

Cold Work Permit

INSULATED SANDWICH PANELS/ COMPOSITE BUILDING PANELS

QBE Insurance (Australia) Limited ABN 78 003 191 035 AFSL 239 545



Permit to work			
NO WORK is permitted on Insulated Sandwich Panels (ISP), or any other composite building panels that have a combustible core material, without a Permit. A copy of this permit must be displayed prominently at the work site and returned when work is completed.			
NO HOT WORK IS TO BE UNDERTAKEN DIRECTLY ON THE PANELS.			

Date		Job no./ref.	
Location/building and floor			
Work description and any special precautions needed			
Does the work require penetration of the non-combustible outer layers of the panels Yes No			
If Yes, what tools will be used to cut the panels (refer to procedure section?)			

Required Precautions (Hot Work):			
Is any Hot Work (cutting, welding, grinding, etc) being carried out, or due to be carried out, within ten (10) metres of the nominated work site during the validity period of the Permit: Yes No			
If Yes, has a Hot Work Permit been issued: Yes No			
Hot Work Job no/Ref:			

Required Precautions (Checklist):	
<input type="checkbox"/>	Production staff in the area concerned have been advised
<input type="checkbox"/>	ISP/EIFS manufacturers product specification/technical manuals have been reviewed
<input type="checkbox"/>	Work area has been checked and is clear of flammable or combustible materials
<input type="checkbox"/>	No heat producing cutting/drilling equipment to be used directly on the panels
<input type="checkbox"/>	Equipment being utilised for works is in good repair
<input type="checkbox"/>	Fire extinguisher or hose reel available within the work area (with appropriately trained personnel)
<input type="checkbox"/>	Equipment will not be mounted directly on the panels unless through-bolted and properly supported
<input type="checkbox"/>	Electrical switches and fittings will not be recessed into the panel

Operator		
I understand that I am authorised to undertake works on Insulated Sandwich Panels in strict accordance with the required precautions.		
Operator Name (in full):		
Signature of Operator		
Date		

Authorisation			
I verify the above location has been examined, the precautions under the required precautions have been examined and permission is authorised for work.			
This permit is being issued by a person authorised to do so. The Authorised Nominee (if required) is appropriately experienced in risk assessment and site process hazards.			
If a contractor is undertaking the work - I have sighted the contractor's insurances and acknowledge that they are current.			
Permit Issuer Name (in full)		Title	
Signature of issuer			
Date		Time	
Authorised Nominee Name (if required-in full):		Title	
Signature of Authorised Nominee (if required)			
Date		Time	

Permit Expiration			
A cold works permit is only valid for 8 hours, or no more than one shift. If the work will take more than 8 hours or one shift, a separate permit is required for each period. This cold works permit must also be prominently displayed on the job-site.			
Start Date		Start Time	
Expiration Date		Expiration Time	

Final Check			
I have checked the location between thirty (30) and ninety (90) minutes after completion of the work and I am satisfied that the work has been carried out in a safe manner and there is no residual fire risk.			
<input type="checkbox"/>	All joint cover strips (vertical & horizontal) removed on the panel have been replaced		
<input type="checkbox"/>	All holes in the non-combustible outer layers have been fitted with a permanent cover and sealed (with non-combustible or fire-retardant materials)		
<input type="checkbox"/>	All penetrations through the panel have been fitted with a metal bush or collar and sealed		
<input type="checkbox"/>	There is no evidence of smoke or hot panel surfaces in the work area		
<input type="checkbox"/>	All rubbish and combustible waste materials have been removed (including excess ISP's)		
Final check completed by Permit Issuer Authorised Nominee			
Date		Time	

Purpose

To define the methods for safely working on Insulated Sandwich Panels (ISP's) or Exterior Finishing Systems (EIFS), and any other combustible composite panels, within the site.

ISP is a term used to describe a range of prefabricated, insulated building material with two metal skins bonded to an inner insulated core. It is commonly referred to as composite panels or cool room panels. EIFS are also prefabricated building materials which may contain combustible materials, or form part of a combustible exterior finishing system. EIFS are also considered composite building panels.

There are many different types of ISP's manufactured which are differentiated by the core material used for insulation. Some are classified as combustible whereas others can be classified as non-combustible.

Any work that could generate heat or sparks may result in the ignition of the ISP core material or EIFS. This includes work such as cutting, grinding, punching, welding, installation of electrical fittings, etc. Ignition of the core materials could result in a significant fire within the facility as ISP's are difficult to extinguish and readily propagate the fire. Furthermore, they can release toxic gases when ignited which poses human health risks.

Scope

The Cold Work permit aims to verify that safety and fire prevention requirements are in place before any work is commenced and that all parties (maintenance, engineering, production, and contractors) are aware of the work that is being undertaken.

Responsibility

Permit Issuer

Ensure that a Cold Work permit is relevant for application, with a separate risk assessment being undertaken where additional hazards or exposures are identified. The permit issuer should ensure all permit holders have a clear understanding of the permit intent and procedure, in addition to ensuring all necessary controls are adhered to by internal and external personnel undertaking work.

Authorised Nominee

The Authorised Nominees who can sign the Cold Work Permit are staff who are trained in risk assessment and process hazards which may include the production manager, area managers, process controllers and team leaders.

