CHUBB®

Hot Work Permit

Can this job be avoided? Is there a safer alternative?

Permit No.: _____

A Hot Work Permit is required for any non-production or maintenance operation involving cutting, welding, grinding, open flames or producing heat and/or sparks that is not completed in a permanently designated hot work area. This includes, but is not limited to, the use of any electric, oxy-acetylene, laser or similar welding or cutting equipment, grinders, gas torches or blow lamps (including electric hot air blowers) for brazing, soldering, thawing pipes, torch applied flooring or roofing materials or removal of any materials. The Permit must be displayed at the work site & returned upon completion of work. (See page 4 for additional information & instructions on completing this Permit.)

CAUTION: Hot Work is not to be completed on any type of plastic or foam insulated construction material (refer to the Chubb Plastic Foam Construction Material (PFCM) Permit). Special or High Hazard process or storage facilities may require additional precautions.

1. Application for Hot Work

Company performing work		Dept	
Person performing work			
Phone (bus)		Phone (mobile)	
Location of work			
Description of Work			

Equipment to be Used	

2. Permit duration (Maximum duration - 1 shift/12 hrs*)

Permit begins	Date		Time	
Permit expires	Date		Time	

3. Emergency information

If a fire occurs, call		At phone	
Activate nearest fire alarm at			

4. Authorisation by company representative

Prior to authorising the work, the **Permit Authorising Individual** shall inspect the work area and confirm that the following precautions have been taken. Each item is to be checked prior to commencement of the work. (Delete & initial if & where Not Applicable).
All applicable precautions are to be adhered to for the duration of the work.

General Precautions

- ☐ In accordance with local health & safety requirements, perform a risk assessment to determine if there is a safer alternative to performing the job without using hot work. Available sprinkler &/or heat detectors, other fire suppression systems, hose streams and extinguishers are in service and good repair.
- ☐ Smoke detectors isolated in work area (where installed) & Chubb Impairment Procedures followed. Note only the zone where the hot work is being carried out should be isolated for the period whilst hot work is in progress.
- ☐ Work area adequately ventilated.
- ☐ Have appropriate fire extinguishers available for use, and where practical small hoses, at worksite. Ensure the hot work operators and fire watch are trained in the use of the extinguishing equipment.
- ☐ Ensure hot work equipment is in good repair prior to and for the duration of the hot work operation.
- ☐ Special permission obtained to conduct hot work on metal vessels or piping lined with rubber, plastic, or any other combustible material.
- ☐ Hot work not being performed in a hazardous/classified zone identified as having an explosive atmosphere, unless air samples have been taken and the area is certified as being safe. Constant hazard assessment (monitoring) should be performed prior to and during the duration of the hot work service.
- ☐ Contractors and all hot work operators are aware of Company Fire Safety Procedures.
- ☐ All parties involved with the hot work are familiar with means of escape and raising the fire alarm/calling the emergency services.

Within Minimum 11 metres of the Hot Work Area

(this may need to be extended in some circumstances depending on risk assessment - e.g. where overhead hot work is undertaken)

- ☐ Wet down combustible floors, or cover with damp sand or other non-combustible shield.
- ☐ Pits, trenches, etc. and surroundings inspected and cleared of combustible materials, flammable liquids, gases or vapours.
- ☐ Use certified ATEX rated and calibrated combustible gas detectors/meters to monitor potentially explosive atmospheres and do not perform Hot Work if quantities exceed recommended levels.
- ☐ Remove flammable liquids, volatile materials, dust, lint and oily deposits.
- ☐ Cover all wall, floor, and ceiling openings with non-combustible drapes or screens.
- ☐ Suspend fire resistant covers beneath work.
- ☐ Move or cover combustible materials and equipment with fire-resistive barriers.
- ☐ Protect personnel from electrical shock when floors are wet.
- ☐ Shutdown or protect ducts and conveyors that might carry sparks to other areas.

Work on or Near Walls, Floors, Ceilings, and Enclosed Equipment

- ☐ Move combustibles a minimum distance of 2m away from both sides of walls.
- ☐ Where Hot Work is being considered on or near composite panels/"sandwich panels"/Exterior Insulated Finishing Systems the type of insulation materials must be assessed as such systems can incorporate combustible materials. If combustible insulation is identified or suspected alternative methods must be adopted and no Hot Work carried out. If unable to determine the specification of insulation materials it must be assumed that combustible materials are present and alternative methods are adopted. Please also refer to Chubb Plastic Foam Construction Material (PFCM) Permit.
- ☐ Concealed and enclosed spaces with combustible materials or linings are removed and/or protected.
- ☐ Construction should ideally be non-combustible or covered with properly sized fire resistive barriers.
- ☐ Sweep floors clean of combustibles.
- ☐ Machinery and equipment is cleaned of combustible residue.
- ☐ Purge equipment (enclosed plant) of flammable and other volatile vapors. Use certified ATEX rated and calibrated combustible gas detectors/meters to monitor potentially explosive atmospheres and do not perform Hot Work if quantities exceed recommended levels.
- ☐ Remove from service, isolate or vent pressurized vessels, piping and equipment.

