

1. Purpose

To describe how hot work will be managed to prevent the possibility of fire or explosion.

2. Scope

This procedure applies to all assets and premises owned, leased or occupied by Melbourne Water employees and contractors.

3. Procedure

Step	Who	What
1	Work Planner	<p>Before performing Hot Work, consider alternatives, e.g.:</p> <ul style="list-style-type: none"> • mechanical fixings / chemical bonding of materials • threaded pipe fittings • cold metal cutting equipment.
2	Work Planner	<p>If working in Designated Dangerous Goods Areas and/or Hazardous Areas, liaise with Melbourne Water Operations to approve works, ensuring all controls are appropriately managed and implemented as per the Hot Work Checklist.</p>
3	Work Planner	<p>On Total Fire Ban (TFB) days, only emergency work shall be conducted in accordance with the relevant external agency permits.</p> <ul style="list-style-type: none"> • CFA Map • FRV Map • CFA/ FRV map (Mapshare interactive) • Consult MWC Fire Safety Guidelines: <ul style="list-style-type: none"> > H&S QRG Working on Fire Danger Days > Planning for a Total Fire Ban and Extreme or Catastrophic Fire Danger Rating Day • H&S GUI Working During Fire Season
4	Person Performing Hot Work	<p>Wherever possible, perform hot work in a Designated Hot Work Area</p> <p>Consult MWC Fire Safety Guidelines as above</p> <p>Conduct risk assessment/ Good to Go prior to commencing work</p>
5	Person Performing Hot Work	<p>Where Hot Work is conducted outside a Designated Hot Work Area, the Hot Work Checklist must be completed</p>

Step	Who	What
6	Fire Watch	<p>When Hot Work is conducted outside a Designated Hot Work Area, work with the Person Performing Hot Work to ensure:</p> <ul style="list-style-type: none"> • Suitable fire extinguishing equipment is present • The atmosphere is continually monitored for explosive-gas levels • Hot Work doesn't proceed outside the agreed scope • Work stops if necessary • The work area is cleaned and monitored for hot spots/embers for at least 30 minutes after the work is completed

4. Definitions

Reference	Definition
Designated Dangerous Goods Area	Locations where Dangerous Goods are stored above manifest quantities
Designated Hot Work Area	<p>A Designated Hot Work Area is a workspace that is clear of vegetation, potential fuel sources and hazardous atmospheres, such as a Welding Workshop. These Areas must have:</p> <ul style="list-style-type: none"> • An appropriate fire suppression system • No flammable liquids or substances • No combustible materials • No open drains or openings • No Wooden/Flammable Furniture • Clear delineation of where Hot Work is permitted to be performed • Safe entry and exit
Hazardous Area	<p>An area that has the potential or does contain flammable substances or explosive gas atmosphere</p> <p>While working in a designated Hazardous Area, or where the activity may generate an explosive atmosphere, or unsafe oxygen levels, atmospheric testing shall be conducted prior to and continuously during work.</p>
Hot Work	<p>Hot Work is work that involves, or may generate naked flames or sparks that may ignite a fuel source. Hot Work includes, but is not limited to:</p> <ul style="list-style-type: none"> • Welding • Metal Grinding • Thermal or oxygen cutting • Flame heating

5. Document History

Date	Reviewed/ Actioned By	Version	Action
May 2024	Senior Manager Safety	13	Update to remove the need for Work Permit, Melbourne Water Operations to approve works on checklist in DGA and HA areas.
Jan 2024	Information Management	11, 12	No changes to the document
Nov 2022	SHEQ Manager	9	Updated to new template Document simplified Clarified roles and responsibilities