

Safe System of Work
OPERATING AND SAFETY INSTRUCTION FOR HOT WORKS

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Explain what PPE should be worn when using equipment that creates sparks, molten metal or slag, conductive heat and naked flames. Also, the importance of wearing suitable flame-retardant materials.	
2	Explain how ignition sources can jump, fly, spray and spread onto and into combustible material or areas during the process and action.	
3	Explain how to control the ignition sources emitted by the tool, equipment or machine by effective means of containment and proper use of the machine or tool (PUWER).	
4	The importance of good housekeeping especially in the area being worked in or around.	
5	Be aware of the combustible materials around them. Either move, reassess the task or protect those areas and materials.	
6	Explain other methods of cutting, grinding and machining metal and plastic that doesn't involve tools or machines that produce ignition sources. Where possible they must use the lower risk alternatives.	
7	Take note of the nearest fire extinguisher and that the type is suitable for the job at hand.	
8	Take note of the emergency exits nearest to the hot work location and the assembly point.	
9	The importance of proper disposal of the dust, debris and waste from the hot works. Metal containers to be used and not placed near combustibles.	
10	<u>Cease all hot works 30 minutes before the end of the shift.</u> But if hot work has been carried out, to be continually aware of burning smells or signs of smoke throughout the shift.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorize this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: