



**Australian National University  
Facilities and Services**

**HOT WORKS PERMIT**

1. Permit shall be completed and given to the appropriate University Maintenance Supervisor / Project Coordinator before the hot works can be carried out.
2. The hot works DANGER SIGN shall be posted in the area were the work is being performed.
3. **DO NOT CARRY OUT HOT WORKS ALONE**
  - Where flammable and combustible materials cannot be made safe.
  - On surfaces with combustible coverings.
  - On partitions of combustible sandwich type construction.
  - Where large amounts of combustibles are impractical to remove or cover.
4. Carry out required precautions before starting hot works.
5. All persons associated with the hot work are to be conversant with the precautions to be taken if associated and specified with a confined space.

Hot works carried out by:						Employee / Contractor
Location (Building & Floor):						
Type of work:						
Start time:		am/pm	Finish time:		am/pm	Start date:
FS Work Order No.						

**Required precautions:**

**‘Hot Works in Progress’ notices must be displayed in full view around the hot works area.**

**Is the hot work within a registered confined space? If it is then there are processes to be carried out as specified in the Confined Space Safety Procedure which can be accessed at: [http://policies.anu.edu.au/procedures/confined\\_space\\_safety/procedure](http://policies.anu.edu.au/procedures/confined_space_safety/procedure)**

**There must be a fully operational fire extinguisher of appropriate type (i.e.: Carbon Dioxide, Dry Chemical) available in the hot works area.**

**Ensure that all the smoke / thermal fire detectors in the hot works area are identified and appropriately isolated before work begins. Contact Facilities & Services Schedulers to arrange isolation and restoring of smoke / thermal detectors.**

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<b>All tools and equipment used must be in good working order.</b>			
<b>Are there any flammable or combustible materials within 15m of the hot works to be undertaken?</b>	✓ Completely remove any flammable or combustible liquids from the vicinity before starting.	Yes / No	
	✓ There must be a fully operational fire extinguisher of appropriate type available in the hot works area.	Yes / No	
	✓ Smoke and thermal fire alarm detectors being isolated. If No, please contact the F&S Schedulers on 6125 4000.	Yes / No	
	✓ All combustibles that cannot be removed (i.e. are fixed) are covered with a fire resistant shield or cover.	Yes / No	
<b>Is there any flammable or combustible (i.e. oil, grease) materials on the floor beneath the hot works area?</b>	✓ Thoroughly clean floors of any such materials.	Yes / No	
<b>Is there a possible explosive atmosphere?</b>	✓ The potential for explosive atmosphere must be eliminated before any hot works may proceed.	Yes / No	
<b>Are there any wall or floor penetrations present?</b>	✓ All wall and floor penetrations /openings are covered with a suitable fire resistant covering (this includes duct openings	Yes / No	
<b>Are there any open doors?</b>	✓ All doors and fire doors are to be kept closed to prevent the escape of sparks, fire and fumes.	Yes / No	
<b>Is there adequate ventilation for the task to be undertaken, to prevent the build up of explosive vapours, toxic gases and fumes?</b>	✓ Adequate ventilation must be available. An exhaust fan may be required. Hot work is not permitted in explosive atmospheres.	Yes / No	
<b>Is the hot work to be conducted on equipment?</b>	✓ Completely remove any liquid or vapour from the equipment and ventilate by appropriate mechanical means (i.e. blow out with an inert gas such as dry nitrogen). Tanks should be filled with water or an inert gas.	Yes / No	
<b>VERIFICATION</b>			
<b>I verify that the above location has been examined, the precautions listed above have been followed to prevent fire and permission is authorised for this work.</b>			
Signature:		Date:	
Approval given:	Name:	Date:	Approval not given: Name: Date:
<b>Reason/s:</b>			
Final work area check:	Yes / No		
Work area has been checked after hot works and found safe:	Yes / No	All smoke and thermal fire detectors have been restored.	Yes / No
Signature:		Date and Time:	