Fire Watch and Work Area Monitoring

- ☐ Fire watch should be provided during Hot Work and at least 60 minutes after work is completed.
- ☐ Train fire watch in use of hot work equipment and alarm systems.
- ☐ Fire watch may be required above, below and in adjacent areas from where the work takes place.
- ☐ Extend fire watch beyond 60-minutes per Permit Authorising Individual. ☐ Yes ☐ No

Final Work Area Check

- ☐ Work area and all adjacent areas to which sparks and heat may have spread, including floors above and below, and areas on either sides of walls, were inspected and found to be free of smouldering materials and flames.
- ☐ Fire protection/detection systems have been fully reinstated.
- ☐ Waste materials such as welding rods have been removed and disposed of safely.

Agreement by Hot Work Operator

I warrant that I am qualified to complete the work and to the best of my knowledge, my equipment is in good condition. I have read and agree to the precautions specified above and will cease work if the precautions cannot be maintained or I am aware of an unsafe condition.

Hot Work Operator/Applicant			
Signed			
Date		Time	

Permit Authorisation

The work area has been inspected, the necessary precautions specified above have been taken and authorisation for this work is granted.

Permit Authorising Individual			
Signed			
Date		Time	

5. Work completed & area safe

Fire Watch (Trained personnel)

The work was completed at Time:	

The fire watch continued at least 60 minutes after the work was completed.

Fire watch was completed at Time:	

The work and adjacent areas were inspected and found to be safe.

Name	
Signed	
Date	

(Permit to be returned to the Permit Authorising Individual, or designate, on completion of the work)

Permit Authorising Individual (Final Check)

1. The work area and all adjacent areas to which sparks and heat may have spread, including floors above and below and other sides of walls, were personally inspected between 60 minutes and 4 hours after the work was completed and found to be safe.
2. Fire protection/detection systems have been re-instated.

Name			
Signed			
Date		Time	

(Permit to be filed and retained for 12 months)

Hot Work Policy

The Company has established a Hot Work Policy so that all hot work conducted outside permanently designated hot work areas is authorised by a Hot Work Permit. Permits can only be issued by designated personnel (Permit Authorising Individuals) who have completed and passed the Company's Permit Issuers course. A register of Permit Issuers is to be maintained. Hot Work procedures and completed Permits will be reviewed on a regular basis through an audit process.

Permit Procedure

1. Personnel needing to carry out hot work are to complete Section 1 (Application for Hot Work) of the Permit.

2. The Permit Authorising Individual is to inspect the work area and complete Sections 2–4 of the Permit. All applicable precautions are to be adhered to without exception. Specific attention is drawn to the following points:

    - Sprinkler/thermal systems are to be operational during hot work as a standard procedure.
    - If fire protection/detection systems are isolated or operation is otherwise impaired, a Fire Protection Impairment Form is to be raised and additional precautions taken as determined by the Permit Authorising Individual.
    - A Permit can be issued for a maximum period of either one shift or 12 hours. (As determined by the Permit Authorising Individual*)
    - Hot Work, where possible, should be scheduled during planned shutdowns of hazardous operations.

3. Periodic checks of the work area to be completed by the Permit Authorising Individual (or designate) to ensure all precautions are being maintained and the work is being done in a safe manner.

4. On completion of the hot work, the fire watch is to continue for at least 60 minutes, after which time a check of the work area is to be carried out. The person responsible for the work is to complete the "Permit Authorisation" part of Section 4, recording the time the work was completed and the time the inspection of the work area was completed. The Permit is then to be signed and dated and returned to the Permit Authorising Individual (or designate).

5. The Permit Issuer (or designate) is to carry out a full check of the work area and all adjacent areas to which sparks and heat may have spread, including floors above and below and other sides of walls between 60 minutes and 4 hours after the work was completed. The Permit Authorising Individual (or designate) is to sign and date the 'Final Check' part of Section 5 and the completed Permit placed on file for a minimum period of 12 months.

Hot Work Operator

1. Inspect all equipment to ensure it is in safe condition.

2. Obtain a "Hot Work Permit" from a Permit Authorising Individual prior to commencing hot work operations.

3. Display the "Hot Work Permit" at, or in close proximity to, the area where the hot work is being carried out.

4. Continually monitor and review the work site and cease hot work if unsafe conditions develop.

5. Know the procedure for sounding the alarm, and the location of the nearest telephone and fire alarm manual call point.

Fire Watch

1. Understand the hazards of the work site and the affect hot work has on them.

2. Ensure safe conditions are maintained during hot work operations. Cease hot work if unsafe conditions develop.

3. Ensure the fire fighting equipment is in good condition, in-date for service and readily available. Be trained in its use.

