

## Permit - Hot Work

Contractor	Part 1 – Contractor's onsite responsible person for hot work to complete this part of the permit			
<p>This Hot Work Permit, which consists of <b>six (6) Parts</b>, must be completed for all hot work including grinding, welding, thermal or oxygen cutting or heating, and any other heat-producing or spark producing operation, as well as any associated dust producing work. The permit must be prominently <b>displayed</b> at the onsite work area and <b>returned</b> to the Brookfield Facilities Manager/Supervisor, or authorised representative on completion of work for <b>sign off</b> and filing.</p>				
Site/Property name & address:				
Name of "Contractor's onsite responsible person for hot work" (first & last name) (Please Print):			Phone No:	
Business/Company Name performing the hot work ("the Contractor"):			Phone No:	
Is a Firewatcher required (determined by risk assessment and Brookfield requirements? <i>(This is a specified person who only undertakes fire watch duties during hot work and does no other work).</i>				<div>Yes</div> <div>No</div>
Name of Firewatcher (if required):		Phone No:	Is an extended fire watch period required?	<div>Yes</div> <div>No</div>
Hot work location (e.g. room/area and level):			If so, for what period? → _____ hours	
Hot work equipment to be used:		Is a fire isolation / impairment needed/required?	<div>Yes</div> <div>No</div>	
Brief description of the work:		Will hot work be undertaken in a confined space?	<div>Yes</div> <div>No</div>	
		If fumes/dusts are produced are controls in place?	<div>Yes</div> <div>No</div>	
NOTE: This Hot Work Permit is valid for a <b>MAXIMUM of 12 hours</b> .			Number of workers:	
Date permit is valid for:		Permit start time:	Permit stop time (i.e. expiry time):	
<b>The following conditions must be observed</b>				
<p>(a) A <b>site specific risk assessment</b> of hot work activities is to be completed by the contractor undertaking the work and a copy is to be provided to the Brookfield Facilities Manager together with the <b>application to undertake hot work</b> (i.e. Completed Parts 1 and 2 of this Hot Work Permit).</p> <p>(b) Identify and control any fire/explosion <b>hazards</b> within a radius of <b>15m</b> of the hot work.</p> <p>(c) All removable <b>combustible materials</b> within <b>15m</b> must be removed or made safe, e.g. with non-combustible drapes, metal guards, spark/flash screens to eliminate risk of fire or explosion.</p> <p>(d) Implement the <b>precautions</b> in this permit.</p> <p>(e) <b>Smoke detectors</b> must be isolated in the work area and associated procedures followed.</p> <p>(f) <b>Barricades</b>, warning <b>signs</b> must be provided and utilised, as and when needed.</p> <p>(g) The <b>firewatcher</b> is to follow the procedure in Clause 3.6 of AS 1647.1 – 1997 <i>Safety in welding and allied processes Part 1: Fire precautions</i>.</p>		<p>(h) Contractor must supply <b>fire safety equipment</b> available for use (e.g. suitable fire extinguisher/s).</p> <p>(i) Person/s carrying out the hot work must be adequately <b>trained</b> and <b>experienced</b> in the hot work being undertaken and in the elimination or control of any risks involved, and in the site specific emergency procedures.</p> <p>(j) The hot work area and any adjoining areas must be <b>patrolled from the start of work and a further minimum sixty (60) minutes after</b> the work has been completed. Should a longer fire watch period be needed (e.g. if required by Brookfield or the Contractor) the <b>fire watch period extension</b> is to be commensurate with the assessed risk. E.g. If there is a risk of deep seated fire then extend the fire watch period by <b>3 hours</b> (60min + 3 hours).</p> <p>(k) Ensure that <b>supervision</b> of hot work is carried out under the control of a suitably competent person who is responsible and has the necessary authority for the safe execution of all operations.</p>		

