



Hot Work Procedure

Health and Safety

1 Purpose and Scope

The purpose of this procedure is to provide a system of work that will protect people, the environment and property, from fire or explosions that may result from hot work activities.

This Hot Work Procedure provides the mandatory requirements to support sustained conformance with Roy Hill Holdings HSES Performance Standard PS16 – Safety Processes.

This Procedure applies to all persons entering Roy Hill operations, other workplaces or any area which Roy Hill has accountability.

2 Procedure

2.1 General Requirements

Hot Work is any work that may introduce a source of ignition into an area, such as and not limited to the following:

- Electric welding;
- Naked flames such as oxy/acetylene, propane, blowlamps, bitumen boilers, portable shrink wrappers, space heaters and/or heat shrink guns;
- Equipment with heated elements such as soldering irons and stress relieving ovens;
- Work that could produce sparks such as grinding, concrete cutting or pile driving.

2.2 Identifying Hot Work Areas

An initial survey and risk assessment shall be performed at all operational areas to identify:

- Hot work non permissible areas;
- Hot work permit areas; and
- Designated hot work areas.

A site register of designated hot work areas shall be maintained and approved by the relevant Area Manager.


Changes to the status of these areas shall be approved by the relevant Area Manager

2.2.1 Hot Work non-permissible areas

Areas where Hot Work shall not be permitted shall include:

- In buildings where sprinkler systems are impaired
- In the presence of explosive atmospheres (i.e. where mixtures of flammable gases, vapours, liquids, or dust with air exist)

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- In the presence of uncleaned or improperly prepared drums, tanks, or other containers and equipment that have previously contained materials that could develop explosive atmospheres
- In areas with an accumulation of combustible dusts that could develop explosive atmospheres
- In areas that are sign posted and state “No Naked Flames or Hot Work”
- Any facility or equipment fitted with fire suppression that is impaired.

Hot work non-permissible areas shall be clearly demarcated through the use of standard signage and or block plans.

No Hot Work shall be conducted within these areas without a detailed risk assessment and all identified controls approved by the relevant Area Manager, prior to the issuing of a Hot Work Permit.

2.2.2 Hot Work Permit Areas

A permit-required area shall be an area that is made fire safe by removing or protecting combustibles from ignition sources.

A task specific Job Hazard Analysis (JHA) and/or approved Work Instruction (WIN) shall have been completed to ensure that hazards and risks are identified and controlled prior to the issuing of a Hot Work Permit and the commencement of any hot work.

2.2.3 Designated Hot Work Areas

A specific area designed or approved for Hot Work, such as a maintenance work shop or a detached outside location that is constructed of non-combustible or fire-resistant materials, essentially free of combustible and flammable contents and is suitably segregated from adjacent areas.

A site register of designated Hot Work areas shall be maintained and approved by the relevant Area Manager.

A pre task assessment shall be conducted prior to conducting any hot work in the area to commencement of any hot work to ensure the area is free of combustible and/or flammable materials.

2.2.4 Temporary or Permanent Change of Area Classification

Temporary or permanent changes of area classification shall be authorised by relevant Area Manager and only after a formal team based risk assessment has been completed to identify any residual risk of fire that exists in that area. Hot work shall not be conducted in the area until the risk assessment has been completed

There may be a need to remove or install signage as well as amending the site Hot Work designated Area register.

2.3 Hot Work Permit

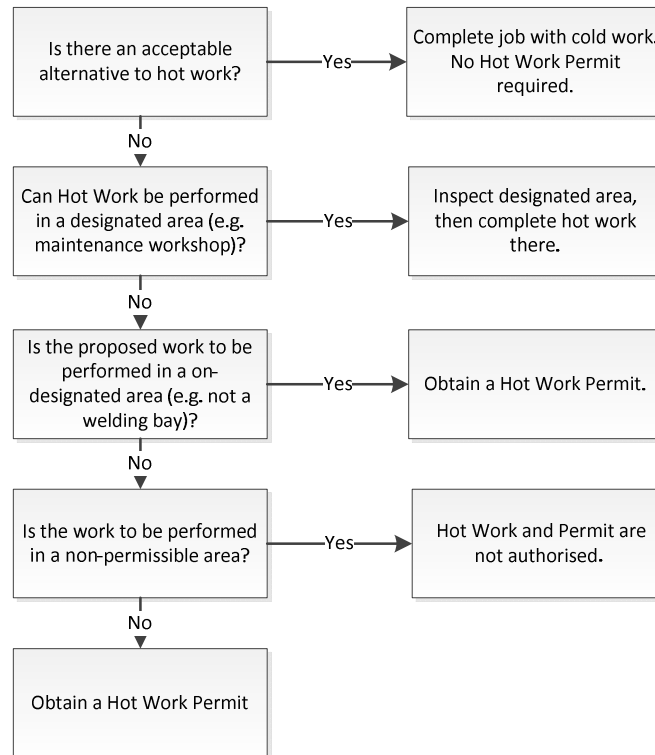
A Hot Work Permit is required for any Hot Work activity. The purpose of the Hot Work Permit is to ensure controls are identified to reduce the risk of fire or explosion and adverse effects resulting from hot works, prior to the Hot Work activity being authorised to commence. The process for determine if a hot work permit is required is shown in Flowchart 1.

