

Insulated Sandwich Panel (ISP) Work Permit

Before initiating work on Insulated Sandwich Panels, ensure precautions are in place. Make sure an appropriate fire extinguisher/hose reel is readily available. Hot Work is not permitted on Insulated Sandwich Panelling.

Purpose

Due to the highly combustible nature of many types of insulated sandwich panelling (ISP) controls are required to ensure that all work conducted is carried out safely and that the panelling is left in a state that is not conducive to rapid fire spread, or contamination in the case of areas where foods are handled. Combustible ISP includes (but is not limited to) polystyrene, polyurethane, and non fire-rated polyisocyanurate foams.

Any work undertaken on combustible ISP that generates heat could result in the ignition of the core material. Typically, this could include work such as cutting, grinding, or welding etc. It is therefore imperative that these practices are not employed on or adjacent to the panelling.

Scope

ISP Work Permits ensure that safety and fire prevention requirements are in place before any work is commenced and that all parties (maintenance, engineering and production) are aware of the work that is being undertaken. The following procedure and work permit should be used at all times.

Management responsibility

Ensure that an ISP work permit system is in place

1. All people understand the intent of the system
2. The system is followed
3. All maintenance and construction work is assessed for risk by people who perform the work, people who manage the work and by production personnel in who's area the work is being performed.

Employees and contractors responsibility

Ensure use of ISP work permit when carrying out work on this type of construction, and that the system is adhered to when being used.

ISP procedure

1. The ISP 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 ISP Work Permit is to be issued by an appropriate and authorised person. An ISP Work Permit is to be issued for any work that involves combustible ISP.
3. The following precautions must be considered prior the issue of the ISP Work Permit:
 - ▼ Ensure that **no Hot Work is undertaken insitu.**
 - ▼ Where panels need to be cut, ensure that only cold cutting methods such as shearing (hand-operated tools), low speed drills or handsaws are used.

- ▼ 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 charges, electrical panels or spark producing equipment) are operating within the area.
 - ▼ Smoking and other ignition sources are **not permitted**.
 - ▼ At the end of the work, ensure that any exposed core has been re-sealed with appropriate capping.
 - ▼ Pipe penetrations should be sealed with a metal facia or sleeve mechanically clamped onto the pipe and riveted onto the metal face of the panel.
 - ▼ An air gap of 25mm should be provided around all hot gas exhaust ducts that penetrate ISP walls or ceilings with metal capping around the opening to seal the sandwich panel core.
 - ▼ Dispose of any panel off-cuts immediately. Waste panel material (particularly cores) should be disposed of outside and stored clear of the building by more than 10 metres.
 - ▼ A fire extinguisher and fire hose reel to be on hand at all times.
 - ▼ Notification of production staff of the intent to carry out work operations (as per the ISP Work Permit Form).
 - ▼ Check that all fixed fire protection equipment (sprinklers, hydrants, hose reels) are in good working order.
4. Where work is carried out in food handling/preparation/storage areas:
- ▼ Ensure food products are well clear of the work area to minimise potential for contamination.
 - ▼ Ensure no food waste is in the area that could enter and be sealed into the ISP.
 - ▼ Ensure all gaps and penetrations are sealed to minimise potential for bacteria/microbes to be harboured within the panelling.
5. It is the responsibility of the individual who is performing the work to ensure that the ISP Work Permit has been completed and authorised. Any Special Precautions must be listed on the ISP work Permit.

The information contained in this Work Permit is general in nature only and does not take into account your specific risks and hazards. No representation or warranty, express or implied, is made as to the completeness [or accuracy] of this Work Permit and you should consider whether it adequately covers all of your hazards and risks. Vero Insurance does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Work Permit. This includes, without limitation, loss arising from a possible failure of the Work Permit to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Work Permit.

Please Note: This is a Vero Insurance sample template only. Before initiating work on Combustible Insulated Sandwich Panels, ensure precautions are in place. Make sure an appropriate fire extinguisher/hose reel is readily available. Hot Work is not permitted on Insulated Sandwich Panelling.

It is important when making any penetrations through ISP to make sure the foam is cut safely and is not left exposed. If exposed, the core of the ISP is more likely to be ignited. This procedure is designed to reduce the fire hazard associated with any work on Insulated Sandwich Panels.

Site Location	Date	Permit No.
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

The ISP work covered by this permit

Location of the ISP work	The equipment to be used
<input type="text"/>	<input type="text"/>

Employee/Contractor performing the work (Print name)	Signature
<input type="text"/>	<input type="text"/>

Permit issued by (Print name of responsible office)	Signature
<input type="text"/>	<input type="text"/>

Permit is valid from : am/pm / / to : am/pm / /

The following checks have been made: (Note all questions are to be answered and initialled by the responsible officer. N/A means 'not applicable'). If the conditions cannot be met, the ISP work must not be carried out.

Standard precautions

	Yes	N/A	Comments
No hot work on panels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Operating equipment shut down and isolated where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
The work area clean and free from debris and flammable materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Confined spaces are to be checked for poisonous and flammable gasses, dust and oxygen levels. (Refer confined space permit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Notify department manager / supervisor of the intent to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
All equipment checked for good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Special precautions

Work acceptance

I have been briefed and I understand the work to be performed. I am fully aware of the standard and special safety precautions and agree to abide by these precautions.

Print name	Signature	Date	Position
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

Permit issued by:

Print name	Signature	Date	Position
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

Permit completion:

I have checked the area at the completion of the work. All penetrations were found to be sealed with no exposed foam core or other hazardous panel conditions noted.

Print name	Signature	Date	Position
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>