



HOT WORK

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1. PURPOSE

The purpose of this procedure is to provide guidance to David Jones with respect to the management of contractor activities that involve hot work

2. SCOPE

This procedure applies to workplaces and work activities under the control of David Jones where there is the potential for hot work to be undertaken. The scope of this procedure is applicable to contractor activities only as David Jones employees are not permitted to undertake hot work activities

3. KEY TERMS

Term	Description
Competent Person	A competent person is one who has acquired through training, qualification or experience, the knowledge and skills to carry out the relevant task.
Contractor	An individual other than a worker or a corporation who performs work or provides services for David Jones at a David Jones site. They are bound to complete a service/project or specified activity under a contract arrangement.
Hazard	Anything in the workplace that has the potential to cause injury, illness or harm to people property or the environment.
Hot Work	Hot work involves any work that has the potential to create a source of ignition. This may include, but is not limited to, grinding, welding, thermal or oxygen cutting or heating and other related heat or spark producing operations.
Manager	For the purpose of this procedure reference to a manager means reference to the David Jones representative who has management and control over the location or scope of works referred to.
Permit Issuer	A nominated David Jones representative who has acquired through training, qualification or experience, the knowledge and skills to carry out the following tasks: <ul style="list-style-type: none">• Review of contractor competencies;• Review of contractor Safe Work Method Statement or other suitable risk assessment documentation; and• Review, authorise and close out Hot Work Permits.
Risk	The possibility that harm (death, injury or illness) might occur when exposed to a hazard.
Significant damage to property and/or the environment	Significant damage to property and/or the environment means: <ul style="list-style-type: none">• Damage to supporting structures that may compromise the integrity of the building; or• Damage to property in excess of \$50,000; or• Release of a quantity and/or type of hazardous chemical that would require recovery, dispersal or substantial clean-up.
Safe Work Method Statement (SWMS)	A Safe Work Method Statement: <ul style="list-style-type: none">• Describes how work is to be carried out;• Identifies the work activities assessed as having risk;• Identifies the risks; and• Describes the controls that will be applied to the work activities.



HOT WORK

4. RESPONSIBILITIES

Role	Responsibility
Contractors	<ul style="list-style-type: none">• Undertaking hot work activities in accordance with the requirements of this procedure.• Completing the required contractor pre-qualification activities, including induction, prior to undertaking work on behalf of David Jones.• Undertaking hazard identification and assessment activities prior to completing hot work.• Completing the Hot Work Permit and seeking authorisation from the Permit Issuer prior to undertaking the work.• Returning the Hot Work Permit to the Permit Issuer for close out of the permit and verification that works have been appropriately completed.• Reporting any incidents or uncontrolled hazards to the Permit Issuer for resolution and/or escalation.
Facilities Management or Real Estate Development	<ul style="list-style-type: none">• Provide feedback to Managers or Permit Issuers, as required, with regard to appropriate fire services impairment methods.• Ensuring that contractors undertaking activities on their behalf have completed the appropriate contractor pre-qualification activities, including induction, prior to work taking place.
Managers	<ul style="list-style-type: none">• Overseeing implementation of this procedure relevant to their area of responsibility.• Ensuring that hot work hazards under their control are identified and controlled in accordance with this procedure.• Ensuring that contractors undertaking activities on their behalf have completed the appropriate contractor pre-qualification activities, including induction, prior to work taking place.• Ensuring that the nominated Permit Issuer has been provided with the appropriate information, instruction and/or training to enable them to competently complete their required tasks.• Informing the David Jones WHS Department of any incidents or uncontrolled hazards associated with hot work.
Permit Issuers	<ul style="list-style-type: none">• Working in accordance with the requirements of this procedure.• Reviewing the currency and suitability of contractor documentation, including SWMS and competency requirements, prior to work taking place.• Reviewing Hot Work Permits to ensure that appropriate measures have been taken to manage risk.• Authorising hot work activities following review of the Hot Work Permit.• Cancelling the Hot Work Permit on satisfactory completion of the work or where permit requirements may have been breached.• Informing the relevant Manager of any procedural or permit breaches or incidents or uncontrolled hazards associated with the work.
Workplace Safety and Wellbeing	<ul style="list-style-type: none">• Ensure appropriate procedures are in place• Assist in the implementation of procedure.• Ensuring that the nominated Permit Issuer has been provided with the appropriate information, instruction and/or training to enable them to competently complete their required tasks.

