



done safe

PERMIT TO WORK CONSTRUCTION CONTRACTORS



RYMAN
HEALTHCARE

Permit Types

Confined Space Entry

A permit is required for any confined space entry. A confined space is:

- an enclosed or partially enclosed space and
- not intended or designed primarily for human occupancy and
- may present a risk from one or more of the following at any time:
 - unsafe concentration of harmful airborne contaminants
 - unsafe concentration of flammable substances
 - unsafe levels of oxygen
 - substances that can cause engulfment.

Examples include: storage tanks, tank cars, process vessels, boilers, silos, pits, pipes, sewers, shafts, ducts and shipboard spaces.

Parameters:

Are only valid for the current day. The permit may then be reissued for a further period, not exceeding the current day.

Work at Height

A height permit is required where potential for a fall exists due to a non-routine job activity. Such non-routine job activities include, but are not limited to:

- Working on a swing stage or suspended scaffold.
- Erecting or dismantling a tower crane.
- Using a harness for tasks that are not performed regularly or performed for the first time
- Using a harness for a maintenance job (scheduled/unscheduled e.g. piling rig maintenance, servicing tower crane)
- Accessing or working on a roof where there is no physical edge protection and 2.0m from the edge or less. If a roof has a pitch of 25 degrees or greater, a height permit must be obtained (regardless of whether there is edge protection or not).
- Installing edge protection where a potential to fall is 2 meters or more e.g. roof or excavation
- Working at height activities using precast concrete panel ladders
- Working in a man cage

Parameters:

Issued for up to one week. The permit may then be reissued for a further period, not exceeding 7 days.

Hot Work

Hot work includes any process that generates flames, sparks or heat. Such activities include, but are not limited to:

- Cutting
- Welding
- Brazing
- Soldering
- The use of blowlamps
- Abrasive disc cutting

Parameters:

Are only valid for the current day. They cannot be extended beyond the current day.

Permit to Break Ground

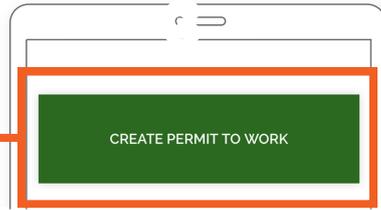
Breaking ground with any plant or equipment, and breaking ground with materials at any depth e.g. installation of waratahs.

Parameters:

Issued for up to a week. The permit may then be reissued for a further period, not exceeding 7 days.

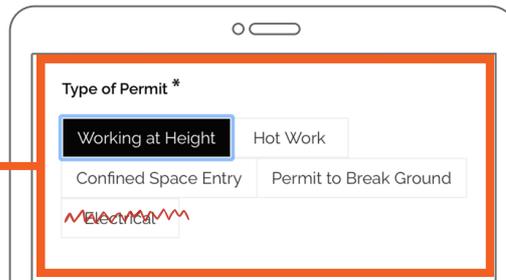
Requesting a Permit

1 Create a permit

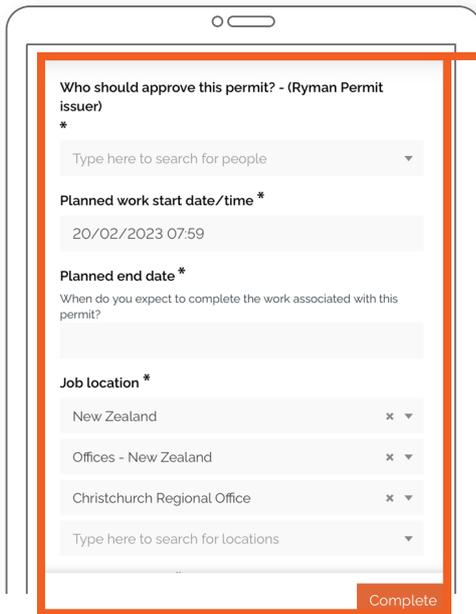


2 Choose permit type

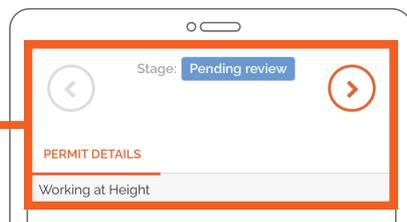
Electrical permit not for construction use



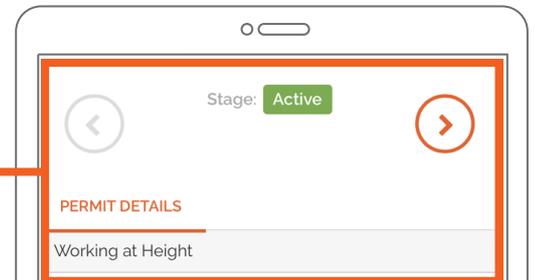
3 Complete the request form
Tell your permit approver (Ryman) that you have applied for a permit



4 The permit will be "pending" until approved
Do not start work until your permit is reviewed. Until the permit is approved you do not have a valid permit.

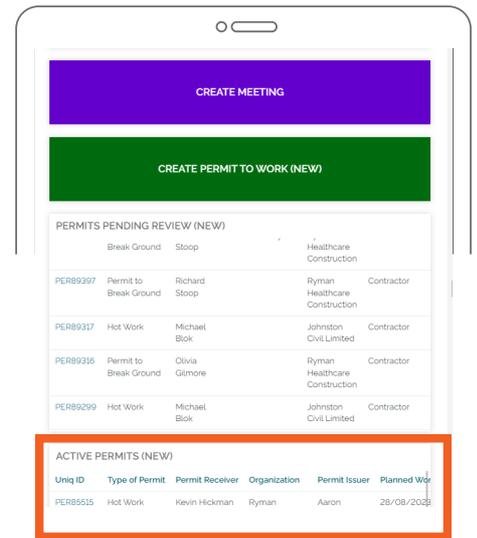
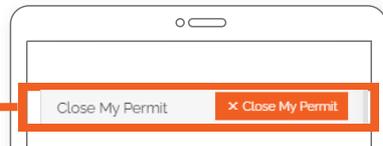


5 Once "active" work can begin
If the permit is "declined" you will need to resubmit the request. Talk to your Ryman permit issuer.



