

SAFETY HEALTH ENVIRONMENT WORKCOVER SUSTAINABILITY (SHEWS) HOT WORKS

1 PURPOSE

CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as is reasonably practicable, the risks associated with hot works (e.g. welding and allied processes) where the use of such energy sources creates a hazard.

The intention of this procedure is to meet or exceed obligations under current legislation.

2 SCOPE

This procedure applies to all CQUniversity staff, students, contractors and their staff, and all visitors whilst at CQUniversity worksites including individuals participating in work activities that are conducted off-site.

3 EFFECTIVE DATE 1 June 2016

4 LEGISLATIVE AUTHORITY

[Work Health and Safety Act 2011](#)
[Work Health and Safety Regulation 2011](#)
[Welding Processes Code of Practice](#)

5 PARENT POLICY

[Work Health and Safety Policy](#)

6 PROCEDURE

This information is provided in addition to the requirements of the legislation.

All hot works, repairs and/or maintenance (e.g. welding and/or allied processes), will be undertaken by worker who has been trained and assessed as competent to work in such areas, engaged by CQUniversity Facilities Management Directorate, in accordance with current relevant legislation (e.g. Welding Processes Code of Practice).

Designated Approved 'Hot Works Area' (e.g. identified welding bays) are exempt for the purposes of these procedures, however all other requirements will be followed when conducting works in these areas. For example:

- risk management,
- AS 1674 Safety in Welding and Allied Processes
- AS 2812 Welding, Brazing and Cutting of Metals

The engagement of contractors or other service providers to undertake work at CQUniversity worksites does not absolve CQUniversity of its responsibilities and obligations as an employer. There remains a statutory duty for CQUniversity to ensure its workplace is safe, so far as is reasonably practicable, regardless of any contractual terms and conditions.

The Works Supervisor will:

- Ascertain whether or not the work needs to be conducted in-situ or if it can be moved to a more suitable location (e.g. welding bay, workshop, etc.) where the hazards can be better controlled.

- Familiarise themselves with the current Welding Processes Code of Practice and the abovementioned Australian Standards, and complete the risk management process.
- Any available generic risk assessment must be reviewed to ensure that it is a true indication of the task to be undertaken and that new hazards have not been created. If so, a 'TAKE 5'? specific risk assessment can be conducted.
- If not, complete a formal [Risk Assessment](#) for the task. Check that hazards have been identified and ensure that these are adequately addressed.
- Discuss the proposed task with the Work Area Supervisor prior to commencement
- Ensure that people conducting the work are trained and assessed as competent and has been made aware of this procedure.
- Complete the [Hot Works Permit](#) prior to commencement
- Ensure that general safety precautions are observed, such as but not limited to:
 - Provision of suitable screening to protect others in the vicinity
 - Correct use of appropriate personal protective equipment (PPE) for the task
 - Correct fire equipment is present at the job site
 - People take adequate rest breaks as necessary and drink adequate quantities of water to replenish fluids
 - Ample supply of fresh air is provided at the site
 - Maintaining a clean and tidy worksite free from flammable materials.
- If the work requires fire detection systems to be disconnected, approval must be sought from the CQUniversity Security Coordinator to arrange for this to occur.

The Work Area Supervisor is to:

- Ensure that the Works Supervisor has reviewed the information above and discuss the risk management process and the Hot Works Permit further to ensure that hazards have been identified and controlled
- Ensure that fire training has been conducted for staff or that alternative arrangements are in place to control the situation in the case of a fire (e.g. suitable firefighting equipment is available for immediate use).
- Ensure that doorways and other openings, drains, pits, tanks, valves, vents and pipelines are closed, 'blanked off', and/or isolated
- Test for the presence of flammable gases and vapours in the atmosphere in any pipe, drum, tank, vessel and other items adjacent to or involved in the task
- Where practicable ensure that a physical barrier is erected or at least isolate/rope off the area and ensure that the worksite is clear and a distance of at least 15 metres separates the worksite from any combustible materials.
- Monitor the progress of the work and assess changing conditions – and will render the worksite unsafe for the work to continue if necessary.
- Where the work is being conducted in a confined space or restricted area, ensure that there is a written authority in place and that all is in order, particularly the testing and monitoring of the atmosphere

At the conclusion of the work, the Works Supervisor and the Work Area Supervisor will:

- Ensure that there is no threat of a fire igniting – even well after the immediate threat is no longer presented
- Any firefighting equipment that was made available for immediate use is restored
- Any fire detection systems that were disconnected are reconnected and that the CQUniversity Security Coordinator.
- Endorse the Hot Works Permit and return it to the originator (for example, Facilities Management).

Employee Training and Competence

The OHS Unit will provide competency-based training for University staff to ensure they possess the necessary skills to allow them to work safely when conducting hot works duties. The Works Supervisor or Work Area Supervisor is to ensure that all persons required to undertake hot works are trained and assessed as competent to perform those activities. The competency based training must be provided by an approved training provider and include the following core training elements:

- Demonstrate an understanding of legislation, standards and codes of practice relevant to hot works.
- Assess risks associated with hot works.

- Identify and implement risk control measures.
- Completion of hot work permits.
- Apply emergency response procedures.

Training providers will make themselves aware of any other relevant University procedures (including [SHEWS Confined Space Entry Procedure](#), [SHEWS Asbestos Management Procedure](#) and [SHEWS Personal Protective Equipment Procedure](#)) relating to hot works and ensure that any training they provide is in accordance with these procedures. Ongoing refresher training will be provided to relevant University staff to ensure they are kept abreast of any changes and are competent in undertaking hot works.

Hot Works Permit

Open flames or flying sparks can ignite flammable/combustible gases and vapours and heat producing operations including furnaces, boilers and other process engineering that involves hot and/or molten materials could present significant hazards. Prior to the commencement of any hot works, the precautions as outline in section 3 above shall be taken to prevent any fire, explosion, injury or other danger developing during the performance of hot works.

The hot works permit is valid for one work shift only. If the work is expected to continue for longer than one work shift, a new permit will be obtained after the Work Area Supervisor has inspected the work area.

Fire Watch

If deemed necessary, a person may be nominated to undertake 'fire watch'. This person should have firefighting equipment readily available and be trained in its use, and be prepared to act for any appearance of smoke and/or fire. The 'fire watch' should continue for at least 60 minutes after the completion of hot works.

7 RESPONSIBILITIES

Compliance, Monitoring and Review

- 7.1 CQUniversity management have a duty to exercise due diligence to ensure that CQUniversity complies with relevant legislation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).

CQUniversity staff, students, contractors and their staff, and all visitors at CQUniversity worksites (including any work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. They must comply with any reasonable instruction and co-operate with any reasonable policy or procedure relating to health and safety at the workplace.

The OHS Unit of CQUniversity assists management and others to facilitate compliance, monitoring and review.

Please also refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).

Reporting

- 7.2 Non-compliances with this procedure are to be reported to via the OHS Incident Report Form and will be investigated as an OHS Incident.

Records Management

- 7.3 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

Other definitions in relation to Work Health and Safety can be located in the respective legislative documentation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides)

9 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

[OHS Incident Report Form](#)

Related Legislation and Supporting Documents

AS 1674 Safety in Welding and Allied Processes

AS 2812 Welding, Brazing and Cutting of Metals

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