I&TS HSW Management Sub-System 3.1-07FO2 Hot Work Permit to Work Form



The purpose of this Permit to Work (PTW) is to ensure that adequate controls are implemented to protect the safety of persons conducting, or who may be in the vicinity of high-risk work being undertaken & to protect University property from damage.

Hot Work Permit to Work (PTW) Number

In the event of an Emergency, all PTW's are immediately suspended. All persons must assemble at the nearest nominated assembly point.

The PTW must be re–authorised (Signed) by the PTW Issuer before work resumes.

Company undertaking the work: Person undertaking the work & phone number: Principal Contractor Company: Planned Work Activity: Setimated Duration of the PTW: (No longer than 8 hours in any one cly) A WORK AREA MONITORING Testing for the presence of flammable agas or vapour has been conducted within 15m of the hot work & in any pipe, drum, tank, vassel & yes principal Contractor Company: Time: Date to: Time: Serial Calibration Gas Test Equipment make & model Serial Calibration No. Campany Balance Signature Date Principal Contractor Company: Principal Contractor Company: Principal Contractor Company: Principal Contractor Company: Test: Sort Calibration No. Campus Machanical Fire Suppress FIP Other: Principal Contractor Company: No. Principal Contractor Company: Principal Contractor Co	Ine PI	W must be re-autho	orised (Signe	a) by the H	'I W Issuer	before work re	sumes.		
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Warning	This process is uncontrolled when printed. The current version is available on the I&TS Website.	Effective Date:	April 2020	Version:	3.1		
Authorised by	Director of Infrastructure & Chief Information Officer	Review Date:	April 2021	Page: 1 of 3	3		
File path	S:\Services_Resources\Infrastructure\Shared\HSWI\&TS HSW Management Sub-System\Section 3.1 - Controlling HSW Risks\3.1-07 Permit to Work\3.1-07F02 Hot Work						



Hot Work Permit to Work (PTW) Number

6.	WOR	K SPECIE	IC REQUIREMENTS FOR SWMS/J	SA COVERED	RY THIS I	PTW		
			ontrol acknowledges that the items r				d in the attached	SWMS/JSA.
			All Items	s must be tick	ed or mar	ked N/A - (✓ or N/A)		
Drain	s, pits 8	& depressio	ns have been checked, isolated & sealed			Contaminated ground has been cov		
Comb	oustible	materials h	ave been removed from the work area or	made safe		Fire equipment has been checked 8 site	k on stand-by at the	work
Tanks	s, valve	s, vents & p	ipelines have been blanked off or effective	vely isolated		A fire pump or the fire brigade is on	standby	
Ventil	ation is	adequate				Wind direction is satisfactory for hot	work to be done	
Spark	/flash/p	protective s	creens are in place			Other work has been stopped in the	area of Hot Work	
Leaks	s from v	alve & pum	p glands, flanges & the like have been co	ontrolled		The Hot Work site has been isolated		
Press	ure reli	ef valves h	ave been vented to safe areas			Adequate first aid kit (including burn available	is module) is readily	/
			d requirement are observed and where a has been obtained from the local counci			Flashback arrestors are fitted on cyl welding equipment & oxy-cutting eq		es for
7.	PTW	REQUES [*]	(PTW Holder)					
This	acknov	wledgeme	nt signifies a formal request to commetered by the relevant University of A					
			eveloped / reviewed the attached SV				, ,	
		All work	being undertaken covered by this P	ΓW meets the o	current Sou	ıth Australian WHS legislative requ	uirements.	
ICKED		I have in	spected the area & deem it safe for l	Hot Work to be	undertake	n.		
ST BE T		I am cor	npetent to co-ordinate this work activ	rity in accordan	ce with the	attached SWMS / JSA.		
ALL ITEMS MUST BE TICKED			sure that all persons required to car or Induction; been consulted & unde				rrent University o	f Adelaide
ALL ITE			plement all planned & necessary co				be affected by the	e activities.
,		I shall m	onitor the identified hazards & contro	ol strategies thr	oughout th	e work activities.		
		I have s	ubmitted this PTW to the relevant PC	BU/Principal C	Contractor t	o ensure that controls are adequa	te.	
PTW Nam	Holde	er		Sig	gnature:		Date: Time:	
8.	DCBII	/DDINCID	AL CONTRACTOR CONTRACTING	THE WORK I	TO THE DI	W HOI DED		
			al Contractor commissioning the world				ISA (& kept a con	y for our records)
for th	e work	covered	by this PTW to ensure:					,
MS		Hazar	ds & risks have been identified & ade	equate controls	measures	are implemented.		
ALL ITEMS MUST BE			rs undertaking the work are trained a					JSA.
			k being undertaken covered by this	PTW meets the	e current S	outh Australian WHS legislative re		
	U/Prin ractor	•		Sig	gnature:		Date:	
9.		PTW ISSI						
			ve been addressed and the work is a suer, I hereby acknowledge that:	authorised to co	ommence i	n accordance with the SWMS / JS	A and identified of	control measures.
AS (II			suer, i hereby acknowledge that. Iocated this PTW a number and scal	nned to the DT	W register	in the relevant area		
_	_		iocatea tilis i TVV a Hullibel alla Scal		vv register	iii tiio tolovalit alba.	Date:	
PTW	Issue	r		Signature:			Time:	

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I&TS HSW Management Sub-System 3.1-07FO2 Hot Work Permit to Work Form



10. C	10. CLOSE OUT								
As the	As the PTW Holder, I hereby acknowledge that:								
All Isolations have been removed and/or reinstated; work area was monitored for 60 minutes after completion by nominated firewatche with no indication of fire. Where combustible sandwich panels (e.g. EPS) are within the hot work area, a 2 hour extended monitoring period was incorporated after the fire watch. Note that active monitored smoke detection can be used in lieu of the extended monitoring period. All workers have vacated the space and the area has been left in a safe condition.									
ALL TE		All ne	All near miss/hazards/incidents have been reported.						
₹		The F	he PCBU/Principal Contractor has been informed that the work is complete & of the close out this PTW.						
PTW H	older		Si	gnature:		Date: Time:			
						1111101			
As the	PTW I	ssuer, I	authorise the closure of this PTW and will scan it to	o the PTW re	gister in my area:				
PTW Is	PTW Issuer Signature: Date:								
		For	urther information on completing this isolation PTW	V refer to Sec	tion 3.1 Controlling HSW Risks P	RO3.1-06	Isolation		
				·	·				

Original – Retained by PTW Holder

Copy – Retained by PTW Issuer

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