

TO	Asset Management Hunter Valley ARTC Contracting Partners
FROM	Andrew Betts, General Manager Asset Management Hunter Valley
DATE	4 February 2020
SUBJECT	February 2020 Major Closedown – Immediate Actions and Hot Work Authority Process

CONTEXT

In light of the ongoing bush fire situation throughout NSW and high temperatures that continue to be experienced this Summer, ARTC will be implementing additional hot work controls for the Hunter Valley February 2020 Major Closedown scheduled to commence on Tuesday 11 February.

IMMEDIATE ACTIONS

ARTC Management have put in place the following **four mandatory items that apply to all worksites for the February Major Closedown**

This includes both mobilisation and demobilisation activities for the affected worksites.

1. **Hot Work Permit Process for Spark Generating Work**

Under this process:

ARTC has developed a **Hot Work Permit** specifically for use in the February Closedown (see Attachment 1), which must be completed and submitted prior to the commencement of hot work. The Hot Work Permit Form includes a checklist that identifies key risk mitigation measures that must be in place before works can commence;

- The **Hot Work Permit** must be completed by the job supervisor, verified on site by the ARTC Nominated Site Representative for adequacy, and submitted to HVHotWorks@ARTC.com.au A receipt via email of the permit being lodged must be received prior to commencement of any hot work (spark, flame or heat generating activity).
- An ARTC Nominated Site Representative must be onsite at all times during hot works activities and will be accountable for ensuring compliance to the risk controls and any special conditions highlighted in the approved Hot Work Permit;
- If at any time the risk profile onsite changes, the ARTC Representative must ensure that all works cease. Works will not recommence until further assessment is completed and it can be confirmed that the risk mitigation measures remain adequate.

2. **Smoking in designated area(s) policy will be enforced at all worksites**

Given the increased risk of fire it is considered appropriate that the ARTC job owner will nominate a designated smoking area on all sites that has appropriate controls and disposal areas. Smoking is banned on all sites outside of the designated area.

3. Total ban on any naked flames on site not related to work activities

The use of outside barbeques, cooking implements and naked flames not related to work activities controlled by a Hot Work Permit are banned on all worksites.

4. Site Evacuation Plans to support evacuation in the event of a bush fire emergency

All worksites are to have in place a site Evacuation Plan for in the event of a bush fire emergency. The Evacuation Plan must be submitted, verified and approved prior to any works commencing and discussed at the worksite prework briefs.

FOR ACTION

All Area Managers, Project Managers and Contracting Partners are to escalate the above immediate actions and Hot Work Authority Process to their teams ahead of the February Hunter Valley Major Closedown.



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ATTACHMENTS:

1. ARTC Hot Work Permit form