5. PROCEDURE

In accordance with Legislative requirements, David Jones has a duty, so far as is reasonably practicable, to ensure that its employees, contractors and sub-contractors are not exposed to an unacceptable level of risk arising from hot work.

Hot work involves any work that has the potential to create a source of ignition. This may include, but is not limited to, grinding, welding, thermal or oxygen cutting or heating and other related heat or spark producing operations.



HOT WORK

For the purpose of this procedure, hot work does not include work that has the potential to create an ignition source:

- In areas specifically constructed, protected, and arranged to accommodate safe hot work processes; and
- In ongoing work process/environments that are adequately assessed and controlled. This may include specific operations in workshops and commercial kitchens and other designated cooking areas.

Note that prior to undertaking hot work on behalf of David Jones, contractors are required to complete the relevant pre-qualification activities, including inductions, in accordance with the Contractor Management Procedure (PRO-05-01-03).

5.1 Identification of Hot Work Hazards

David Jones Managers are responsible for ensuring that hazards associated with hot work under their control have been appropriately identified. Hot work hazards may arise from:

- Proximity of hazardous chemicals, such as fuels;
- Proximity of combustible materials;
- Environmental conditions, such as wind and hot weather;
- Isolation of fire services;
- Proximity of bystanders;
- Proximity of services, such as gas; and
- Availability of fire suppression equipment.

Identified hot work hazards must be clearly documented within contractor Safe Work Method Statements (SWMS) or equivalent risk assessment documentation.

5.2 Control of Hot Work Hazards

Where hot work hazards have been identified, controls must be applied in accordance with the Hierarchy of Control methodology, as defined in the David Jones Risk Management Procedure (PRO-03-01-05). The following control measures are mandatory and shall be implemented:

- Required personal protective equipment such as self-contained breathing apparatus, hearing protection, eye protection, gloves and protective clothing shall be determined via completion of the SWMS;
- A suitable portable fire extinguisher shall be positioned within close proximity to the work.
- Emergency procedures must be established, documented and communicated prior to the commencement of any hot work taking into account the following:
 - The location of emergency services and response times;
 - The first aid available and location of first aid facilities; and
 - Content of the SWMS, or equivalent, detailing any additional control measures.
- During completion of all hot work, a warning sign shall be displayed at the location indicating the following “Danger – Hot Work in Progress – Keep Out”; and
- To reduce the risk of fire, a final inspection by the Permit Issuer must be completed 60 minutes following the completion of the hot work.

Note that a continuous fire watch may be required, depending on the outcomes of the SWMS or equivalent risk assessment documentation.



HOT WORK

Control measures must be clearly documented within contractor SWMSs or equivalent risk assessment documentation.

5.3 Hot Work Permit

A Hot Work Permit (FM Global permit) must be completed by the contractor and checked and authorised by the Permit Issuer, prior to work commencing.

Prior to authorisation of the Permit, the Permit Issuer must review the contractor's SWMS or equivalent risk assessment documentation, to confirm suitability and that the specified risk controls have been implemented.

The Permit must specify any controls where work has the potential to create a source of ignition. This may include, although is not limited to, grinding, welding, thermal or oxygen cutting or heating and other related heat or spark producing operations.

A Permit may be valid for up to 24 hours. However, a new permit will require completion if the person with direct control of the work changes, changes are made to the work that introduces hazards not addressed by the current permit, or new risk controls are required. The permit allows one (1) or more persons listed on the permit, to complete the activities.