4. Check for fires in all areas and attempt to extinguish fires if it is safe to do so.

5. Know the procedure for sounding the alarm, and the location of the nearest telephone and fire alarm manual call point.

6. Maintain a fire watch during and for at least 60 minutes after completion of the hot work.

Privacy Statement

In this Statement "We", "Our" and "Us" means Chubb Insurance Australia Limited (Chubb).

"You" and "Your" refers to Our customers and prospective customers as well as those who use Our Website.

This Statement is a summary of Our Privacy Policy and provides an overview of how We collect, disclose and handle Your Personal Information. Our Privacy Policy may change from time to time and where this occurs, the updated Privacy Policy will be posted to Our website.

Why We collect Your Personal Information
The primary purpose for Our collection and use of Your Personal Information is to enable Us to provide insurance services to You. Sometimes, We may use Your Personal Information for Our marketing campaigns, in relation to new products, services or information that may be of interest to You. If You wish to opt out of Our marketing campaigns You can contact Our customer relations team on 1800 815 675 or email CustomerService.AUNZ@chubb.com.

How We obtain Your Personal Information
We collect Your Personal Information (which may include sensitive information) at various points including but not limited to when You are applying for, changing or renewing an insurance policy with Us or when We are processing a claim. Personal Information is usually obtained directly from You but sometimes via a third party such an insurance intermediary or Your employer (e.g. in the case of a group insurance policy). Please refer to Our Privacy Policy for further details.

When information is provided to Us via a third party We use that information on the basis that You have consented or would reasonably expect Us to collect Your Personal Information in this way. We take reasonable steps to ensure that You have been made aware of how We handle Your Personal Information.

When do We disclose Your Personal Information?
We may disclose the information We collect to third parties, including service providers engaged by Us to carry out certain business activities on Our behalf (such as claims assessors and call centres in Australia). In some circumstances, in order to provide Our services to You, We may need to transfer Your Personal Information to other entities within the Chubb group of companies such as the regional head offices of Chubb located in Singapore, UK or USA (Chubb Group of Companies), or third parties with whom We (or the Chubb Group of Companies) have sub-contracted to provide a specific service for Us, which may be located outside of Australia (such as in the Philippines or USA). These entities and their locations may change from time to time. Please contact us, if you would like a full list of the countries in which these third parties are located.

Where access to Our products has been facilitated through a third party (for example: insurance broker, online marketing agency etc) We may also share Your information with that third party.

In the circumstances where We disclose Personal Information to the Chubb Group of Companies, third parties or third parties outside Australia We take steps to protect Personal Information against unauthorised disclosure, misuse or loss.

Your Consent
In dealing with Us, You agree to Us using and disclosing Your Personal Information as set out in this Privacy Statement and Our Privacy Policy. This consent remains valid unless You tell Us otherwise. If You wish to withdraw Your consent, including for things such as receiving information on products and offers by Us or persons We have an association with, please contact Our Privacy Officer.

Access to and correction of Your Personal Information
If you'd like a copy of your Personal Information or wish to correct or update it, want to withdraw Your consent to receiving offers of products or services from Us or persons We have an association with, or You would like a copy of Our Privacy Policy, please contact Our customer relations team on 1800 815 675 or email CustomerService.AUNZ@chubb.com.

To request access to, update or correct your personal information held by Chubb, please complete Our Personal Information Request Form online or download it from www.chubb.com/au-en/footer/privacy.aspx and return to:

Email: CustomerService.AUNZ@chubb.com
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Address: GPO Box 4907 Sydney NSW 2001

How to Make a Complaint
If You have a complaint or would like more information about how We manage Your Personal Information, please review Our Privacy Policy for more details, or contact:

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+61 2 9335 3200
Privacy.AU@chubb.com.

About Chubb in Australia

Chubb is the world's largest publicly traded property and casualty insurer. With operations in 54 countries and territories, Chubb provides commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance and life insurance to a diverse group of clients. As an underwriting company, we assess, assume and manage risk with insight and discipline. We service and pay our claims fairly and promptly. The company is also defined by its extensive product and service offerings, broad distribution capabilities, exceptional financial strength and local operations globally. Parent company Chubb Limited is listed on the New York Stock Exchange (NYSE: CB) and is a component of the S&P 500 index. Chubb maintains executive offices in Zurich, New York, London, Paris and other locations, and employs more than 30,000 people worldwide.

Chubb, via acquisitions by its predecessor companies, has been present in Australia for 100 years. Its operation in Australia (Chubb Insurance Australia Limited) provides specialised and customised coverages, including Business Package, Marine, Property, Liability, Energy, Professional Indemnity, Directors & Officers, Financial Lines, Utilities, as well as Accident & Health insurance, to a broad client base, including many of the country's largest companies. Chubb also serves successful individuals with substantial assets to protect and individuals purchasing travel and personal accident insurance. With five branches and more than 800 staff in Australia, it has a wealth of local expertise backed by its global reach and breadth of resources.

More information can be found at www.chubb.com/au.

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