

## Hot Works

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### Purpose

To outline the management and control of all Hot Works conducted by contractors (including third-party contractors) on the Perth Airport Estate.

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### Scope

Hot Works involving grinding, welding, thermal or oxygen cutting, abrasive blasting or heating, and other related heat-producing or spark-producing operations which have the potential to impact on Perth Airport's infrastructure, services, operations or personnel.

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### Process

#### OSH Works Planning Meeting

An OSH Works Planning Meeting must be undertaken before any works commence. On completion of the OSH Works Planning Meeting the following must be understood:

- The location of the Hot Works
- Hot Works cannot be conducted within 30 meters of aircraft or aircraft refuelling operations, unless with specific conditions, approved by the Permit Issuer
- Hot Works cannot be conducted during a DFES initiated total fire ban, unless a DFES exemption has been obtained
- Type and quantity of fire extinguishing equipment required
- Environmental conditions. i.e.: weather conditions are considered extreme and/or hazardous to any person/s or property during a hot work procedure
- The Hot Work area should be secured using approved barriers
- Is LSS impairment required to conduct the Hot Works?
- Has LSS been impaired for other High Risk Activities currently being undertaken?
- Are Hot Works to be performed while working at Height or in a Confined Space?
- Competencies required to perform the tasks and implement the required controls
- Any further authority required to implement identified controls.

#### Hot Works Permit Request

Contractors MUST raise a Permit Request for all Hot Works which may impact on Perth Airport's infrastructure, services, operations or personnel, using Perth Airport's electronic Permit to Work System (PEMAC). Link to PEMAC available here: <https://hra.perthairport.com.au/PCARE/Security/SignIn.aspx>

**NOTE: The Perth Airport Representative is responsible for issuing the Contractor with a PEMAC login.**

**Process  
(continued)**

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Contractors must:

- Complete a Perth Airport HRA HOT WORK Request along with the required Supporting Documentation online at least three working days before the planned works.
- NOT commence the Hot Works until the Permit Request has been approved and signed by all parties.

**Supporting Documentation**

All Supporting Documentation must be submitted with the Hot Works Request. The type of documents required must be agreed in the OSH Works Planning Meeting and may include:

- Safe Work Method Statement and Methodology
- Confined Space Entry Permit (if Hot Works to be conducted within a Confined Space)
- Rescue Plans (if Hot Works to be conducted within a Confined Space)
- Life Safety Systems Impairment Permit (if required)

**Review of Supporting Documentation**

The Perth Airport Representative and Permit Issuer are responsible for reviewing the Hot Works Request and Supporting Documentation within the allocated three-day period to ensure the request has adequately assessed the hazards and controls associated with work.

**Site Inspection**

When the Permit Issuer is satisfied the Hot Works Request and Supporting Documentation is adequate, the Permit Issuer must conduct a site inspection to ensure that the agreed controls in the Supporting Documentation have been implemented on site.

**Issue Permit**

Once the Supporting Documentation has been reviewed and the site inspection completed the Permit Issuer must sign and issue the Hot Works Permit to enable work to commence.

**Monitoring**

Spot Checks may be conducted to ensure the agreed conditions of the Hot Works Permit are being implemented.

**Completion of Work**

After the work is completed the Permit Applicant is required to notify the Permit Issuer and the Perth Airport Representative that the works are complete. The Perth Airport Representative will close the Hot Works Permit on PEMAC.

**Hot Works  
Safety Rules**

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**Permit Cancellation**

Should a non-compliance occur with the agreed controls in the Hot Works Permit and Supporting Documentation the Permit Issuer may cancel the Permit. If this happens the Applicant must stop work immediately until further instruction from the Perth Airport Representative.

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**General Requirements**

- A HRA – HOT WORKS Permit is required for all Hot Works which may impact on Perth Airport’s infrastructure, services, operations or personnel. It will be agreed in the OSH Works Planning Meeting whether a Hot Works Permit is required.
- The ‘Hierarchy of Control’ must be applied when planning and/or considering control measures for any Hot Works. Where possible Hot Works should be eliminated.
- Hot Works cannot be conducted within 30 metres of aircraft or aircraft refuelling operations, unless with specific conditions, approved by the Permit Issuer.
- Hot Works cannot be conducted during a DFES initiated total fire ban, unless a DFES exemption has been obtained.
- A minimum of two fire extinguishers and one fire blanket must be at hand during and one hour immediately after Hot Works are completed.
- An inspection of the Hot Works areas must be undertaken before any hot works commence.
- All flammable liquids/substances within 15 meters of the hot work area must be removed or at the very least protected.
- Cutting of tanks or drums is not permitted on the airport estate unless approved by the Permit Issuer. Tanks or Drums which may previously have contained combustible materials must be purged and confirmed as inert.

**Fire Fighting Equipment and Fire Watch**

- A minimum of two Fire Extinguishers and one Fire Blanket must be at hand during the Hot Works.
  - Fire Fighting Equipment must conform to Australian Standard 2444-2001 Portable fire extinguishers and fire blankets.
  - A Fire Watch must be implemented whenever Hot Work is being conducted regardless of the protection provided. A person competent in the operation of fire extinguishing equipment, and familiar with the terminal emergency procedures, must observe the Hot Work area. The purpose of the Fire Watch is to detect and prevent the spread of any fire produced by the Hot Works. **The Fire Watch must be maintained for 60 minutes (1 hour) after the completion of hot works.**
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### Hot Work Protection Measures and Designated Hot Work Zones

- Workers and members of the public must be protected from the potential risks associated with Hot Works activities e.g. welder's arc, sparks from cutting, falling objects etc.
- All Hot Works in the public domain must be securely barricaded to stop unauthorised access from members of the public.
- Arc Safe welding screens that absorb the dangerous ultraviolet light that is emitted from the arc welding process should be used, especially in the public domain.
- Industrial fire blankets should be used to stop sparks from falling to the ground below, and or getting into cavities.
- A designated Hot Works Zone/Tent can be established on site provided it has been approved by the Permit Issuer and suitable control measures have been implemented.

### Gas Cutting / Gas Cylinders

- Gas cylinders must be secured in an upright position and protected from damage and the uncontrolled release of its contents while being used, moved or stored.
- Flashback arresters must be fitted to both the oxygen and fuel gas hoses. For long lengths of hose, arresters should be fitted on both the torch and the regulator.
- Equipment and hoses must be checked regularly for damage, faults or leaks and regular maintenance should be conducted to reduce the risk of gas leaks.
- Torches and cylinders must be shut off when not in use (ensure hoses are purged). Lighted torches must never be left unattended.
- Hoses must be kept away from the work face to ensure they do not come in contact with flames/sparks. Hoses must not be run over sharp objects/abrasive surfaces.

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## Legislation and Standards

Occupational Safety and Health Regulation 1996, Part 3, Division 9, Subdivision 3 — Welding and allied processes

AS 1674.1-1997 (R2016) Safety in welding and allied processes - Fire precautions

Australian Standard 2444-2001 Portable fire extinguishers and fire blankets

Australian Standard AS 4332-2004 (R2016) The storage and handling of gases in cylinders

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