



# Integrated Management System

## Contractor Management Guidance Document

### Hot Work

Document Reference: **IMS-08.01.05-CMG-05**

Revision Number: **1**

Date Issued: **January 2026**

Issued By: **Peter Lund**

A handwritten signature in black ink, appearing to be 'PL', is positioned below the name Peter Lund.

Approved By: **Andrew Edwards**

A handwritten signature in black ink, appearing to be 'A Edwards', is positioned below the name Andrew Edwards.



**CONTENTS**

- 1. Introduction ..... 2**
- 2. Purpose..... 2**
- 3. General Guidance ..... 2**
  - 3.1 Intent ..... 2
  - 3.2 Work Control ..... 2
  - 3.3 Definition of Hot Work ..... 3
  - 3.4 Controls for Hot Work..... 3
  - 3.5 Hot Work Qualifications..... 3
  - 3.6 Hot Work Qualifications..... 3
    - 3.6.1 Designated MFG Representative (Permit Issuer) ..... 3
    - 3.6.2 Job Supervisor ..... 4
    - 3.6.3 Firewatch ..... 5
    - 3.6.4 Authorised Person (Gas Testing)..... 6
- 4. General Guidance for Hot Work ..... 6**
  - 4.1 Hazard Assessment ..... 6
  - 4.2 Work Site Preparations ..... 6
  - 4.3 Work Control Permit Issue ..... 7
  - 4.4 Pre-job Safety Brief ..... 7
  - 4.5 Conditions For Hot Work..... 7
    - 4.5.1 Cleaning, Purging and Ventilation..... 7
    - 4.5.2 Energy Isolations (LOTO) ..... 8
    - 4.5.3 Atmospheric Monitoring (Gas Testing)..... 8
    - 4.5.4 Respiratory Protection..... 9

## 1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
  - Effectively described; and
  - Performed safely

**Note 1.1:** For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

**Note 1.2:** Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

## 2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding the use of hot work at Company Petrol Filling Stations, to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

**Note 2.1:** If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via [HSE\\_Team@Motorfuelgroup.com](mailto:HSE_Team@Motorfuelgroup.com).

## 3. GENERAL GUIDANCE

### 3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts to perform hot work at a Company Service Station. This guidance document specifically details expectations regarding work site evaluation and preparation, work control and authorisation and safe performance of **Hot Work**.

### 3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit (WCP)** to be prepared, authorised and issued, when determined, by a suitable and sufficient risk assessment, to be necessary to control the work.

### 3.3 DEFINITION OF HOT WORK

Any work or use of equipment that introduces sparks or potential ignition sources to the work site. This includes, but may not be limited to, any work or use of equipment that could produce a spark or generate sufficient heat to ignite combustible materials, liquids, or vapors and/or flammable liquids or vapors that may be present in the work area and/or may come to be present in the work area, including any engine powered equipment, whether petrol, propane or diesel if their use is located within a potentially hazardous area.

Examples of the types of hot work include but may not be limited to:

- Acetylene or gas burning, welding, brazing, or soldering
- Open flames and grinding
- Abrasion blasting (e.g., shot blasting)
- Use of non-explosion proof equipment (e.g., laptops, battery powered equipment) in a designated Hazardous Zone (i.e., DSEAR)
- Operating motorised engines or equipment in a designated Hazardous Zone (i.e., DSEAR); and
- Use of electrical or air driven power tools capable of producing hot sparks

### 3.4 CONTROLS FOR HOT WORK

Hot work will be coordinated, managed, and controlled by the issue of the following documents:

- Contractors' Risk Assessment and Method Statement (RAMS)
- Clearance Certificate; and
- Where determined to necessary, an accurately completed Work Control Permit

**Note 3.4.1:** Determination of the need for a Work Control Permit to be prepared, reviewed, authorised and issued for hot work outside, or not in close proximity to, designated Hazardous Zones (i.e., DSEAR) will be subject to a suitable and sufficient risk assessment being performed and a safe method of agreed.

**Note 3.4.2:** Contractors will ensure that the RAMS produced for a defined scope of work are suitable and sufficient and meet their legal obligations. A designated MFG Representative will ensure that the RAMS adequately detail the work to be performed (e.g., step-by-step) and that site specific hazards that may impact the work are fully considered.

