

## HOT Works Permits

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### 1. Purpose

To ensure compliance with the legal requirement under the Health and Safety Act Work Act /Legislation. Also, to prevent loss to the University property/injury to staffs/students and compliance in accordance with the insurance policies.

### 2. Scope

This procedure will be used by **USP contractors administrators**, and **Campus Directors**, assisted by USP OHS teams, **to issue hot works permit** for operations involving open flames or any works that produce heat or sparks such as cutting, welding, grinding, chipping, soldering, brazing, thawing the pipe.

### 3. Definitions

**Competent Personal** – A person that has been trained, experienced and authorized to carry out a particular task.

**Hot works** – **Hot works involves** operations involved with open flames or any works that produce heat or sparks such as cutting, welding, grinding, chipping, soldering, brazing, thawing the pipe.

**Hot works permit** – A permit form which has the details of the task that will be carried out, location details, the person conducting the hot works, PPE required to be worn, date and time endorsed to authorize works to be carried out, fire watch and final signoff.

**USP Contracts Administrators** – Persons authorized by The University to look after a project which may include Project Managers, Project Coordinators, E & I coordinators in the regional campuses, Campus Directors etc.

**JSA form** – Job Safety Analysis Form

### 4. Responsibilities

All staffs USP contracts administrators, Campus Directors, Contractors, Outsourced contractors must fill in the JSA and hot works permit before commencing hot works.

**USP contract administrators** must then submit the JSA and Hot works permit to USP OHS Team via email ([ohs@usp.ac.fj](mailto:ohs@usp.ac.fj)) for guidance and compliance requirements.

## **HOT Works Permits**

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### **5. Procedure**

**Input:** To ensure Hot Works Permit is obtained before hot works is performed at any USP premises/ properties.

#### **Step 1:** Obtaining a “Hot Works” Permit

Hot works should be obtained/issued from/by the designated Contracts administration within E & I and Commercial operations or campus Directors

#### **Step 2:** Filling out the “Hot Works” Permit & Gaining Authorization

- i. USP contacts administrator will fill in the hot works permit (Section A, C & D to determine how hot works will impact the fire detection system, property, people or the area hot works would be carried out.
- ii. Upon satisfactory with the requirements, the contracts administration will sign off the Permit (Section C) and state the date and time permits expires (Permit to be issued on a daily basis).
- iii. A copy will then be issued to the contractor and a copy to be scanned and emailed to OHS team.

#### **Step 3:** Activation and Completion of “Hot Work” Permit

- i. **Initial Fire Watch:** The work area, and all adjacent areas where sparks may have spread, must be continuously inspected during the entire time cutting, welding, or other hot work being carried out for at least 30 minutes including lunch and breaks, by a designated individual and details should be captured under section E.
- ii. Once the hot works have been completed, the designated individual should inform the respective contracts administrators and be at the site for at least 30 minutes.
- iii. The **fire detection system must be reactivated by the SLA contractor** immediately upon completion of the Initial Fire Watch.
- iv. The contracts administrator must inform USP security after work has been completed to monitor the site every 30 minutes for the next 2 hours.
- v. The Hot Works Permit must be posted at the site for 24 hours and then returned to the contractors' administrator or designee for closeout after work is fully completed.

**Output:** Compliance with Legal requirements, property loss, and insurance requirements.

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### **6. Reference Documents**

- Nations OHS Act /Legislation
- USP OHS Policy
- URL: <https://www.usp.ac.fj/index.php?id=12321>
- Job Safety Analysis Form
- Hots Works Permit Form

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