



# MINOR HOT WORK CHECKLIST

Version 3: 01/10/2021



EVERYONE HAS THE AUTHORITY AND OBLIGATION TO STOP UNSAFE WORK **VALID ONLY ON DATE OF ISSUE**

**THIS CHECKLIST DOES NOT AUTHORISE ANY WORK, AUTHORISATION IS VIA A WPCG WORK CLEARANCE FORM FOR THE JOB # BELOW**



**This form CANNOT be used for all types of Hot Work in Hazardous Areas. Hot Work which requires a Work Permit includes:**

- Hot work that involves the use of matches or lighters, or creation of open flames and uncontrolled sparks in hazardous areas. This includes use of blow torches, oxy acetylene, grinding, soldering, naked flames, welding or any similar activity that creates an uncontrolled ignition source
- Inter-tank transfers of fuel (including product filtering) and bulk petroleum product transfers to or from road vehicles that are not covered by procedures including transfer of contaminated or cross over (shandy) products
- Disturbance or removal of asbestos containing material
- Live electrical work (apart from fault finding)
- Work inside a Confined Space, or Entry to a Confined Space
- Petrol or LPG driven/powered tools or equipment

**All sections must be completed. Additional WPCG Checklists may be required if the work involves Minor Work at Height or Ground Disturbance.**

Full name  Date  Job number

## SAFETY PRECAUTIONS

Check the following:

Tick  the corresponding control to confirm the control will be complied with

No breaking containment to occur within the work area during the use of the equipment covered by this Hot Work Checklist. Breaking containment is the opening of fuel lines by removal of fittings, draining fuel lines, or other fuel system work that has the potential to release fuel or vapour to the atmosphere rather than the normal operation of 'keeping it in the pipe'.

No materials classified as explosive, flammable or combustible Dangerous Goods are to be brought into the work area in bulk quantities. Packaged goods (eg flammable paint cans/tray or bottles of flammable cleaning solvents) must not be within 0.5m of ignition sources covered by this checklist and the SDS consulted.

### REVIEW THE WPCG HAZARDS MAP

If YES, tick  the corresponding control to confirm the control will be complied with

Is the work within the hazardous area of the following:	Separator units	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Control	<input type="checkbox"/>
				Thoroughly checked for fuel leaks, any fuel present is removed, and covered with wet hessian, fire blanket or leather which must be kept wet until all work is completed.	
	Pits/drains or dip/fill points	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Thoroughly checked for fuel leaks, any fuel present is removed, and covered with wet hessian, fire blanket or leather which must be kept wet until all work is completed.	<input type="checkbox"/>
	Dispensers/pumps	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Thoroughly checked for fuel leaks, any fuel present is removed. Use of dispensers is prevented by either de-energising at the switchboard, cable tying the dispenser nozzle to the pump, or a dedicated spotter controlling the barricaded work area.	<input type="checkbox"/>
	LPG exchange cylinder cabinets	No <input type="checkbox"/>	Yes <input type="checkbox"/>	LPG exchange cylinder cabinets to be locked shut. Site informed that they cannot be accessed during the work.	<input type="checkbox"/>

## DIP/FILL POINTS

Are you performing minor hot work within the fill box or dip/fill points?

No  Yes

Tick  EVERY control below to confirm the control will be complied with

All dip/fill (and vapour recovery where applicable) caps have been inspected to ensure seals are in place for each cap, and all caps in place.

Fill box or dip/fill point has been left open for a minimum of 5 minutes to allow airing.

All areas of the fill box or dip/fill point that are not being worked on have wet hessian, leather or fire blanket applied over them (vapor recovery compartment is still open to allow access to earth stake if required)

## BATTERY OPERATED TOOLS

Are battery operated tools to be used?

No  Yes

Tick  EVERY control below to confirm the control will be complied with

Note: Air tools should be used in preference when reasonably practicable.

Where battery operated tools are used the battery is securely fastened to the tool casing.

Battery changes will be completed outside Hazardous Areas of the site.

## MAINS OR GENERATOR SUPPLIED POWER TOOLS

Are mains or generator supplied power tools to be used?

No  Yes

Tick  EVERY control below to confirm the control will be complied with

Power tools are double insulated, have been tested and tagged, and are within date.

Generators located outside Hazardous Areas.

All portable 240 volt electric equipment is connected to mains power outlet via a commercial residual current device (RCD) that has been tested, in date and tagged. Where an extension cord is used it is connected to the RCD.

Where an extension cord is being used it is continuous from the RCD to the cord on the equipment and is connected to the equipment cord by a mechanical device to prevent accidental disconnection.

All electrical and extension cords are protected from damage and positioned on the ground to mitigate trips and falls or where run aerially have been installed and secured in a manner that does not restrict the passage of people and or vehicles across the site.



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## DIESEL POWERED EQUIPMENT

Is diesel powered equipment to be used?

No  Yes

**Note:** whenever reasonably practicable portable equipment, such as generators or compressors, are to be positioned outside Hazardous Areas unless this introduces more significant hazards to the site or work.

Examples include: concrete saw, compressor or generator

Tick  the control below to confirm the control will be complied with

Maintenance logs are available, equipment inspected (including any emergency stop), and confirmed to be maintained in accordance with manufacturer's specification.

## SELF-PROPELLED POWERED MOBILE PLANT

Is self-propelled powered mobile plant to be used?

No  Yes

Tick  EVERY control below to confirm the control will be complied with

Examples include: crane, forklift, EWP, cherry picker, boom lift, HIAB, etc

Self-propelled powered mobile plant is not petrol or LPG driven if it is to be operated in a Hazardous Area.

Maintenance logs are available, equipment inspected (including any emergency stop) and confirmed to be maintained in accordance with manufacturer's specification.

Operators of self-propelled powered mobile plant have any required licences.

Workers understand all relevant oil company requirements for lifting operations (e.g. crane lifts, forklifts, etc.) and will be complied with. Examples include requirements for lift plans, risk assessments, and spotter for certain equipment and activities

## GAS TESTING REQUIREMENTS

Which hazardous areas are identified as being impacted by the work on the WPCG Hazards Map?

All dip and fill points (including both remote fill boxes and dip/fill points)

Above ground storage tank (LPG or other fuel)

Depot road or rail tanker loading/unloading area

LPG remote fill

Drains/pits

LPG tank pump

Dispensing pumps

LPG decant cylinders

Vents

Depot drum filling or storage

Oily water separator units

LPG exchange cylinders

For all areas ticked above, tick  EVERY control below to confirm the control will be complied with

Achieved a 0% LEL reading prior to commencing work for the full extent of the hazardous area.

Continuous gas monitoring will be in place throughout the work with the gas detector located in the work area, between the work front and the most likely source of fuel vapour or downwind of the potential source of fuel vapour.

Repeat gas testing after work breaks or tanker delivery will be conducted to confirm 0% LEL prior to restarting work.

Work will be stopped if the gas detector alarms or if it is observed that LEL readings are detected in the work area. Work will not recommence until sources of potential vapour and controls are checked, and a re-test confirms sustained 0% LEL reading is achieved.

Gas detector make, model and serial number

	Time	%O <sub>2</sub>	%LEL	Other (specify) <input type="text"/>	Other (specify) <input type="text"/>
Bump test	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas testing:					
Initial test prior to work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
30 mins post tanker delivery	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## DECLARATION

Gas testing was conducted by myself using a calibrated detector which was bump tested prior to use. I am trained and competent in the use of the gas detector.

Full name  Company  Signature