



HOT WORK PERMIT

This Hot Work Permit must be used for any temporary operation which involves open flames, and/or heat, and/or sparks, including, but not limited to welding, brazing, Oxy cutting, soldering and work involving heat torches or guns.

PART 1 – Scope of Permit

Location:

Contractor carrying out work:

Supervisor responsible for work:

Work Description:

Duration of Permit: From: / / am / pm To: / / am / pm

PART 2 – Suria KLCC

Authorised by:
(Suria KLCC Representative)

Special conditions:

PPE Required Safety boots Safety Glass Gloves Face Mask Others

Position:

Signature: Date: / /

PART 3 – Acceptance

I agree to observe all the safeguards noted on reverse of this form, complete a Fire Watch (compulsory in all operational Centres, and as indicated in Part 4 below). I will take all other precautions as may be necessary to ensure the works are carried out in a manner that is safe and without risks. I understand that the issuing of this permit, and conditions attached to it, does not negate the responsibilities under the relevant EH&S legislation, of the contractor named in Part 1, above.

Print Name:

Position:

Signature:
(Contractor's Representative) Date: / /

PART 4 – Fire Watch Required

No Yes (Compulsory in ALL Operational Centres)
(Return this form to the Project / Centre Manager at completion of Fire Watch)

Tick as Appropriate

- Fire Watch required for duration of works. (minimum requirement in ALL operational Centres)
- Fire Watch required for 30 60 90 minutes after work, including any coffee or lunch breaks. (Circle duration required)
- Monitor Hot Work area for 4 hours after work is completed

Fire Watch Completed: Time: / / am / pm Date: / /

Position:

Signature:
(Contractor's Representative) Date: / /

Safeguards for all Hot Work

PLANNING BY CONTRACTOR

Prior to the works commencing the contractor named in Part 1 of this permit must ensure:

- A full risk assessment of the works is carried out by the contractor.
- A Safe Work Method Statement (SWMS) is developed, in consultation with the contractors' employees, taking into account assessment of the risks and appropriate methods of controlling such risks.
- All services (electricity, gas, water etc.) are positively identified and means to protect from hot works devised.
- The hot works will not affect the structural adequacy of the building or structure (cutting stressing cables, reinforcing, structural steel, etc.)
- The Suria KLCC area supervisor has been notified and a hot work permit has been issued to the contractor prior to carrying out the works.

WORK SYSTEMS

Control measures to eliminate risks during hot works must be established by the contractor named in Part 1 of this permit, as a part of their safe system of work. This should include, as a minimum, ensuring:

- All services (electricity, gas, water etc.) have been positively located and protected from the hot works.
- Appropriate barricading and warning signs are positioned to prevent all unauthorised persons from entering the area where hot works are being carried out, where there is a risk of injury. **In addition, spotters must be used where hot works involve cutting through walls, partitions or other "blind side" areas.**
- Spark / flash screens are used at all times for welding works.
- Personal protective equipment (PPE) appropriate to address all risks from hot works must be provided, maintained and worn by all employees involved in the hot works at all times hot works are being undertaken.
- Hot work equipment is in good repair and appropriate for the works to be undertaken.
- Sprinklers, fire hoses or extinguishers are in service, operable and available.
- The work area is adequately ventilated.
- If the fire alarm needs to be disconnected, Suria KLCC Centre Management is informed, **prior** to disconnection.
- On completion, the work area must be made safe (eg: remove all waste from the workplace).
Note: Any special conditions noted in this permit [Part 2] must be complied with.

REQUIREMENTS WITHIN 5M OF WORK

Ensure:

- Flammable liquids, dust, lint and oily deposits are removed.
- Explosive atmosphere in the area is eliminated.
- Floors are swept clean.
- Combustible floors are wetted down, covered with damp sand or fire resistive sheets.
- Remove other combustibles where possible. Otherwise protect with fire resistant tarpaulins or metal shields.
- All wall and floor openings are covered.

WORK ON WALLS OR CEILINGS

Ensure:

- Construction is non combustible and without combustible covering or insulation. Where this is not possible, ensure measures are taken to prevent such material from burning.
- Materials on other side of walls and/or ceilings are non combustible.

WORK ON ENCLOSED EQUIPMENT

Ensure:

- Enclosed equipment is cleaned of all combustibles.
- Containers are purged of flammable liquids/vapours.
- The work area is adequately ventilated and any confined space hazards are addressed to ensure there is no risk to health & safety.

FIRE WATCH

- The Fire Watch must be carried out by a person who remains in the immediate vicinity of the works for the duration(s) stated on this permit. The person must be trained in fire hazards and fire control, have fire-fighting equipment close at hand (appropriate for the type of works being undertaken), and monitor the area to ensure that there is no outbreak of fire.

TRAINING, INSTRUCTION AND SUPERVISION

- The contractor named in Part 1 of this permit, must ensure that all persons involved in the hot works have been consulted about and are conversant with, their Safe Work Method Statement and have received sufficient training and instruction, and are appropriately supervised to enable them to perform their works in a manner that is safe and without risks to the environment or persons health & safety.

PUBLIC SAFETY

When hot work is carried out in a public place, the contractor named in Part 1 of this permit, must ensure, in addition to the above:

- Compliance with local government requirements (eg: road or footpath closure)
- Barricades or screens are positioned and maintained at a distance from the work to avoid injury to pedestrians and collisions by vehicles.
- Safe wheelchair / disabled or physically impaired persons access past the hot works is available at all times