

Hot Work Permit

Can this job be avoided? Is there a safer alternative?

Permit No.: _____

A Hot Work Permit is required for any non-production or maintenance operation involving cutting, welding, grinding, open flames or producing heat and/or sparks that is not completed in a dedicated workshop area. This includes, but is not limited to, the use of any electric, oxy-acetylene, laser or similar welding or cutting equipment, grinders, gas torches or blow lamps (including electric hot air blowers) for brazing, soldering, thawing pipes, torch applied flooring or roofing materials or removal of any materials. The Permit must be displayed at the work site & returned upon completion of work. (See page 7 for additional information & instructions on completing this Permit.)

CAUTION: Hot Work is not to be completed on any type of plastic or foam insulated construction material (refer to the Chubb Plastic Foam Construction Material (PFCM) Permit). Specialist or High Hazard process or storage facilities may require additional precautions.

1. Application for Hot Work			
Company performing work		Dept	
Person performing work			
Phone (bus)		Phone (mobile)	
Location of work			
Description of Work			
Equipment to be Used			

2. Permit duration (Maximum duration - 1 shift/12 hrs*)			
Permit begins	Date	Time	am/pm
Permit expires	Date	Time	am/pm

3. Emergency information			
If a fire occurs, call		At phone	
Activate nearest fire alarm at			

4. Authorisation by company representative

Prior to authorising the work, the Authorised Company Representative shall inspect the work area and confirm that the following precautions have been taken. Each item is to be checked prior to commencement of the work. (Delete & initial if & where Not Applicable). All applicable precautions are to be adhered to for the duration of the work.

General Precautions	
<input type="checkbox"/> Sprinklers &/or thermal detectors in service (where installed) <input type="checkbox"/> Smoke detectors isolated in work area (where installed) & Impairment Procedures followed <input type="checkbox"/> Work area adequately ventilated	<input type="checkbox"/> Flash screens, barricades &/or guards provided <input type="checkbox"/> Hot Work equipment inspected & in good condition <input type="checkbox"/> Contractors aware of Company Fire Safety Procedures <input type="checkbox"/> Contractor liability cover checked & adequate
Within 10 metres of Work Area (Combustible & flammable materials must be removed or protected)	
<input type="checkbox"/> Floors are swept clean to remove combustibles <input type="checkbox"/> Combustible floors are wet down or covered with damp sand, metal or other shields <input type="checkbox"/> Pits, trenches, etc. and surroundings are inspected & cleared of combustible materials, flammable liquids, gases or vapours	<input type="checkbox"/> All floor, wall & ceiling openings are covered <input type="checkbox"/> Covers are suspended beneath elevated work to catch sparks <input type="checkbox"/> Combustible materials that cannot be removed are protected with non-combustible curtains, metal guards or flameproof covers (not ordinary tarpaulins)

Work on Walls, Floors, Ceilings, Equipment & Enclosed Plant (e.g. tanks, containers, ducts, dust collectors)

- Concealed or enclosed spaces are inspected for combustible materials or linings & all such material removed or protected
- Combustible materials are moved at least 10m away from either side of walls

- Construction materials are non-combustible
- Machinery & equipment is cleaned of combustible residue
- Enclosed plant is cleaned & purged of flammable vapours

Fire Watch (Trained personnel)

- Work & adjacent areas patrolled during & for 30 minutes after the hot work process
- Fire extinguisher &/or hose reel provided & ready in work area

- Fire watch trained in the use of fire equipment & sounding alarm
- Appropriate PPE to be worn

Agreement by Permit Applicant

I warrant that I am qualified to complete the work and to the best of my knowledge, my equipment is in good condition. I have read and agree to the precautions specified above and will cease work if the precautions cannot be maintained or I am aware of an unsafe condition.

Applicant			
Signed			
Date		Time	am/pm

Permit Authorisation

The work area has been inspected, the necessary precautions specified above have been taken and authorisation for this work is granted.

Authorised by			
Signed			
Date		Time	am/pm

5. Work completed & area safe

Fire Watch (Trained personnel)

The work was completed at Time: _____ am/pm

The fire watch continued at least 30 minutes after the work was completed.

Fire watch was completed at Time: _____ am/pm

The work and adjacent areas were inspected and found to be safe.

Name			
Signed			
Date			

(Permit to be returned to the Authorised Company Representative, or designate, on completion of the work)

Authorised Company Representative (Final Check)

1. The work area and all adjacent areas to which sparks and heat may have spread, including floors above and below and other sides of walls, were inspected personally between 30 minutes & 2 hours after the work was completed and found to be safe.
2. Fire protection/detection systems have been re-instated.

Name			
Signed			
Date		Time	am/pm

(Permit to be filed and retained for 12 months)

Hot Work Policy

The Company has established a Hot Work Policy so that all hot work conducted outside of designated workshop areas is authorised by a Hot Work Permit. Permits can only be issued by designated personnel (Authorised Company Representatives) who have completed and passed the Company's Permit Issuers course. A register of Permit Issuers is to be maintained. Hot Work procedures and completed Permits will be reviewed on a regular basis through an audit process.

