

We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.

WHS-05

HOT WORK POLICY

1. Introduction

Pilgrim Uniting Church is committed to the provision of a safe, healthy and productive workplace and overall environment. Although Hot Work should be avoided whenever possible and safer alternatives employed, Pilgrim recognises that there may be some occasions when Hot Work needs to be carried out on our premises.

2. Purpose

This policy and its procedures has been developed to provide information about how to maintain a safe and healthy work environment if Hot Work cannot be avoided.

3. Policy

This policy applies to all workers, including employees, volunteers and contractors providing services to support any aspect of Pilgrim's ministry and mission.

Hot Work is defined as any construction/maintenance activity that involves open flames or produces heat and/or sparks capable of initiating fires or explosions. This may include some electrical work. Whenever possible, Hot Work should be conducted outdoors, away from combustible materials, because this can generally be designated as a safe Hot Work area.

On the rare occasions when Hot Work is required inside any of Pilgrim's buildings, a person in authority (a supervisory-level employee) must be made aware of the purpose and location where the work is to take place and issue a Hot Work Permit (HWP) before any such work can commence.

Contractors also have specific responsibilities.

Authorisation

Church Council Chair: *Manelle Hansson*

Date of approval: 6 November 2019

Review Date: November 2021

HOT WORK PROCEDURES

1. Responsibilities

1.1 The responsibility for implementing and monitoring this Hot Work Policy has been delegated by Church Council to the Operations Committee through its Work Health & Safety (WHS) Committee.

1.2 **The Office Administrator**, a member of the WHS Committee, is responsible for:

- understanding the purpose and location where any Hot Work is to take place
- ensuring Contractors are provided with a copy of this policy and procedures
- undertaking a **risk precautions check** (see the back of the HWP) jointly with the person in direct control of the Hot Work
- issuing a Hot Work Permit (HWP) and signing off the HWP after a final inspection (Note: a new HWP should be issued for each day that the work is undertaken)
- filing all completed HWPs in the WHS Folder (Note: keep for one year)
- working with the WHS Committee to address any issues that arise from Hot Work conducted at Pilgrim
- organising for any of the responsibilities above to be undertaken by the Business Manager if necessary

1.3 **Contractors** (or delegates in direct control of the work) are responsible for:

- notifying the Office Administrator (or Business Manager) of the necessity to undertake Hot Work in Pilgrim's buildings at least 3 working days prior to proposed commencement to allow a fire prevention plan to be put in place
- confirming workers have the required qualifications and licences to perform the tasks, including any work that is considered high risk work
- personally inspecting and considering the surroundings where the Hot Work activity is to be conducted, including impact on other work being performed in the vicinity
- ensuring all reasonably practical measures to reduce the risk of fire or explosion have been implemented and recorded on the HWP
- ensuring permits and warning signs have been displayed at entry points to Hot Work areas
- confirming that a competent stand-by person has been assigned to be in attendance for the entire duration of the Hot Work and that this person has easy access to firefighting equipment
- reporting any Hot Work incidents and, if possible, correcting poor practices or conditions when detected

Related documents:

- **Hot Work Permit (HWP)** as supplied by Allianz Risk Consultants Australia

Note: The risk precautions checklist is on the back of the HWP

A handwritten signature in black ink, appearing to read 'Shub', is positioned above the 'Authorisation' section.

Authorisation

Chair of Operations Committee:

Date of approval: 5 November 2019

Review date: November 2021