



1. Introduction

This Hot Work policy is in place to ensure that staff, members and contractors are protected from related injuries and that the Club's properties are protected from damage. Staff, members and contractors are to familiarize themselves with and adhere to this Hot Work policy.

2. Responsibility

Rear Commodore House will:

- Ensure that all persons involved in the Hot Work process at WSC are suitably trained and briefed regarding this policy.
- Authorise the SF101 Hot Work Permit (or appoint another Club Officer to authorise in his stead).
- Conduct periodic audits to check compliance with this policy.
- Communicate to staff, members and contractors on site any changes to this policy and its interpretation.

Persons (i.e. usually bosuns or contractors) carrying out hot work at WSC are to:

- Assess the work area and sign the Hot Work Permit PRIOR to work commencing.
- Post the SF101 Hot Work Permit at the job site.
- Act as the designated Fire Watch during Hot Work unless instructed otherwise by Rear Commodore House.
- After completion of Hot Work ensure continuous monitoring for minimum of 30 minutes or longer if stated in the SF101 Hot Work Permit.

3. Definitions

Hot work Hot work includes any operation that results in the emission of concentrated sources of heat such as sparks or molten metal. Examples include welding, brazing, cutting, grinding, paint stripping and torch applied roofing.

4. Club Policy

4.1 Person Performing Hot Work

The person doing the Hot Work must verify that an **SF101 - Hot Work Permit** is in place before starting Hot Work. The permit is issued for one location only and is valid for no longer than 24 hours. It may become invalid if conditions change (i.e. adverse environmental condition).

The person doing the Hot Work is responsible for complying with all rules and regulations concerning safe working practices and all requirements stated on the SF101 Hot Work permit.

4.2 The Fire Watch

Club Bosun(s), or other persons instructed by Rear Commodore House are to:

- Act as the fire watch and assist the Hot Work Operator (if different) in preparation and clean-up of the Hot Work area.
- Wet down surrounding areas including lower floors and beams if applicable.
- Be alert to any emerging problems, highlight concerns to Hot Work Operator and raise the alarm if the situation escalates.
- At the end of the monitoring period, pass the completed SF101 forms to the Club Administrator for retention and report any concerns to rear Commodore House.

4.3 Outside Contractors

Rear Commodore House or his authorised representative (e.g. Senior Bosun) is to make sure that any Contractor carrying out Hot Work at WSC is suitably trained and understands and conforms to this policy.

5. References

SF101 - Hot Work Permit



6. Change history

This policy will be reviewed annually to confirm that it remains current with applicable regulations.

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