Permit Procedure

1. Personnel needing to carry out hot work are to complete Section 1 (Application for Hot Work) of the Permit.
2. The Permit Issuer is to inspect the work area and complete Sections 2-4 of the Permit. All applicable precautions are to be adhered to without exception. Specific attention is drawn to the following points:
 - Sprinkler/thermal systems are to be operational during hot work as a standard procedure.
 - If fire protection/detection systems are isolated or operation is otherwise impaired, a Fire Protection Impairment Form is to be raised and additional precautions taken as determined by the Permit Issuer.
 - A Permit can be issued for a maximum period of either one shift or 12 hours. (As determined by the Permit Issuer*)
 - Hot Work, where possible, should be scheduled during planned shutdowns of hazardous operations.
3. Periodic checks of the work area to be completed by the Permit Issuer (or designate) to ensure all precautions are being maintained and the work is being done in a safe manner.
4. On completion of the hot work, the fire watch is to continue for at least 30 minutes, after which time a check of the work area is to be carried out. The person responsible for the work is to complete the 'Initial Check' part of Section 6, recording the time the work was completed and the time the inspection of the work area was completed. The Permit is then to be signed and dated and returned to the Permit Issuer (or designate).
5. The Permit Issuer (or designate) is to carry out a full check of the work area and all adjacent areas to which sparks and heat may have spread, including floors above and below and other sides of walls between 30 minutes and 2 hours after the work was completed. The Permit Issuer (or designate) is to sign and date the 'Final Check' part of Section 6 and the completed Permit placed on file for a minimum period of 12 months.

Hot Work Operator

1. Inspect all equipment to ensure it is in safe condition.
2. Obtain a "Hot Work Permit" from a Permit Issuer prior to commencing hot work operations.
3. Display the "Hot Work Permit" at, or in close proximity to, the area where the hot work is being carried out.
4. Continually monitor and review the work site and cease hot work if unsafe conditions develop.
5. Know the procedure for sounding the alarm, and the location of the nearest telephone and fire alarm manual call point.

Fire Watch

1. Understand the hazards of the work site and the affect hot work has on them.
2. Ensure safe conditions are maintained during hot work operations. Cease hot work if unsafe conditions develop.
3. Ensure the fire fighting equipment is in good condition, in-date for service and readily available. Be trained in its use.
4. Check for fires in all areas and attempt to extinguish fires if it is safe to do so.
5. Know the procedure for sounding the alarm, and the location of the nearest telephone and fire alarm manual call point.
6. Maintain a fire watch during and for at least 30 minutes after completion of the hot work.

Privacy Statement

We are committed to protecting the privacy of persons covered under this Policy. We collect, use and retain personal information in accordance with the principles in the Privacy Act 1993.

Personal Information Handling Practices

Collection, Use and Disclosure

We collect a Covered Person's personal information (which may include health information) when they are applying for, changing or renewing an insurance policy with Us or when We are processing a claim, complaint or dispute. We collect the information to assess applications for insurance, to provide Covered Persons or their organisations with competitive insurance products and services and administer them, to handle any claim, complaint or dispute that may be made under a policy. If a Covered Person does not provide Us with this information, We may not be able to provide them or their organisation with insurance or to respond to any claim, complaint or dispute.

We may disclose the information We collect to third parties, including contractors and contracted service providers engaged by Us to deliver Our services or carry out certain business activities on Our behalf (such as actuaries, loss adjusters, claims investigators, claims handlers, professional advisers including doctors and other medical service providers, credit reference bureaus and call centres), other companies in the Chubb group, insurance and reinsurance intermediaries, other insurers, Our reinsurers, and government agencies (where We are required to by law). These third parties may be located outside New Zealand.

A Covered Person's Choices

In dealing with Us, a Covered Person agrees to Us using and disclosing their personal information as set out above. This consent remains valid unless the Covered Person alters or revokes it by giving written notice to Our Privacy Officer.

From time to time, We may use a Covered Person's personal information to send them offers or information regarding Our products that may be of interest to them. If a Covered Person does not wish to receive such information, please contact Our Privacy Officer using the contact details provided below.

How to Contact Us

If a Covered Person would like to access a copy of their personal information, or to correct or update their personal information, or if they have a complaint or want more information about how We are managing their personal information, please contact the Privacy Officer by posting correspondence to Chubb Insurance New Zealand Limited, PO Box 734, Auckland; telephoning: +64 (9) 3771459; or emailing Privacy.NZ@chubb.com

Fair Insurance Code

We are a member of the Insurance Council of New Zealand (ICNZ) and a signatory to ICNZ's Fair Insurance Code (the Code). The objectives of the Code are to establish high standards of service, promote confidence in the general insurance industry and improve relationships between insurers and their customers. Further information about the Code is available at www.icnz.org.nz and on request.

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