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Flowchart 1: Determining the need for a Hot Work Permit

2.3.1 Raising Hot Work Permits

Only Permit Officers who have been authorised in writing by the relevant Area Manager are permitted to issue Hot Work Permits in the work location associated with the permit.

Authorised Person shall:

- Be trained as competent in the Hot Work procedures
- Conduct a visual inspection of the location where hot work is to be performed, to:
 - Determine the fire protection and extinguishing equipment that will be required
 - Determine fire watch requirements
 - Verify that the controls listed on Hot Work permit are in place
- Determine the duration of the permit's validity (no longer than 1 shift)
- Complete and sign the Hot Work Permit ensuring that the responsible person (person directly in charge of the work) is aware of and works in accordance with the conditions and limitations of the permit.

To ensure that the Required Precautions Checklist is completed thoroughly in accordance with the conditions and for the purposes of issuing and receiving a Hot Work Permit; the Authorised Person (Hot Work Permit Issuer) and the Responsible Person (Person Directly in Charge of the Work) shall not be the same person.

2.3.2 Working under a Hot Work Permit

The Responsible Person (Person Directly in Charge of the Work) is accountable to ensure all the requirements identified on the Hot Work Permit, JHA and/or WIN have been implemented. This includes and is not limited to the following:

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- Obtain and complete the relevant sections of the hot work permit
- Source the necessary firefighting equipment prior to commencement of the hot work
- Determine whether one or more Fire Watch persons are required for the job in conjunction with the Authorised person
- Ensure that the hot work permit is returned to the authorised person after closure and completion of the hot work (if applicable i.e. there is no fire watch person).

2.3.3 Fire Watch Person/s

Where possible all combustible materials shall be cleared within a 15 metre radius of the Hot Work activity. Where it is not possible to remove all combustible material a Fire Watch shall be in place at all times during the hot work activity and for at least 30 minutes at the completion of the activity.

The Fire Watch shall:

- Identify hazards and implement controls in accordance with the hot work permit
- Be trained and competent in the use of fire extinguishing equipment
- Be familiar with the location and operation of the firefighting equipment in the area where the hot work is taking place
- Monitor the work environment and act in accordance with the conditions established
- Be familiar with the site emergency procedures
- Monitor conditions during the hot work
- Maintain a fire watch for at least 30 minutes after completion of the job
- Close off hot work permit and return to authorised person.

2.4 Permit Closure

Prior to cancellation of the Hot Work Permit the Authorised Person shall inspect the work area with the Responsible Person and/or the Fire Watch to ensure the work area has been left in a safe condition.

The Authorised Person shall then receipt and acknowledgement of the closed off hot work permit.

The completed Permit shall be returned to the relevant Area Manager or delegate for record keeping.

3 People

3.1 Training

All personnel authorised to issue Hot Work Permits shall have been trained as competent in the hot work permit procedures

All persons performing the duties of Fire Watch shall have been trained and competent in the use of fire extinguishing equipment.

All personnel shall be made aware of the definition of Hot Work and the requirements for a Hot Work Permit, during the induction process.

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4 Definitions

Term	Definition
Designated hot work area	A specific area designed or approved for hot work
Hot Work	Hot Works is any work that may introduce a source of ignition into an area, such as and not limited to the following: <ul style="list-style-type: none">• Electric welding;• Use of equipment with naked flames such as oxy/acetylene, propane, blowlamps, bitumen boilers, portable shrink wrappers, space heaters and/or heat shrink guns;• Equipment with heated elements such as soldering irons and stress relieving ovens;• Work that could produce incendiary sparks such as grinding, concrete cutting or pile driving.
Hot work non permissible areas	Areas identified through risk assessment where hot work shall not be permitted
Hot work permit areas	Areas that are neither designated hot work areas or hot work non permissible areas

Table 1: Definitions

5 References

Document number	Title
	Bow Tie PH-02 Explosives (Blasting)
	Bow Tie PH-03 Fire and Explosion (Blasting)
	Bow Tie PH-16 Confined Space and Asphyxiation
	Hot Work Permit
	Occupational Safety and Health Act WA 1984.
	Occupational Safety and Health Regulations WA 1996.
	Mines Safety and Inspections Act WA 1994.
	Mines Safety and Inspections Regulations WA 1995.
OP-CHK-00032	Designated Hot Work Area Approval checklist
OP-STD-00195	Roy Hill Operations HSES Performance Standard - 16 Safety Processes

Table 2: References

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