Hot Work Procedure

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Purpose:

The purpose of this procedure is to outline the [Occupational Health and Safety (OHS)](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) requirements in Department of Education and Training (the Department) workplaces for [hot work](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) tasks. This procedure should be read in conjunction with *the Plant and Equipment Management Procedure.*

Scope:

This procedure applies to all Department workplaces, including schools and central and regional offices.

Procedure

**No Department employee is permitted to undertake any hot work activities unless their role specifically requires them to do so, and have completed a risk assessment.**

## Hot work task identification

The [Workplace Manager](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx)and/or [Management OHS Nominee](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx)**,** in consultation with the [Health and Safety Representatives](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) (HSR) and [employees](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) are to identify all tasks which have the potential to generate heat, flames or sparks. Examples include:

* Welding
* Burning
* Flame cutting
* Brazing/soldering
* Plasma cutting
* Grinding
* Metal spraying

The **Workplace Manager** and/or **Management OHS Nominee** are to record identified hot work tasks in the ‘Hazard type’ column of *OHS Risk Register.*

## Hot work hazard identification

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with employees and HSR are to identify and record [hazards](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) (e.g. fire and explosion) associated with the hot work tasks to be undertaken, in the ‘Hazard Description’ column of the *OHS Risk Register*.

## Record hot work risk controls

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with employees and HSR are to identify, implement and record risk [controls](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) to manage hot work tasks in the *OHS Risk Register*, using the Hierarchy of controls. Examples include:

1. **Elimination** – use pre-cast components e.g. purchase materials already joined.
2. **Substitution** – conduct arc welding instead of flux-cored wire welding to reduce the risk of exposure to radiation and fumes
3. **Engineering** – install local extraction ventilation systems, isolation of ignition sources, (see 3.3.1) and installation of welding bay screens
4. **Administration** – develop and provide training in Safe Work Procedures for employees
5. **Personal Protective Equipment (PPE)** – spark/fire resistant clothing or welding masks

For further information contact the OHS Advisory Service on 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).

## 3.3.1 Isolation of ignition sources

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure that all hazardous areas/items surrounding the hot work area are isolated or otherwise controlled. This may include removing flammable materials and cordoning/screening off the area to prevent the ignition of any materials, contaminants, agents, or conditions that may be harmful to persons undertaking the tasks and others or property.

## 3.3.2 Fire watch personnel

The **Workplace Manager**, **Management OHS Nominee**, or Contractor is to ensure that a trained fire watch observer is appointed and present for the entire duration of the hot work task. The fire-watch observer must be able to operate fire and emergency equipment and wear PPE (e.g. welding mask).

## Employees undertaking hot work tasks

Employees undertaking hot work tasks, as part of their role, must complete a risk assessment using the *Risk Assessment Template* or equivalent template, see *OHS Risk Management Procedure.*

For support contact the OHS Advisory Service on 1300 074 715 or email: [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).

## Contractors undertaking hot work tasks

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure that a contractor supplies a *Safe Work Method Statement (SWMS)* or equivalent template for any hot work related task, as mandated by the Department. The **Workplace Manager** and/or **Management OHS Nominee** must review and sign the SWMS or equivalent to verify it has been sighted and retain a copy. The *SWMS* at a minimum must include the following:

* removal of ignition sources and flammable material
* isolation of work area and signage
* emergency Procedures
* provision of PPE
* fire watch observer.

For further information see the *Contractor OHS Management Procedure.*

Defined terms

Terms defined within this Procedure can be located on the Department’s [Defined Health and Safety Terms](Hot%20Work%20Procedure-DEE-ESWB-14-1-4.docx) webpage. Defined roles will appear **in bold**.

Related references:

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Related documentation:

*Contractor OHS Management Procedure*

*OHS Induction and Training Procedure*

*OHS Training Planner/Register*

*OHS Risk Management Procedure*

*OHS Risk Register*

*Plant and Equipment Procedure*

*Risk Assessment Template*

*Safe Work Method Statement*

*Safe Work Procedure Template*

Further assistance

Further information, advice or assistance on any matters related to hot works is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).