Revision Date: Jan 2020

Document Owner: Risk & Quality Manager

Permit - Hot Work

## Permit - Hot Work

<b>Contractor</b>	<b>Part 2 – Application to undertake hot work</b>	
<b>Statement by the “Contractor’s onsite responsible person for the hot work”</b>		
<p>I will adhere to the conditions set out in <b>Part 1</b> of this hot work permit. I will implement the applicable precautions contained in <b>Part 4</b>. I will ensure that all relevant parts of this permit are completed before commencing hot work. I will inspect the worksite and adjacent areas prior to commencement of hot work. I have undertaken a site specific risk assessment and confirm that I will implement the control measures necessary to ensure that it is safe for hot work to be carried out. I have consulted with the Brookfield Facilities Manager/Supervisor in this regard. I have provided a site specific SWMS (or equivalent) to Brookfield in regard to the work to be undertaken. I have arranged for Brookfield Operations to isolate (or impair) the relevant parts of the fire protection, suppression or detection system (e.g. smoke detectors), if required. I acknowledge that all persons involved in the hot work that are managed or controlled by the Contractor are properly supervised and trained to perform the work.</p> <p>I will ensure that the area where the hot work takes place, and the surrounding areas, will be <b>monitored</b> (i.e. fire watched) for <b>sixty (60) minutes</b> after completion of the work and thoroughly inspected at the end of the 60 minutes firewatch. Following completion of hot work and after the 60 minutes monitoring period PLUS, if necessary, an <b>extended fire watch period</b> (refer to Part 1 of this permit), I will notify the Brookfield Facilities Manager/Supervisor or Brookfield’s nominated representative that the fire isolation of the smoke detectors and other associated parts can be de-isolated and restore to normal fire operation. Furthermore, I agree to remain onsite until such time as the fire protection/ detection system (e.g. smoke detectors, fire panel, VESDA) is restored to normal operation, and such normal operation is confirmed with me. Note: Any changes to this arrangement must be pre-arranged and agreed to in writing by the Brookfield Facilities Manager.</p> <p><b>Note:</b> Regardless of whether a firewatcher (a specific person that only undertakes fire watch duties during hot work) has been nominated / appointed for the hot work, or not, a minimum 60 minute fire watch <b>MUST</b> be performed following the completion of ALL hot work (e.g. by the same person undertaking the hot work).</p>		
Name of “Contractor’s onsite responsible person for hot work” (first & last name) (Please Print):	Signature (no digital signature):	Date:
		Mobile #:

<b>Brookfield</b>	<b>Part 3 – Permit Authorisation</b>	
<p>Hot work area has been inspected and the relevant parties/persons have been consulted. Hot work permit reviewed, authorised and issued by Brookfield Permit Issuer (<i>a Brookfield Operations authorised staff member, i.e. Snr Facilities Manager, Facilities Manager or Facilities Supervisor</i>):</p>		
Name (first & last) (Please Print):	Signature:	Date:
		Time:

<b>Contractor</b>	<b>Part 4 - MUST be completed by the “Contractor’s responsible person for hot work” prior to starting hot work</b>
<p>The hot work is authorised to proceed subject to permit authorisation (sign off in Part 3), and subject to adhering with the aforementioned conditions, and subject to taking the precautions outlined below, unless it is not reasonably practicable to do so. The following <b>check boxes</b> are <b>to be marked</b> accordingly by the Contractor <b>prior to undertaking the hot work</b>. For each precaution, one of the two check boxes (i.e. “Yes” and “N/A”) is to be marked. It is the responsibility of the “Contractor’s responsible person for hot work” to ensure that adequate control measures are implemented to minimise the risk to health and safety and the risk of property damage. Control measures are to be implemented prior to the work starting and to be maintained for the duration of the work and thereafter, as required. Work is <b>not to commence unless</b> each of the precautions below have been adequately addressed. If work is commenced and precautions have not been addressed and/or the check boxes have not been marked, the Contractor will be in breach of the conditions and other subject matter of this hot work permit. Should you have any questions please contact the permit issuer.</p>	

