# Appendix – Hot Work Permit

PEER has a primary duty of care to ensure the health and safety of workers whom they engage for service and others who may be affected by the work carried out. This Permit to Work **MUST** be completed by workers prior to undertaking any work tasks

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| --- | --- | --- | --- | --- | --- |
| **CIS: HOT WORK PERMIT (WELDING, CUTTING, BURNING OR HEATING)** | | | | | |
| **DAILY PERMIT ONLY: PERMIT NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **NOTE: This permit is valid for the day of operation shown below only and is managed by the principal contractor.** | | | | | |
| **SECTION 1 Principal contractor** | | | | | |
| **Particulars of works (give brief details)** | | | | | |
| **Location:** | **Date of works:** | **To commence at:** | **Duration:** | | |
| **SECTION 2: Sub contractor** | | | | | |
| **Site inspected by** | | **Date** | | | |
| **CRITERIA** | | | | **Yes (tick box)** | **No (tick box)** |
| Are all combustible materials cleared away? | | | |  |  |
| Are electrical cables clear? | | | |  |  |
| Is there contractor-supplied fire extinguishers etc on site in case of fire? | | | |  |  |
| Are there any flammable materials present in pipes, ventilation ducts and adjacent areas? | | | |  |  |
| Is there adequate ventilation of the area? | | | |  |  |
| Is it necessary to isolate fire detection equipment? If so, fill out fire isolation request form. | | | |  |  |
| Is there a fire sentry? | | | |  |  |
| Are personnel trained in the use of firefighting equipment and raising the fire alarm? | | | |  |  |
| Do wall and floor openings need to be covered and fire retardant drapes suspended beneath work to collect sparks? | | | |  |  |
| Other required precautions/comments: | | | | | |
| **Permission to proceed is granted: (based on the above criteria)**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head contractor print** | | | | | |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sub contractor print** | | | | | |

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| **Additional criteria** (Before/after works has commenced) | **Completed** | **Not  completed** |
| 1. The principal contractor and sub contractor are to inspect the site immediately prior to the commencement of the hotworks ensuring that the site fully complies with all conditions in section two (2) above. |  |  |
| 1. The fire sentry is to ensure that the portable fire extinguishers provided by the person doing the hotworks at the site are properly charged and serviceable. |  |  |
| 1. This form is to be handed to the fire sentry who is to return it to the principal contractor on completion of the hotworks and the 30 minute fire vigil. |  |  |
| 1. Fire detection equipment is to be back online after the completion of the fire sentry 30 minute vigil at the completion of work. |  |  |
| 1. The fire sentry has monitored the site for 30 minutes after the completion of the works. |  |  |
| I hereby certify that the worksite has been inspected by me at the expiry/cancellation of this hotworks permit and declared safe for normal operations to resume.  **Fire Sentry Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Additional comments:** | | |
| **Distribution:** Principal Contractor must submit this form on a daily basis to CIS Contract or Project Manager responsible. | | |
| **Date form submitted:** | | |
| **Form submitted to:** | | |