



# How to complete WPCG Electronic Minor Hot Work Checklist

1. The status of the Minimum Control Checklist starts as **Draft** Your name, the date and the Job Number will auto populate

## Minor Hot Works Checklist

**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 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.
- Work inside a Confined Space, or Entry to a Confined Space
- Disturbance or removal of asbestos containing material
- Live electrical work (apart from fault finding)
- Petrol or LPG driven/powerd tools or equipment

Details

 Collapse All
  Close
  Save Draft
  Validate Form

Status:	<b>Draft</b>	Full Name:	Test Person
Job Date:	21 May 2019	Job #	1

2. The Minor Hot Work Minimum Control Checklist starts with two **Safety Precautions** that must be applied. You must tick both boxes agreeing all precautions will be in place

Safety Precautions
▼

Select the corresponding control to confirm the action is completed

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 potentially 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.

3. Then it looks at the **Hazardous Areas** you may be working in or your work may impact. Refer to your Hazards Map to determine which Hazardous areas your work will impact upon. Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place

Review the WPCG Hazards Map
+

Is the work within the hazardous area of the following:

<input checked="" type="checkbox"/> Separator units <div style="float: right;"><input type="button" value="Yes"/> <input type="button" value="No"/></div>	<p>If YES, select the corresponding control to confirm the action is completed</p> <p>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.</p> <div style="text-align: right;"><input type="button" value="Yes"/></div>
<input checked="" type="checkbox"/> Pits/drains or dip/fill points <div style="float: right;"><input type="button" value="Yes"/> <input type="button" value="No"/></div>	<p>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.</p> <div style="text-align: right;"><input type="button" value="Yes"/></div>
<input checked="" type="checkbox"/> Dispensers/pumps <div style="float: right;"><input type="button" value="Yes"/> <input type="button" value="No"/></div>	<p>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.</p> <div style="text-align: right;"><input type="button" value="Yes"/></div>
<input checked="" type="checkbox"/> LPG exchange cylinder cabinets <div style="float: right;"><input type="button" value="Yes"/> <input type="button" value="No"/></div>	<p>LPG exchange cylinder cabinets to be locked shut. Site informed that they cannot be accessed during the work.</p> <div style="text-align: right;"><input type="button" value="Yes"/></div>

4. Then it asks you a question in relation to **Dip/Fill Points** - Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place

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

Select 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)

5. **Battery Operated Tools** - Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place

Battery Operated Tools
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Are battery operated tools to be used ? Note: Air tools should be used in preference when reasonably practicable

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

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.

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6. **Mains or Generator Supplied Power Tools** - Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place

**Mains or Generator Supplied Power Tools**

Are mains or generator supplied power tools to be used ? Yes No

Select EVERY control below to confirm it will be complied with

Power tools are double insulated, have been tested and tagged, and are within date. Yes  Power supply has been sourced from outside Hazardous Areas. Yes

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. Yes

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. Yes

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. Yes

7. **Diesel Powered Equipment**- Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place

**Diesel Powered Equipment**

Is diesel powered equipment to be used ? (e.g. concrete saw, compressor, generator) Yes No

**▲ 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.

Select the control below to confirm it 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. Yes

8. **Self-Propelled Powered Mobile Plant**- Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place

**Self-Propelled Powered Mobile Plant**

Is self-propelled powered mobile plant to be used ? (Examples include: crane, forklift, EWP, cherry picker, boom lift, HIAB, etc) Yes No

Select EVERY control below to confirm it will be in place

Self-propelled powered mobile plant is not petrol or LPG driven if it is to be operated in a Hazardous Area. Yes  Maintenance logs are available, equipment inspected (including any emergency stop) and confirmed to be maintained in accordance with manufacturer's specification. Yes

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

9. **Gas Testing Requirements** – Identify which hazardous areas are being impacted, tick either yes or no. Then tick YES, agreeing each of the controls will be in place. Record the make, model and serial number of the Gas Detector to be used

**Gas Testing Requirements**

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

<input checked="" type="checkbox"/> All dip and fill points (including both remote fill boxes and dip/fill points) <span style="float: right;">Yes No</span>	<input checked="" type="checkbox"/> Above-ground storage tank (LPG or other fuel) <span style="float: right;">Yes No</span>	<input checked="" type="checkbox"/> Depot road or rail tanker loading/unloading area <span style="float: right;">Yes No</span>	<input checked="" type="checkbox"/> LPG remote fill <span style="float: right;">Yes No</span>
<input checked="" type="checkbox"/> Drains/pits <span style="float: right;">Yes No</span>	<input checked="" type="checkbox"/> LPG tank pump <span style="float: right;">Yes No</span>	<input checked="" type="checkbox"/> Dispensing pumps <span style="float: right;">Yes No</span>	<input checked="" type="checkbox"/> LPG decant cylinders <span style="float: right;">Yes No</span>
<input checked="" type="checkbox"/> Vents <span style="float: right;">Yes No</span>	<input checked="" type="checkbox"/> Depot drum filling or storage <span style="float: right;">Yes No</span>	<input checked="" type="checkbox"/> Oily water separator units <span style="float: right;">Yes No</span>	<input checked="" type="checkbox"/> LPG exchange cylinders <span style="float: right;">Yes No</span>

For all areas ticked above, tick EVERY action below to confirm it has been done

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

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

Gas detector make, model and serial number:

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10. **Declaration** - The Authorised Gas Tester who will complete the gas testing completes and signs the declaration

Declaration
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**Full Name:**  **Signature:**

**Company Name:**

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

11. **Bump Test and Initial Reading** The Authorised Gas Tester completes the Bump Test readings and completes the initial test of the work area and records the results.

	Time	%O <sub>2</sub>	%LEL	Other (specify) <small>Max characters : 15</small>	Other (specify) <small>Max characters : 15</small>
<b>Bump test</b>	<input type="text"/>	<input type="text" value="Max: 8 char"/>	<input type="text" value="Max: 8 char"/>	<input type="text" value="Max characters : 30"/>	<input type="text" value="Max characters : 30"/>
<b>Gas testing:</b> Initial test prior to work	<input type="text"/>	<input type="text" value="Max: 8 char"/>	<input type="text" value="Max: 8 char"/>	<input type="text" value="Max characters : 30"/>	<input type="text" value="Max characters : 30"/>

12. Click on  then  followed by **Close**   to return to the Clearance Form