## Permit - Hot Work

Precautions taken	Yes	N/A
Have all <b>workers</b> involved in hot work been <b>fully briefed</b> on the hazards and associated control measures?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sprinklers</b> and <b>hydrants</b> have not been taken out of service and will not be impaired during the work (verify with the site FM), unless a Brookfield fire impairment permit is completed and approved by the FM?	<input type="checkbox"/>	<input type="checkbox"/>
Have all removable <b>combustible materials</b> been relocated to a safe distance from hot work (including areas on opposite sides of walls and ceilings if heat can be transferred to them through the work piece)? <b>If not removable</b> , have fire rated covers and screens, been used to protect any combustible materials that cannot be moved?	<input type="checkbox"/>	<input type="checkbox"/>
Have <b>fire hazards</b> (including the presence of flammable/combustible liquids, gases, vapours, dusts, fibres or substances), within <b>15 metres</b> of hot work, been identified and the risks eliminated and, if not, then controlled?	<input type="checkbox"/>	<input type="checkbox"/>
Have surrounding <b>floors</b> been <b>swept</b> (or are not in need of sweeping)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the closest posted Brookfield <b>critical call tree matrix</b> location known?	<input type="checkbox"/>	<input type="checkbox"/>
Will the area be continuously monitored if there is a <b>possibility of a leak</b> developing (piping, equipment, tanks)?	<input type="checkbox"/>	<input type="checkbox"/>
Is it established whether, or not, there are <b>fresh air intakes</b> in the area, and if so will risk of airborne contaminants entering the intakes be controlled?	<input type="checkbox"/>	<input type="checkbox"/>
Have floor and wall <b>openings</b> been tightly covered?	<input type="checkbox"/>	<input type="checkbox"/>
Are <b>Barricades</b> , warning <b>signs</b> and spark/flash screens, provided by the contractor undertaking the work, been utilised?	<input type="checkbox"/>	<input type="checkbox"/>
Have <b>tanks</b> and equipment previously containing fire hazards (e.g. flammable gas, liquids, or vapours) been purged?	<input type="checkbox"/>	<input type="checkbox"/>

  

Precautions taken	Yes	N/A
Are risks associated with <b>combustible</b> walls, ceilings or floors, at or near hot work, adequately controlled?	<input type="checkbox"/>	<input type="checkbox"/>
Has the absence of gases or vapours, where they are normally present, been verified by a suitable <b>gas detection</b> instrument?	<input type="checkbox"/>	<input type="checkbox"/>
Has suitable portable <b>fire extinguishing equipment</b> been selected per AS 2444 and provided? Located: _____ Maximum distance from hot work: 10m	<input type="checkbox"/>	<input type="checkbox"/>
Is a fire <b>hose reel</b> within easy reach? Located: _____ Distance from hot work: _____	<input type="checkbox"/>	<input type="checkbox"/>
If specified by the hot-work permit, is a <b>firewatcher</b> stationed in the area near the hot work, for the purpose of safeguarding personnel and equipment in accordance with Clause 3.6 of <b>AS 1674.1–1997 Safety in welding and allied processes – Part 1: Fire precautions</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
Where to activate the nearest <b>fire alarm</b> is known? Location: _____	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment for undertaking hot work appropriately maintained and operated by suitably <b>competent person/s</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
If the work could become a nuisance and/or there are building <b>air intake</b> system/s present, has an impact minimisation plan been agreed with FM?	<input type="checkbox"/>	<input type="checkbox"/>
Is the work to be undertaken <b>specified on this permit</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
Will hot work in <b>confined spaces</b> be performed in accordance with legislative and regulatory requirements and AS 2865 <i>Confined Spaces</i> and AS1674.1 <i>Safety in welding and allied processes Part 1: Fire precautions</i> ? (Confined space entry permit required)	<input type="checkbox"/>	<input type="checkbox"/>