### 3.5 HOT WORK QUALIFICATIONS

Contractors will provide trained and competent personnel to perform hot work activities. Where required by applicable legal obligations and/or industry codes and standards, those performing hot work will hold the required qualifications for the work being performed.

**Note 3.5.1:** In situations where a worker is properly trained but may not have the required experience to perform their assigned duties without supervision, the Contractor will ensure that the worker is teamed up with, and work under the direct supervision of, a Competent Person.

### 3.6 HOT WORK RESPONSIBILITIES

#### 3.6.1 DESIGNATED MFG REPRESENTATIVE (PERMIT ISSUER)

When a Work Control Permit is required for hot work, as determined by a suitable and sufficient risk assessment, a designated MFG Representative will prepare, authorise, and issue the permit. Duties of the designated representative include but may not be limited to:

- Reviewing the Contractors' RAMS, to:
  - Determine their suitability for the proposed work; and
  - Acknowledge that they meet Company expectations

- Conducting a work site inspection with the Contractor (Job Supervisor) to:
  - Identify work site and job specific hazards and risks
  - Determine any additional risk reduction measures (i.e., Controls) necessary; and
  - Confirm mutual understanding of the work scope, hazards, associated foreseeable risks, and relevant risk reduction measures (i.e., Controls)
- Preparing, authorising, and issuing a Work Control Permit for the defined scope of work
- Confirming:
  - Those performing the hot work are trained and competent to do so
  - The identified risk reduction measures (i.e., controls) have been effectively implemented
  - Work site conditions are acceptable, and will allow the proposed work to proceed safely
  - Other tasks that may impact the hot work are referenced on the Work Control Permit
  - Any required signage (e.g., Do Not Enter), and/or barriers are installed
  - An Authorised Person has completed and recorded all required gas testing, and confirmed the test result are acceptable for the hot work to begin
- Ensuring that the Job Supervisor:
  - Understands their responsibilities regarding revalidating the Work Control Permit
  - Signs the Work Control Permit **Authorisation & Declaration Section**; and
  - Accurately completes a **Clearance Certificate** for the defined scope of work

### 3.6.2 JOB SUPERVISOR

The Contractor (Job Supervisor) will:

- Understand their responsibilities for work involving hot work, as detailed in the:
  - RAMS
  - Work Control Permit
  - Clearance Certificate; and
  - Any other associated documentation
- Confirm the:
  - The work scope with the designated MFG Representative
  - Equipment to be used
  - Associated hazards
  - Proposed risk reduction measures (i.e., control) have been effectively implemented

**Note 5.2.1:** Where required hazardous energy will be physically isolated from all potential sources of hazardous energy. Physical isolation includes but may not be limited to:

  - Physical disconnection; and
  - Valve or supply (e.g., electricity, gas, etc.) using Lockout and Tagout (i.e., LOTO)- Approved Safe Method of Working (e.g., RAMS) is available to the Job Crew
- Job Crew are:
  - Trained and competent to perform the tasks assigned to them; and
  - Aware of their roles and responsibilities
- Equipment (including PPE) provided for the safe performance of the work is maintained, certified (as applicable), and remains fit for purpose throughout the hot work
- The work site is adequately prepared for the work:
  - Any required energy isolations have been installed and verified as effective
  - Cleaning and ventilation requirements have been effectively met
  - Gas tested has been performed when required and confirm it is safe to proceed

- Hold a pre-job safety meeting with relevant personnel (e.g., Job Crew, affected personnel and other interested parties) to:
  - Explain the content of the RAMS, Work Control Permit, and Clearance Certificate
  - Ensure the Job Crew understands the:
    - Duties assigned
    - Work to be performed, including any work within a confined space
    - Risk reduction measures (i.e., controls); and
    - Action to be taken if an incident occurs in a confined space
- Hot work is coordinated with other activities
- Periodically monitor the status of the work being performed
- Suspend work and correct unsafe acts or unsafe conditions immediately
- Maintain the identified control measures; and
- Inspect the work site, equipment, or facilities prior to closing the:
  - Work Control Permit; and
  - Clearance Certificate

### 3.6.3 FIREWATCH

Contractors will assign trained and competent individuals Firewatch duties. The Firewatch will:

