

# Hot Works Checklist

*This checklist will help you review your risks and guide you through some simple steps to reduce the risk for Hot Works. We recommend that you review this checklist and take action appropriate to your situation, as we appreciate each organisation will have differing risk factors e.g. location or building materials.*

*This is not an exhaustive list. A 'Blank' response to any question indicates that further planning and investigation is required to effectively manage risk.*

Organisation	
Date	
Address	
Inspector	

THE PERSON CARRYING OUT THE CHECK SHOULD COMPLETE THIS CHECKLIST						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Will a trained person provide a continuous fire watch during the works and for at least one hour after it ceases?						

\* Not Applicable

**THE PERSON CARRYING OUT THE CHECK SHOULD COMPLETE THIS CHECKLIST (Continued)**

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do personnel involved with the work know and understand the organisations emergency procedures?						
Are fire sprinklers and fire extinguisher in working order?						
Will at least two suitable extinguishers or a hose reel available to the work area?						

**PRECAUTIONS WITHIN 10 METRES (MINMUM) OF THE WORK**

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have all combustible materials have been cleared from the area?						
If combustible materials cannot be removed, has protection has been provided?						
Have all flammable liquids have been removed from the area?						
Have all Floor in the work area been swept and cleaned?						

\* Not Applicable

**PRECAUTIONS WITHIN 10 METRES (MINMUM) OF THE WORK** (Continued)

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have all combustibile floors been covered with of non-combustible material and have any openings or gaps covered?						
Has protection has been provided for: <ul style="list-style-type: none"> <li>• Walls, partitions and ceilings of combustibile materials</li> <li>• All holes and other openings in walls, partitions and ceilings.</li> </ul>						
Are all enclosed equipment (tanks, containers, dust collectors etc.) empty and free of flammable vapours or dust?						
Construction is non-combustible and without combustibile insulation or covering.						
Are all combustibile materials are more than of works is more than 3m away?						
Has all equipment cleaned of all combustibile materials ?						
Have all containers been cleared of flammable liquids / vapours and gas monitoring is being used?						

\* Not Applicable

FIRE WATCH/HOT WORK AREA MONITORING REQUIREMENTS						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Has a continuous fire watch been put in place during and 30 minutes after work, with checks up to 60 minutes post works?						
Is the person in charge of fire watch trained in the use of the fire equipment and general emergency procedures?						
EQUIPMENT						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Has the equipment for hot work been checked and found to be in good operating condition?						
Are all gas cylinders being used in the hot works located at least 3 metres from the works and properly secured?						
Have all electrical tools been Tested and Tagged?						

\* Not Applicable

**OTHER PRECAUTIONS**

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do you require any other permits such as building permits?						
If yes to above, do you have them, or if obtained by the contractor, have you sighted them?						
Have you notified your insurer of any works being undertaken?						
Have you notified your insured for any hot works being undertaken?						
Have you notified your insurer prior to any fire suppression and/or detection systems being disabled for the works?						

\* Not Applicable

PROVIDE DETAILS OF ANY IDENTIFIABLE PROBLEMS

If you would like to speak to someone about protecting your buildings or premises email us at [info@ansvarrisk.com.au](mailto:info@ansvarrisk.com.au)

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