



Policy:	Hot Works	Reference:	HWSES0042
		Review Date:	05/2023

Purpose.

To provide management with a system to control activities which present a significant risk to health & safety where a source of ignition is present, e.g., Welding, Burning and Grinding etc.

Scope.

This policy applies to all hot work and any other work-related activity that requires a documentary control including access to a work area or activity.

References.

- Company Health, Safety & Welfare Policy.
- Risk Assessments and Method Statements.
- Hot Works Permit. (Ref: HWPSES0043)

Definitions.

Hot Work

Includes operations involving flame, sparks, hot air, welding, cutting, grinding, brazing, soldering, use of blow lamps, bitumen boilers and any equipment producing heat or naked flames. This is for guidance and is not conclusive.

Appointed Person

A person who through experience and training is capable of carrying out all the necessary pre-works checks and monitoring precautions during the work.

Procedure.

- Management will assign an 'appointed person' who will ensure that a Hot Works Permit is obtained wherever and whenever required. The appointed person will:
- Ensure that checks have been carried out and recorded as required by the hot works permit (Ref: HWPSES0043)
- Ensure that a suitable and sufficient risk assessment is prepared prior to work beginning. This will include the provision of a method statement.
- Complete the hot work permit only after witnessing that the checks have been carried out as required by the relevant checklist.
- Ensure that all necessary precautions and controls are maintained so that the permit may remain in place.
- Stipulate the period of time that the permit will remain valid for (e.g., 4 hours). If the work exceeds this period, then a permit must be reissued.
- Ensure that a copy of the permit and its associated checklist are displayed at the workplace.

Hot Works Permits. (Ref: HWPSES0043)

This procedure applies only when we issue a permit to work. If the permit to work is issued and controlled by the site/contractor, we must ensure that it is as good as, if not better than our own and is adequate for its intended use.

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in the workplace. To control these risks "permits-to-work" are used by sites.

The permit to work system applies to all hot works conducted by the Company, its employees, contractors, and all visitors are expected to comply with the requirements of any permits that are in force.

Employees working off site, for example on another company's site or premises, are expected to abide by all permits to work being operated on that site. If additional permits are deemed to be necessary for certain off-site work, then this should be raised with the appropriate person and the need for the permit determined.



Should employees experience any problems with the operation of permit to work systems, they should immediately inform a responsible person (usually a manager or supervisor), so that the company can investigate and rectify the situation.

The Permit to Work Will Normally Involve Following:

- Conduct a thorough risk assessment and determine who is at risk, what control measures are necessary to eliminate the hazards and the level of residual risk.
 1. Prepare a written system of work identifying the following.
 2. The level of competence of all operatives and any specialist skills.
 3. List isolation / pre-work precautions.
 4. List prohibited activities (communicate to others as necessary).
 5. List plant and equipment required.
 6. List personnel protective equipment to be used.
 7. List sequence of events as planned with identified hazards/residual risks and controls clearly defined.
 8. Emergency procedures for all foreseeable risks (ensure that procedures are conveyed to competent persons and fully understood).
- Brief those who will be required to operate under the permit-to-work on the hazards and controls necessary to avoid them being realised.
- Ensure that those conducting the task know that the safe system must be followed in full, and that no other methods or sequence of work are allowed i.e., work must stop, all persons withdrawn, and the safe system reviewed by the Authorised Person. If the safe system is found to be flawed, then the Permit must be cancelled, the system of work reassessed, a new permit raised and those conducting the task re-briefed.
- Display the permit at the work site / isolation point to ensure that those who need to know do so.
- Ensure that the work area is clean, tidy and that all safety devices have been replaced and are functioning correctly, prior to inspection by the Authorised person.

Record Keeping.

Records of the following should be kept.

- Details of issued permits.
- Training provided – subjects covered, names of those trained and the levels of training given.
- Servicing and maintenance records relating to equipment used, e.g., gas and oxygen detecting instruments, respiratory protection, protective clothing, and rescue/emergency items, etc.
- Incidents where permit procedures "failed" so that permit modifications can be considered.

Summary.

Permits to work **WILL NOT** prevent incidents unless:

- Their need and use has been established.
- Their requirements are adhered to.
- Staff are aware and competent.
- Appropriate equipment is available for testing, implementation, and rescue.