- Be positioned so that they are able to observe the:
  - Hot work activities taking place; and
  - Work site
- Not to carry out other tasks while performing Firewatch duties
- Understand their responsibilities and duties during hot work
- Be aware of the:
  - Hazards and associated risks of the work
  - Risk reduction measures (i.e., controls) to be implemented
- Verify that any required energy isolations (i.e., lockout / tag-out or LOTO), are in place
- Comply with the conditions detailed in the:
  - RAMS
  - Work Control Permit
  - Clearance Certificate; and
  - Any other associated documentation
- Confirm:
  - PPE and respiratory protection (where required) are used correctly and maintained fit for purpose
  - The tools and equipment to be used are maintained fit for purpose
  - Equipment is properly grounded and/or bonded to reduce the static electricity hazard
- Attend the pre-job safety brief, and confirm mutual understanding of the proposed work and associated control measures
- Be aware of equipment shutdown requirements in the event of an emergency
- Verify that gas testing results are, and remain within tolerance for entry, where required
- Only allow authorised personnel to enter the work site
- Maintain regular communication with the Job Crew
- Use the identified safety equipment correctly

- Alert the Job Crew to unsafe situations when required
- Raise the alarm if an emergency occurs within the confined space and request support as needed
- Report unsafe acts or unsafe conditions to the Job Supervisor
- Suspend the hot work if:
  - Conditions changes
  - Identified risk reduction measures (i.e., controls) cannot be maintained
  - Equipment issue or defects are identified
  - An incident or injury occurs at the work site; and
  - Adverse weather (e.g., electrical storm) may impact the work or personal safety

#### 3.6.4 AUTHORISED PERSON (GAS TESTING)

The Contractor will assign a trained and competent person Authorised Person responsibilities for the safe and proper performance of gas testing activities (where required) and accurate reporting of hazardous vapours.

## 4. GENERAL GUIDANCE FOR HOT WORK

### 4.1 HAZARD ASSESSMENT

Prior to starting hot work, the designated MFG Representative and Job Supervisor will perform a hazard assessment that is appropriate to the proposed scope of work and the designated work site. The objective of the assessment will be to determine the potential hazards and the associated risk reduction measures (i.e., controls) needed to reduce risks to an acceptable level. The assessment process will include the:

- Identification of any required energy isolations and/or the containment, dissipation and removal of explosive, flammable, combustible materials and/or toxic liquids or vapors from work site; and
- Determination of a requirement for atmospheric monitoring (i.e., gas testing) to be performed to confirm a safe work environment

Hazards associated with hot work may include, but are not limited to:

- Accumulation of chemicals or fumes
- Improper isolation of energy or chemical sources
- Moving parts, obstructions, or voids within the confined space
- Presence of flammable or toxic liquids or vapours (e.g., gasoline, benzene or H<sub>2</sub>S)
- Poor lighting or access and egress; and
- Unstable physical containment or surroundings (e.g., trenches and excavations)

The designated MFG Representative and Contractor (Job Supervisor) will:

- Discuss the identified hazards, the required risk reduction measures (i.e., controls), and any other relevant information to ensure mutual understanding
- Agree the actions necessary to safely perform hot work; and
- Confirm the requirements for safe performance of the work are documented within the RAMS, Work Control Permit (where required), and Clearance Certificate, prior to hot work taking place.

### 4.2 WORK SITE PREPARATIONS

The designated MFG Representative and Job Supervisor will confirm that the work site is adequately prepared for the proposed work. Preparation will be appropriate to the nature of the work site and equipment, or facilities involved, and the work to be performed. Work site preparation will be appropriate to the work required and work site-specific hazards identified, and may include but is not limited to:

- Energy isolations (LOTO) of process equipment and piping
- Cleaning, draining, purging, venting, or flushing of equipment
- Removal or containment of combustible or flammable materials
- Barricading of the work site
- Erection of warning notices and welding tents
- Placement of fireproof blankets and fully charged fire extinguishers
- Gas testing, including follow-up gas testing and continuous monitoring
- Suspension of hydrocarbon transfers during hot work, where applicable; and
- Sealing of drains and culverts

Prior to authorising the start of the hot work the designated MFG Representative, and the Job Supervisor will confirm that the required pre-hot work preparation activities have been completed, and the specified risk reduction measures (i.e., controls) have been verified as effective (e.g., tested).

### 4.3 WORK CONTROL PERMIT ISSUE

When determined by risk assessments to be necessary the designate MFG Representative and Job Supervisor will review the Work Control Permit, RAMS, and Clearance Certificate to confirm:

- Mutual understanding; and
- The work control documents are complete in all aspects

**Note 4.3.1:** Both will sign the **Authorisation and Declaration Section** of the Work Control Permit and the Clearance Certificate prior to their issue.