Closing a Permit - Once you have finished your work you must close your permit

6 Confirm closure



7 Complete the closure form

Tell your permit approver (Ryman) you have requested to close your permit

A screenshot of a mobile application interface showing a closure form. The form contains the following text and fields: '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' with a 'Drop files here or click to upload' button, 'Permit receiver/qualified person *' with a dropdown menu showing 'Andy Reid (yourself)', and 'Date *' with a date field showing '20/02/2023 08:04'. A 'Complete' button is located at the bottom right of the form. An orange line connects the number '7' in the adjacent section header to the 'Complete' button.

To find your Active permit scroll down on the Donesafe homepage to the 'ACTIVE PERMITS' section.

Renewal or Extending a Permit - When work is taking longer than originally expected



Renew or extend permits

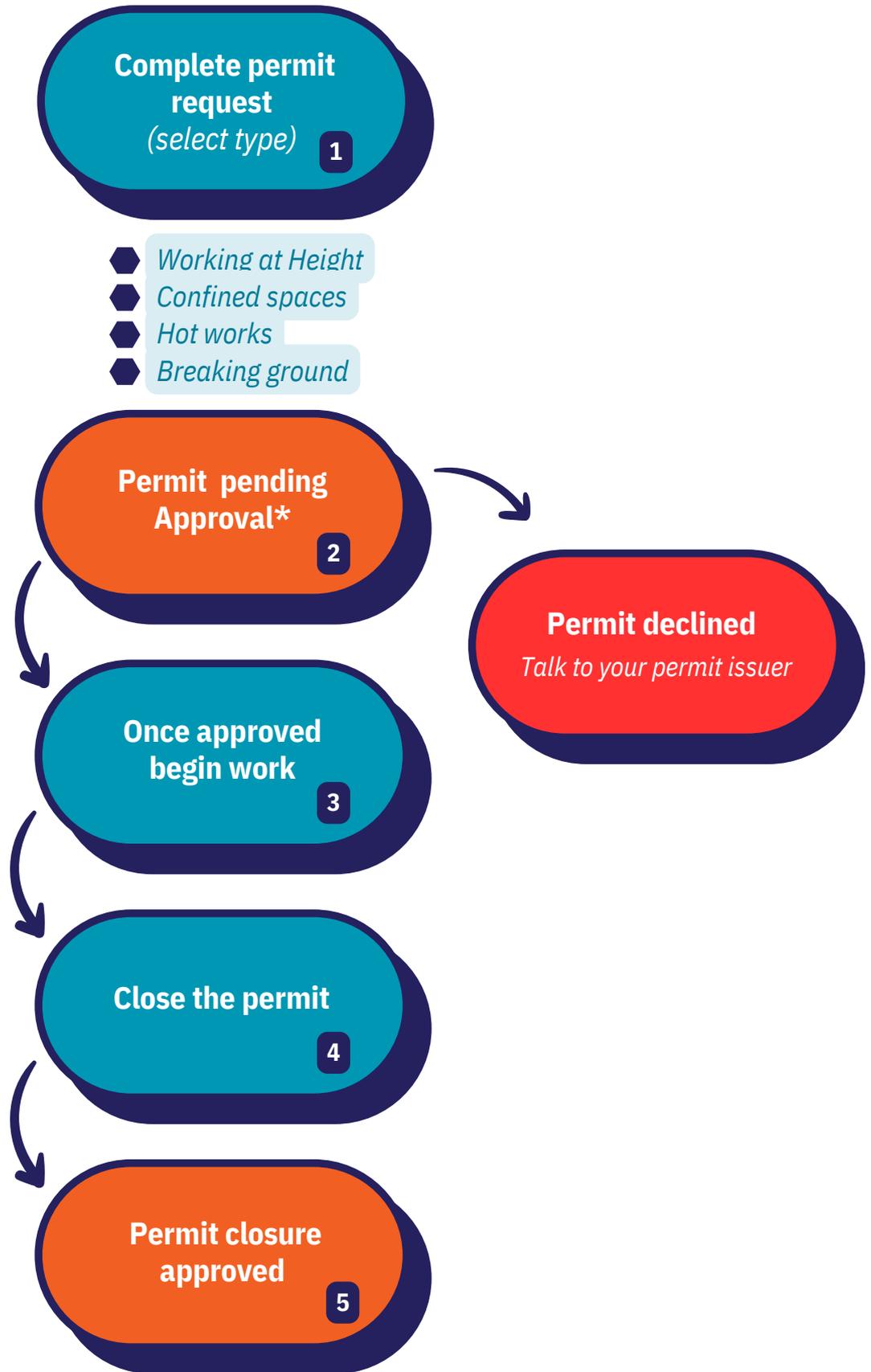
You will need to resubmit the request. Please talk to your Ryman permit issuer. Hot work permits cannot be renewed or extended.



If you need assistance contact the Contractor Support team.

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

PERMIT TO WORK FLOWCHART - CONSTRUCTION



Exceptions:

- For confined permits - please upload logs & air tests
- Extensions are available for all permits types apart from hot work permits

