

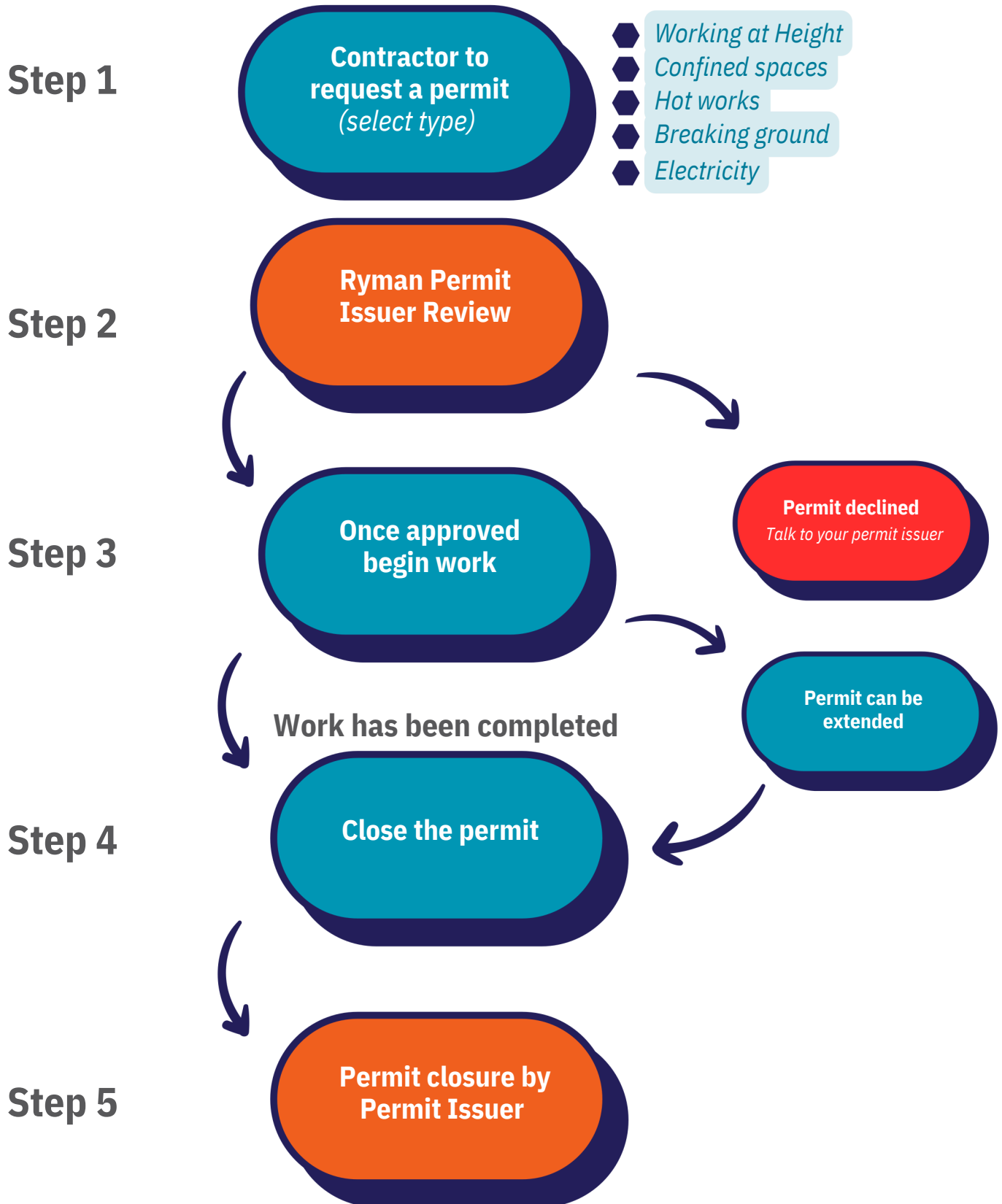


CONTRACTOR MANUAL

PERMIT TO WORK



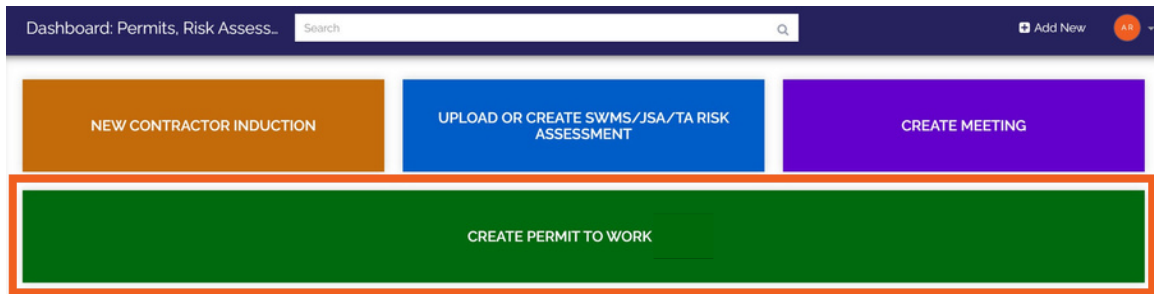
Permit to Work Process Flowchart



How to request a permit

1

Using the Kiosk device at reception, select "**create permit to work**".



Dashboard: Permits, Risk Assess... Search

NEW CONTRACTOR INDUCTION