The Job Supervisor will ensure that copies of the RAMS, Work Control Permit (where required) Clearance Certificate and other relevant documentation are retained at the work site and are available to the Job Crew and other affected personnel for reference purposes.

### 4.4 PRE-JOB SAFETY BRIEF

Following issue of the Work Control Permit (where required) Clearance Certificate, and other relevant documents the Job Supervisor will hold a pre-job safety brief with Job Crew and other affected personnel to discuss the content of, and ensure mutual understanding of the:

- RAMS
- Work Control Permit (where required)
- Clearance Certificate; and
- Other relevant documents; to ensure mutual understanding

**Note 4.4.1:** If additional workers arrive after the initial safety brief, the Contractor (Job Supervisor) will repeat the pre-job safety brief with these workers before they start work.

### 4.5 CONDITIONS FOR HOT WORK

#### 4.5.1 CLEANING, PURGING AND VENTILATION

Exposure to hazards during hot work will be controlled by cleaning, purging, or venting of piping and/or equipment (as applicable) prior to the work starting. Methods available for preparing a piping and/or equipment for hot work include, but are not limited to:

- Draining or pumping out
- Hot or cold-water flushing
- Forced or natural ventilation
- Inert gas purging

Contractors will ensure a Safe Method of Working or RAMS are:

- Developed for pre-hot work cleaning, purging, or venting of piping and equipment; and
- Submitted to the designated MFG Representative for review and acknowledgement prior to the preparation work starting

**Note 4.5.1.1:** If required a Work Control Permit and Clearance Certificate will be prepared, reviewed, approved, and issued to control these activities.

**Note 4.5.1.2:** Where this is not possible to adequately clean, purge, or vent equipment prior to hot work alternative arrangements including use of respiratory protection, if necessary, will be considered, the hazards assessed, and suitable risk control measures implemented.

#### 4.5.2 ENERGY ISOLATIONS (LOTO)

The Job Supervisor will ensure that any sources of hazardous energy (e.g., electrical, chemical, mechanical, hydraulic, etc.) with the potential to impact the hot work are physically isolated.

Physical isolation includes but may not be limited to:

- Electrical isolation (e.g., removal of a fuse or shutdown of energy supply box)
- Physical disconnection of pipelines or electrical components
- Closure, and locking in the closed position, of valves; and
- Installing blinds between valves or components

#### 4.5.3 ATMOSPHERIC MONITORING (GAS TESTING)

Where identified through risk assessment as a risk reduction measure (i.e., control) atmospheric gas testing for oxygen, flammable and toxic vapors will be carried out by an Authorised Person who will:

- Perform the range of gas tests necessary to confirm that the atmosphere at the work site and within the confined space (where applicable) is acceptable to allow the work to safely proceed:
- Consider the need for continuous (gas) monitoring during hot work
- Accurately record the gas test results on the Work Control Permit or designated report form
- Confirm that the gas test results are acceptable for confined space entry

**Note 4.5.3.1:** Continuous (gas), monitoring will be required if there is a potential for a change in atmospheric conditions during entry and/or when hot work is being performed within the confined space.

The following parameters are to be used as minimum standards:

- Hot work will be permitted if:
  - Oxygen; 19.5% to 23.0%
  - Flammable Vapour; <5% LEL
  - Hydrogen Sulphide; <10 ppm
  - Carbon Monoxide; <30 ppm
- Confined space entry is not permitted, even wearing suitable respiratory protection, if:
  - Lower Explosive Limit (LEL) readings exceed 10% of LEL
  - Oxygen level is greater than 23.0%
- Confined space entry is not permitted without respiratory protection if:
  - Oxygen level is <19.5%; and
  - Toxic vapor is identified greater than the Worker Exposure Limit (WEL), for example:
    - Hydrogen Sulfide (H<sub>2</sub>S): ≥10 ppm
    - Benzene: ≥1 ppm; and
    - Carbon Monoxide: ≥30 ppm

## 4.5.4 RESPIRATORY PROTECTION

Where identified as a hazard control measure, respiratory protection will be worn by the Job Crew during hot work. The use, inspection, maintenance, and testing of respiratory protection equipment will be in accordance with the RAMS developed for the work and legal obligations.