

# HOT WORKS RISK MANAGEMENT PROCEDURE

## SCOPE

This Procedure relates to all activities under the management and control of Monash University in Australia and applies to affected staff, students, contractors and visitors.

## PROCEDURE STATEMENT

The purpose of this Procedure is to provide an overarching framework for the effective management of Occupational Health and Safety (OHS) associated with hot works and the corresponding increased risk of fire at Monash University sites.

### 1. Abbreviations

<b>BPD</b>	Buildings and Property Division
<b>OHS</b>	Occupational Health and Safety
<b>OH&amp;S</b>	Monash Occupational Health and Safety

### 2. Activities involving Hot Works

#### 2.1 Scoping

2.1.1 When scoping work to be undertaken and to the extent that it is practicable, it must be determined whether or not the activities will include hot works.

#### 2.2 Risk Assessment

2.2.1 All hazards associated with proposed hot works must be identified and assessed prior to that work commencing. Risks that may arise include:

- Ignition of material, leading to fire or explosion;
- Fire from heat transferring to adjacent combustible materials;
- Toxic fumes generated from heated materials;
- Hazardous light intensity (e.g. lasers);

2.2.2 Operational managers must ensure that any risks arising from hot works activities are identified, so far as reasonable, before work commences. If there is an element of doubt, Operational Managers must consult with the Authorised Person.

2.2.3 Any Operational Manager directing work involving hot works must be approved to do so using the [OHS Prescribed Activities Approval Form](#).

2.2.4 Risk assessments must be conducted in consultation with the party who will perform the works in accordance with the [OHS Risk Management Procedure](#). The risk assessment must be documented and should include consideration and adequate control of risks. A template risk assessment is available in SARAH.

### 3. Hot Works Permit-to-work

- 3.1 Any work conducted under the management control of Monash University that may involve hot works must have a permit-to-work before commencement unless that work involves:
- Heat isolated to works and unable to spread to combustible materials, or,
  - Works performed within a workplace that has been designed to accommodate hot works (e.g. within workshop or similar).
- 3.2 Permits are requested through Buildings and Property Division.
- 3.3 Permit-to-work requests must be assigned to an Approved Person in accordance with the requirements of [OHS Prescribed Activities and Permit-to-work Procedure](#). The Approved Person is responsible for ensuring that:
- The party conducting the work has demonstrated suitable competency to perform work of this nature;
  - Hazards associated with the work appear to have been identified and risks assessed;
  - The intended work methods appear to be safe and without risk to health; and
  - A Permit-to-work is in place before any works commence.
- 3.4 Conditions on a permit to work
- 3.4.1 Permit Holders must ensure that:
- Hot works are not undertaken on a total fire ban day;
  - A fire watch is undertaken during works and for a duration of at least 1-hour post works based on the likelihood and severity of a fire occurring;
  - Flammable materials are removed or controlled to prevent ignition;
  - The appropriate number and type of portable extinguishers and other fire prevention measures are provided to the fire watch team;
  - Fire detection is in place when practicable and warranted; and
  - The work area has been isolated as far as practicable.
- 3.5 Monitoring
- 3.5.1 The Permit Holder must ensure that all controls identified through risk management are in place.
- 3.5.2 The Approved Person must conduct monitoring to ensure that, as far as practicable, controls identified through risk management are in place.
- 3.5.3 The Authorised Person, The Manager, OH&S, or their representative, may review the conduct of any work activities relating to hot works without notice.

### 4. Responsibility for Implementation

- 4.1 It is the responsibility of the Manager, OH&S to ensure that this procedure is implemented.

### 5. Records

- 5.1 For OHS Records document retention please refer to:

[OHS Records Management Procedure](#)

## DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions tool](#). Definitions specific to this procedure are provided below.

Key word	Definition
Authorised Person	A person who is authorised on behalf of the Manager, OH&S, to approve and issue a certificate in relation to a specific type of prescribed activity.
Approved Person	A person who has been approved by an authorised person to supervise activities involving prescribed activities.
Contractor	Any person or business engaged by Monash University who enters into a contractual arrangement to conduct work for Monash University, but whose primary employer is not Monash University.
Contractor Management	The process of managing work that is being/has been outsourced by Monash University. In the context of this procedure 'contractor management' relates to OHS.
Hot Works	Any activity that involving the creation of high temperatures that have a high potential to generate a fire. Activities that typically involve hot works include the: <ul style="list-style-type: none"> <li>• Use of an exposed flame (e.g. oxy torch);</li> <li>• Emission of sparks (e.g. grinding and cutting);</li> <li>• Generation of radiant heat (e.g. use of cutting torches);</li> <li>• Conduction of excessive heat (e.g. oxy torch, welding);</li> <li>• Production of hot-by products, including waste and slag (welding).</li> </ul>
Permit-to-work Certificate	Documented evidence of the issuing of a permit-to-work.
Permit Holder	A person who is authorised by both an approved person and the authorised person to supervise activities involving prescribed activities as documented in a permit-to-work certificate.
Sub-Contractor	Any person engaged by the principal contractor to assist with the contracted works. Any person subsequently engaged by these persons to assist is also deemed to be a sub-contractor.
Suitably Qualified Person	Person who can demonstrate that, through their experience, knowledge, qualifications and/or skills, they are competent to perform hot works and determine safe methods of controlling the risk of fire.

## GOVERNANCE

Parent policy	<a href="#">OHS&amp;W Policy</a>
Supporting schedules	N/A
Associated procedures	<p><b>Australian and International Standards</b> ISO 45001:2018 Occupational Health and Safety Management Systems</p> <p><b>WorkSafe Guidance documents</b> Compliance Code 'Confined Spaces', WorkSafe Victoria September 2008</p> <p><b>Monash University OHS documents</b> <a href="#">OHS Contractor Management Procedure</a> <a href="#">OHS Prescribed Activities and Permit-to-work Procedure</a> <a href="#">OHS Records Management Procedure</a> <a href="#">OHS Risk Management Procedure</a></p>
Legislation mandating compliance	Occupational Health and Safety Act (2004), Victoria Occupational Health and Safety Regulations (2017) Victoria
Category	Operational
Endorsement	Monash University OHS Committee 18 March 2020

Approval	Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor) 2 April 2020
Procedure owner	Health, Safety and Wellbeing Manager
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Version	1.1
Content enquiries	<a href="mailto:ohshelpline@monash.edu">ohshelpline@monash.edu</a>

## DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1	April 2020	Hot Works Risk Management Procedure v1
1.1	July 2021	<ol style="list-style-type: none"> <li>1. Updated certification logo in footer to ISO 45001</li> <li>2. Updated the Standard to ISO 45001 under "Associated procedures" in the Governance table</li> <li>3. Updated OHS Policy under 'Parent Policy' to OHS&amp;W Policy</li> </ol>