## Permit - Hot Work

Contractor	Part 5 – After completing hot work – Brookfield to be notified of “end-of-fire-watch” and the permit returned
<p>FINAL CHECK by “Contractor’s onsite responsible person for hot work”: I hereby confirm that:</p> <p>(1) The hot work area and adjacent areas have been <b>patrolled</b> for a minimum <b>60 minutes</b> after completion of the hot work <b>plus, if applicable</b>, for an extended fire watch period.</p> <p>(2) The work area and all adjacent areas, to which sparks and heat may have spread including floors above</p> <p><b>(3)</b> and below and on opposite sides of the walls, were thoroughly inspected after the final patrol and in my opinion do not pose a fire or explosion risk (e.g. from smouldering embers). I agreed to remain onsite until such time as the fire protection/ detection system (e.g. smoke detectors, fire panel, VESDA) is restored to normal operation, and such normal operation is confirmed with me. <b>Note:</b> Any changes to this arrangement must have been pre-arranged and agreed to in writing with the Brookfield Facilities Manager..</p>	
<p>60 Minutes / extended “fire watch” completed: _____ Date: _____ Time: _____</p>	
<p>(4) I acknowledge that the fire detection/protection/suppression system is <b>not</b> to be left isolated overnight.</p> <p>(5) The hot work area and adjacent areas are <b>now safe</b> and able to resume normal operation.</p> <p>(6) All relevant parts of this permit are <b>fully completed</b>, as appropriate.</p> <p>(7) I will <b>promptly return this permit</b> to the Brookfield Facilities Manager/Supervisor or nominated representative.</p>	
<b>Part 5 to be completed by the “Contractor’s onsite responsible person for hot work”</b>	
Name (first & last) (Please Print):	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Signature:</div> <div style="width: 45%;">Date:</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"></div> <div style="width: 45%;">Mobile:</div> </div>

Brookfield	Part 6 – De-isolating fire system and finalising the permit
<p><b>To be completed by the Brookfield Facilities Manager/Supervisor or nominated representative.</b> Also, check that <b>Part 3</b> has been completed.</p>	
<p>FINAL CHECK: I confirm that:</p> <p>(1) The hot work area and adjacent area/s have been <b>patrolled</b> for a minimum <b>60 minutes</b> after hot work is complete (plus an <b>extended fire watch</b> period, if applicable; refer to Part 1 of this permit).</p> <p>(2) Following the 60 minute post completion fire watch (or following the extended fire watch), smoke detectors and any other parts of the fire detection, protection or suppression system and equipment that was isolated for the purposes of the hot work have now been restored to normal operation.</p> <p>(3) The fire isolation register in the Fire Control Room has been fully completed, including the de-isolation.</p> <p>(4) New or increased risks may come to light (e.g. during hot work or fire watch). Based on any new or increased risks identified (that warrant increased/extended vigilance) arrange for an extension to the fire watch period or intermittent patrols (of hot work &amp; adjacent areas) for an additional period of time.</p> <p>(5) The site is now safe and able to resume normal operations.</p>	
Name (first & last) (Please Print):	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Signature:</div> <div style="width: 45%;">Date:</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"></div> <div style="width: 45%;">Time:</div> </div>

**Important Information:**

- a) For any hot work undertaken during a fire impairment form *10.2.WH.I.RC.Permit - Fire Impairment* must be completed in addition to a “Hot Work Permit”.
- b) Procedure *10.2.WH.I.PR.Fire Impairment Specification*, which is available on the Brookfield Commercial Property intranet, explains what constitutes an impairment of the fire services systems.
- c) Email copy of this completed Hot Work permit and where applicable, a completed Fire Impairment Permit to the Risk and Quality Manager: [James.Pohlmann@brookfieldproperties.com](mailto:James.Pohlmann@brookfieldproperties.com)

Revision Date: Jan 2020

Document Owner: Risk & Quality Manager

Permit - Hot Work