

# 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 workers; including 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>CRP</b>	Contractor Responsible Person
<b>OHS</b>	Occupational Health and Safety
<b>OH&amp;S</b>	Monash Occupational Health and Safety team, led by the Group Manager, Health Safety & Wellbeing
<b>SWMS</b>	Safe Work Method Statement

### 2. Activities involving Hot Works

#### 2.1 Risk Management

The Contractor Responsible Person (CRP) or Monash Supervisor) must ensure that any risks arising from hot works activities are identified, so far as reasonably practicable, before work commences. If there is an element of doubt, the CRP or Monash Supervisor must seek clarification from the OH&S team. Risk management can be undertaken by completing a risk assessment or a Safe Work Method Statement (SWMS).

2.1.1 SWMS will be completed by contractors undertaking the works.

2.1.2 Risk assessments will be completed by Monash staff.

2.1.3 Risk assessments and SWMS must be conducted by the party who will perform the works. The SWMS and risk assessment must be documented and should be specific to the work being undertaken.

2.1.4 Risks that may arise from hot works include:

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

### 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](#) by the Contractor Responsible Person (CRP) where applicable or a Monash Supervisor overseeing the works.
- 3.3 The CRP or Monash Supervisor 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 have been identified and risks assessed as far as reasonably practicable;
  - 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;
  - The work area has been isolated as far as practicable; and
  - All controls identified through risk management are in place.
- 3.5 Monitoring
- 3.5.1 The CRP or Monash Supervisor must conduct monitoring to ensure that, as far as practicable, controls identified through risk management are in place.
- 3.5.2 The CRP, Monash Supervisor or Health Safety and Wellbeing Manager, or their representative, may review any work activities relating to hot works without notice.

### 4. Responsibility for Implementation

- 4.1 It is the responsibility of the Health Safety and Wellbeing Manager, 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
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.
Contractor Responsible Person (CRP)	The Monash University staff member/s responsible for engaging and/or supervising a contractor to complete works at Monash University sites.
Hot Works	Hot work includes activities that create a significant risk of fire or explosion such as: <ul style="list-style-type: none"> <li>• Grinding;</li> <li>• Welding;</li> <li>• Thermal or oxygen cutting or heating; and</li> <li>• Other related heat or spark producing operations.</li> </ul>
Permit-to-work	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.
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 procedures	<b>Monash University OHS documents</b> <a href="#">OHS Contractor Management Procedure</a> <a href="#">OHS Records Management Procedure</a> <a href="#">OHS Risk Management Procedure</a>
Supporting schedules	N/A
Associated procedures	<b>Australian and International Standards</b> ISO 45001:2018 Occupational Health and Safety Management Systems
Related Legislation	Occupational Health and Safety Act (2004), Victoria Occupational Health and Safety Regulations (2017) Victoria
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President 28 June 2023
Endorsement	Monash University OHS Committee 31 May 2023
Procedure owner	Group Manager, Health Safety & Wellbeing
Date effective	30 June 2023
Review date	30 June 2026
Version	1.2
Content enquiries	<a href="mailto:ohshelpline@monash.edu">ohshelpline@monash.edu</a>

## DOCUMENT HISTORY

Version	Date Approved	Changes made to document
<b>1</b>	April 2020	Hot Works Risk Management Procedure v1
<b>1.1</b>	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>
<b>1.2</b>	June 2023	<ol style="list-style-type: none"> <li>1. Removed all references to the "OHS Prescribed Activities and Permit to Work Procedure" as this procedure is being rescinded.</li> <li>2. Amended Section 2.1 title from "Risk Assessment" to "Risk Management".</li> <li>3. Updated Section 2.1 to incorporate "Risk Management" expectations.</li> <li>4. Removed Section 2.2.3</li> <li>5. Updated New Section 2.2.3 to include reference to SWMS</li> <li>6. Removed references to "Authorised Persons" and "Approved Persons" and where applicable replaced with CRP or Monash Supervisor.</li> <li>7. Removed definition for "Sub-contractor" as this term is not used in this procedure.</li> <li>8. Updated title of Procedure owner in Governance table.</li> <li>9. Updated 'Health, Safety and Wellbeing Manager' to 'Group Manager, Health Safety &amp; Wellbeing' throughout the procedure.</li> </ol>