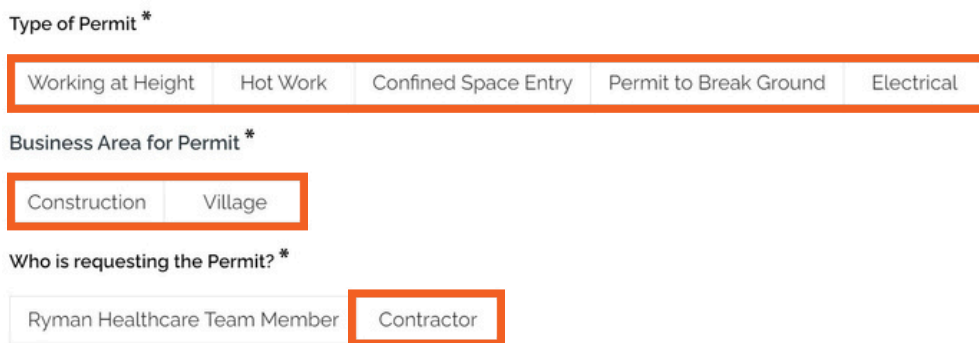
UPLOAD OR CREATE SWMS/JSA/TA RISK ASSESSMENT

CREATE MEETING

CREATE PERMIT TO WORK

2

Select the **type of permit** you need, the business area and that you are a **Contractor**.



Type of Permit *

Working at Height Hot Work Confined Space Entry Permit to Break Ground Electrical

