

## Hot Work Permit

<b>Congregation/ Location</b>		<b>Work Location (Building/Floor/Room)</b>					
<b>Work Order /Permit No.</b> <i>(if Applicable)</i>	Valid From: / / am/pm to / / am/pm						
<b>Description of Work</b>							
<b>Linked to Other Permits</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes - <input type="checkbox"/> Confined Space <input type="checkbox"/> Working at Height <input type="checkbox"/> Other (List) <i>(attach other permits to this permit with SWMS)</i>						
<b>Work Completed By</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor		Name(s):				
<b>Security Notification (Fire Panel Operation)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A						
<b>FIRE PROTECTION SYSTEM</b>					<b>YES</b>	<b>N/A</b>	
Fire Sprinklers and/or Thermal Detectors must be confirmed as operational i.e. <b>NOT ISOLATED</b> (where installed) <b>Exception: Thermal Detectors are to be isolated when the hot work activity may cause excessive heat, such as welding within 50 cm of thermal detector, or running engines and no ventilation</b>					<input type="checkbox"/>	<input type="checkbox"/>	
Smoke Detectors must be isolated in the work area (where installed)					<input type="checkbox"/>	<input type="checkbox"/>	
Fire alarms isolated where required and personnel in the area and Church Representative notified					<input type="checkbox"/>	<input type="checkbox"/>	
Defined Access/Clear-ways					<input type="checkbox"/>	<input type="checkbox"/>	
<b>AREA WITHIN 15 METERS OF THE HOT WORK</b>		<b>YES</b>	<b>N/A</b>	<b>AREA WITHIN 15 METERS OF THE HOT WORK</b>		<b>YES</b>	<b>N/A</b>
Warning Signs/Barricades				Enclosed equipment cleaned of all combustibles			
Spark/flash/fire resistant screens or curtains provided				Containers purged of flammable liquids and vapours			
Work area, trenches, pits, etc. must be clear of flammable liquids, gases, vapours and combustibles (dust, lint etc.)				Pressure vessels, piping and equipment removed from service, isolated and ventilated. Shut down ducts or spaces that may carry sparks			
Combustible floors wet down and covered with damp sand or fire-resistant coverings				Fire resistant tarps suspended beneath work			
All floor & wall openings within 10m must be clear or covered to prevent transmission of sparks				Hot Work Equipment Inspected; Flash Back Arrestors on gas hoses and regulators			
Work area adequately ventilated				Appropriate PPE worn for the task and inspected			
<b>FIRE WATCH (during and for 60 minutes after completion of work)</b>		<b>YES</b>	<b>N/A</b>	<b>EMERGENCY</b> <b>In case of emergency dial 000 for Fire and Ambulance Services and notify Church Representative</b>		<b>YES</b>	<b>N/A</b>
Fire watch is supplied with appropriate firefighting equipment				Communication devices to backup personnel, i.e. Fire & Rescue			
Fire watch is trained to use equipment and sound alarm				First Aid Kit & Trained First Aider available			
Fire watch required in adjoining areas above and below							
<b>PERMIT HOLDER</b>							
<i>I am satisfied that all precautions are in place to allow personnel to undertake the task.</i> <ul style="list-style-type: none"> <li>A risk assessment has been completed and attached to this permit.</li> </ul>							
Name	Position	Company	Signature	Date	Time		
<b>SUPERVISOR /CHURCH REPRESENTATIVE AUTHORISATION</b>							
<i>I am satisfied that all precautions are in place to allow personnel to undertake the task.</i> <ul style="list-style-type: none"> <li>I have read and signed approval on the attached risk assessment.</li> </ul>							
Name	Position	Company	Signature	Date	Time		

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PERMIT CLOSURE – SUPERVISOR/CHURCH REPRESENTATIVE					
Name	Position	Company	Signature	Date	Time
Have you Reinstated the Fire Protection System? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A					