Employees and Contractors

Ensure adherence to the Cold Work permit when carrying out work on ISP's or Composite Building Panels.

Procedure

1. The Cold Work permit should give a detailed description of the work involved, the equipment/area that is being worked on and who is to perform the work.
2. The Cold Work permit is to be issued by the Permit Issuer which should be a Senior Manager such as the Safety Manager / Operations Manager. A Cold Work permit is to be issued for any work involving Insulated Sandwich Panels (ISP), or any other composite building panel with a combustible core material, including External Insulated Finishing Systems.
N.B. Where Hot Work (cutting, welding, grinding, or any other heat / spark producing activity) takes place within 10 metres of Insulated Sandwich Panels (ISP) or other combustible composite panels, the Cold Work Procedures shall be observed in addition to the site's Hot Work permit procedures.
3. Any specialist contractors undertaking the works should have the relevant qualifications, licences, and insurances to carry out such work. Contractors should be made familiar with any site emergency procedures as well as any site-specific fire protection requirements. Contractors should be engaged directly by the Permit Issuer; the use of subcontractors should be avoided or be more stringently supervised.
4. The required precautions of the permit are prompts to ensure that all fire safety exposures are adequately controlled. If the Permit Issuer believes that any precaution is not required, they are to indicate an N/A next to the relevant item on the Cold Work Permit.
5. The Cold Work Permit will only remain valid for the duration of the shift that it was authorised for (or no more than 8 hours).
6. It is the responsibility of the Permit Issuer to ensure that the Cold Work Permit has been completed. Any special precautions must be listed on the Cold Work Permit.
7. The Cold Work Permit must be displayed at the work site once it has been authorised by the Permit Issuer (i.e. A copy of the Permit is to stay with the person who is carrying out the work).
8. Once the work has been completed, the Permit Issuer or his/her authorised nominee and the person who carried out the work shall meet in the work area and review the job. Two copies of Cold Work Permit must be signed off by the permit issuer or authorised nominee. One copy retained by the issuer and one copy for the person doing the work.
9. Before the permit is finally signed off, an inspection of the work area must be carried out not less than 30 minutes and not more than 90 minutes after work has finished by either the Permit Issuer or the Authorised Nominee.
10. Once works are completed, copies of the Cold Work Permit are to be returned to the Permit Issuer. These Permits are to be held on file in line with the company's data retention policies and procedures.

Minimum Precautions

The following minimum precautions must be considered prior to the issue of the Cold Work Permit:

- Ensure that **NO HOT WORK IS UNDERTAKEN DIRECTLY ON THE PANELS**. Where Hot Work occurs within 10 metres of Insulated Sandwich Panels, all exposed combustible core material, and any joins and seals must be protected with welding screens or other suitable fireproof materials. Where hot works is required, a hot works permit must be completed and referenced within this cold works permit.
- Where panels need to be cut, ensure that only cold cutting methods such as shearing (hand operated tools), low speed or cooled / lubricated drills, or hand saws are used. These tools should be in good condition and adequately maintained.
- ISP/EIFS product manufacturers installation/technical manuals should be reviewed to ensure that the installation of the product is being completed in accordance to manufacturers requirements.
- **DO NOT** use heated rods or soldering irons to make small cable holes through the core material.
- Secure fixings to panels using adhesives (water based where possible) or mechanical fasteners. Where flammable adhesives must be used, ensure that no hazardous ignition sources (i.e. battery chargers, electrical panels or spark producing equipment) are operating within 10 metres from the perimeter of the work area.
- Avoid the use of acetone-based cleaners and adhesives as acetone breaks down the structure of polystyrene foam.
- Smoking and other ignition sources are **PROHIBITED** in the work area during work on the panels.
- Check that all fixed and portable fire protection equipment (sprinklers, hydrants, hose reels, extinguishers) are in good working order and periodic servicing is up to date.
- A fire extinguisher and / or a hose reel will always be accessible during the work as well as assigning a person who is trained in the use of the relevant fixed and portable fire equipment (e.g. extinguisher / hose reels etc) to the work area.
- Operating equipment is shut down and isolated (where appropriate).
- Ensure notification for production staff of the intent to carry out work operations (as per the cold work permit form).
- Ensure the work area is clean and free from debris and combustible or flammable materials / liquids.
- Consider any site-specific hazards which may be affected by the works.
- At the end of the work, ensure that any exposed core material has been re-sealed with a metal capping plate as required by the ISP product installation standard (where applicable).
- Pipe penetrations through a panel should be sealed with a metal facia mechanically clamped onto the pipe and riveted onto the metal face of the panel, or through an opening sealed with a metal bush or collar.
- Dispose of any panel off-cuts immediately. Waste panel material (particularly cores) should be disposed of outside the building as soon as work has finished.

In the event of fire

Please contact the fire brigade on 000, if safe and possible, try and contain the fire, otherwise evacuate the area and contact the permit issuer to notify them of the fire.

If the work causes a small fire which is extinguished, work must nevertheless cease, and the incident reported to the issuer of the permit for immediate investigation. If there are reasonable grounds to indicate the core materials could have been ignited, the fire brigade should also be contracted to investigate. Only after full investigation should work be permitted to recommence.

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