Business Area for Permit *

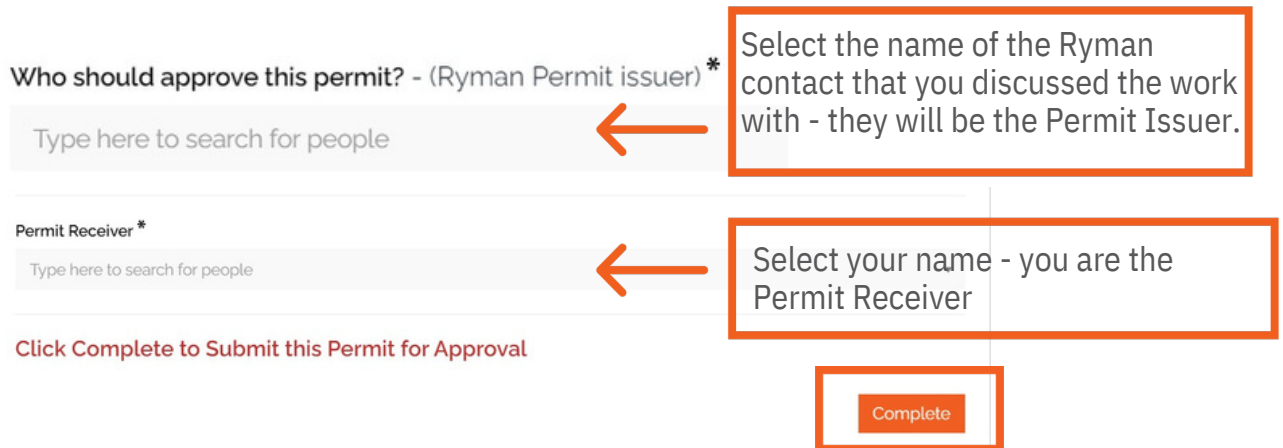
Construction Village

Who is requesting the Permit? *

Ryman Healthcare Team Member **Contractor**

3

Fill in the permit details and controls - take a photo of the work area by selecting the camera icon on the Kiosk and upload into Permit Application form.



Who should approve this permit? - (Ryman Permit issuer) *

Type here to search for people

Select the name of the Ryman contact that you discussed the work with - they will be the Permit Issuer.

Permit Receiver *

Type here to search for people

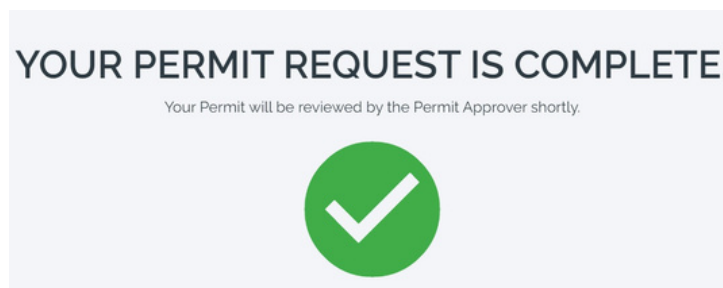
Select your name - you are the Permit Receiver

Click Complete to Submit this Permit for Approval

Complete

4

The requested permit will be reviewed by the permit issuer and you will be notified once it is active.



YOUR PERMIT REQUEST IS COMPLETE.

Your Permit will be reviewed by the Permit Approver shortly.

✓

Stage: Pending review



Stage: **Active**

If you're a Contractor for Ryman and need assistance contact the Contractor Support team.

Email: contractorsupport@rymanhealthcare.com | **Phone:** 0800 588 222



How to close a permit

- 1 On the Kiosk Device, find your active permit and select the Uniq ID.

ACTIVE PERMITS						
PER63298	Permit Type	Your name	Ryman Contractors	Permit Issuer's Name	21/06/2023 11:05	Village Location

- 2 Under the permit details tab, select the "Renew or Extend the permit" button.

PERMIT DETAILS

Renew or Extend the permit

Renew Or Extend the Permit

- 3 Find your name in the permit receiver field and select complete.

Type*

Renew

Extend

Reason*

Requestor*

..

Select your name - you are the Requester

Date*

30/06/2023

Complete

- 4 The requested extension will be reviewed by the permit issuer and you will be notified once it is approved active.

Stage: Pending review → Stage: Active

How to close a permit

- 1 On the Kiosk Device, find your active permit and select the Uniq ID.

ACTIVE PERMITS						
PER63298	Permit Type	Your name	Ryman Contractors	Permit Issuer's Name	21/06/2023 11:05	Village Location

- 2 Under the permit details tab, select the "close my permit" button.

PERMIT DETAILS

Electrical

Close My Permit

× Close My Permit

- 3 Find your name in the permit receiver field and select complete.

By completing this form I confirm that the work has been completed, checked by myself and the area left in a safe and tidy condition.

Provide photos of the work area

Drop files here or click to upload

Permit receiver/qualified person *

Date *

30/06/2023 16:00

Complete

- 4 The stage will remain "active" until it is closed by the Permit Issuer.

