walls relocated or protected🞏 Enclosed equipment cleaned and protected from all combustibles.🞏 Containers purged of flammable liquids/vapours**Fire watch/hot work area monitoring requirements:**🞏 Continuous fire watch provided during and for at least 30 minutes after hot work, including all breaks.🞏 Fire watch supplied with suitable fire extinguisher🞏 Fire watch trained in use of extinguisher🞏 Area to be monitored hourly for a minimum of 6 hours after job is completed, or longer if required by officer authorising permit.**Other precautions that may be required:**🞏 Area smoke or heat detector disabled to eliminate false tripOther: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Comment by authorising officer: |  |
| **Who, When and Where?** |
| **Hot work being done by** |
| 🞏 Employee🞏 Contractor |
| Date |
| Location |
| Nature of job |
| Name of person(s) doing Hot Work |
| Signature of Permit-Authorising Officer |
| Time Started  | Time finished |
| Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe. |
| Signature Fire Watch/Monitor | Time |
|  |
|  |  |  |  |  |