The Hot Work Permit must be kept until the work is completed, or if a notifiable incident occurs, for at least two (2) years after the work to which the permit relates is completed.

Once the work has been completed, the Permit Issuer shall confirm that the work site has been made safe which shall include a final fire inspection 60 minutes following completion of the work and reinstatement of any isolated smoke detection.

The Hot Work Permit must not be signed off as complete, until the Permit Issuer has checked and verified that the site has been made safe.

5.4 After Hours Work

David Jones understands that some hot work activities are required to be completed after hours. This however, does not negate David Jones' responsibility to implement appropriate risk control measures to ensure that contractor activities are completed in a safe manner and in accordance with legislative requirements. As a result, the relevant David Jones Manager shall ensure that appropriate resources, such as a Permit Issuer, are available for compliance with permit requirements, as required.

5.5 Emergency Work

Where emergency works are required and there is a risk to the health and safety of persons or significant damage to property and/or the environment, the Hot Work Permit process may be bypassed. However, the relevant David Jones Manager, or nominated representative, shall maintain direct supervision during the work until complete or until such a point where the Hot Work Permit process can be implemented. In addition, every reasonable attempt shall be made to engage a contractor who has successfully completed the David Jones contractor pre-qualification process.



HOT WORK

5.6 Additional Permits

Where the work requires the completion of any of the following activities, additional permits will require authorisation, prior to work taking place:

- Confined space work, refer to the Confined Space Procedure (PRO-05-13-01);
- Work at a height of two (2) meters or above, refer to the Work at Height Procedure (PRO-05-14-01);
- Isolation of fire services, refer to the Hazardous Work Procedure (PRO-05-12-01);
- Electrical isolation, refer to the Hazardous Work Procedure;
- Gas work, refer to the Hazardous Work Procedure;
- Hazardous materials work, refer to the Hazardous Work Procedure; and
- Trenching or excavations, refer to the Hazardous Work Procedure.
- Isolation of fire services, refer to the Hazardous Work Procedure and FM Global Red Tag Permit. Note, isolation of active fire protection systems, such as sprinklers or fire pumps, should always be avoided when hot work is being carried out. Only in rare circumstances would this occur, and extreme caution should be exercised .

5.7 Training

5.7.1 Contractors

Contractors undertaking work on behalf of David Jones where a Hot Work Permit is required shall demonstrate appropriate competency. This may be in the form of applicable trade qualifications, such as a plumber's license.

Training and competency requirements shall be documented within the contractors SWMS or equivalent risk assessment documentation and shall be verified by the Permit Issuer prior to authorisation of the Hot Work Permit.

5.7.2 Permit Issuers

Permit Issuers shall be trained and assessed as competent to complete relevant hot work tasks, such as:

- Review of contractor competencies;
- Assessment of contractor hazard identification and assessment documentation; and
- Review and authorisation of Hot Work Permits.

Not that training may be provided internally by a competent person or by a specialist third party service provider.

5.8 Records and forms

Record	Person Responsible	Storage Location	Storage Period
Hot Work Permit (FM Global form)	The relevant Manager	Electronic WHS Database	For the duration of the work or two (2) years as a minimum in the event of an incident



HOT WORK

6. REFERENCES

6.1. Related Policies and Procedures

- Contractor Management Procedure (PRO-05-01-03)
- Risk Management Procedure (PRO-03-01-05)
- Confined Space Procedure ((PRO-05-13-01)
- Work at Height Procedure (PRO-05-14-01)
- Hazardous Work Procedure (PRO-05-12-01)

6.2. External References

- Australian State and Territory Work Health and Safety Acts & Regulations

7. VERSION CONTROL

Version	Section Amended	Amendment	Date Created	Author
PRO-05-11-01	All	New procedure	08/2017	HR Manager - WHS