

Contractor Manual

Permit to Work





Permit to Work Process Flowchart



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 request a permit

Using the Kiosk device	at reception, select " creat	e permit to work".
Dashboard: Permits, Risk Assess Search		Q Add New 🗛 🗸
NEW CONTRACTOR INDUCTION	UPLOAD OR CREATE SWMS/JSA/TA RISK ASSESSMENT	CREATE MEETING
	CREATE PERMIT TO WORK	
Select the type of peri	mit you need and that you a	are a Contractor .
Type of Permit	de Conferent Concer Entre Dormitet	Durch Council - Electrical
Working at Height Hot Wo	rk Confined Space Entry Permit t	o Break Ground Electrical
Ryman Healthcare Team Mem	ber Contractor	
3 Fill in the permit deta selecting the camera i form.	tils and controls - take a p con on the Kiosk and uploa	hoto of the work area by Id into Permit Application
Who should approve this p Type here to search for p	eople	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	\leftarrow	Select your name - you are the Permit Receiver
Click Complete to Submit this	Permit for Approval	Complete
The requested permit with notified once it is active	will be reviewed by the peri e.	mit issuer and you will be
YOUR P	ERMIT REQUEST IS CO Your Permit will be reviewed by the Permit Approver short	MPLETE.
Stage: Pending	review Stag	e: Active 2

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How to close a permit

On the Kiosk Device, find	l your active p	ermit and	I select the Uni	q ID.
ACTIVE PERMITS PER63298 Permit Type Your name	Ryman Per Contractors	rmit Issuer's Name	21/06/2023 11:05	Village Location
Under the permit details button.	s tab, select t	he "Renev	w or Extend the	permit"
PERMIT DETAILS			F	Renew Or Extend the Permit
3 Find your name in the p	ermit receive	r field and	I select comple	te.
Type* Renew Extend Reason*				
Requestor *	←	Select	your name - you a	are the 🔹 🔹
Date* 30/06/2023		Reques		Complete

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	d your activ	/e permit and	l select the Uni	q ID.
ACTIV PER632	VE PERMITS 298 Permit Type	Your name	Ryman Contractors	Permit Issuer's Name	21/06/2023 11:05	Village Location
2	Under the permit details	ermit details	s tab, selec	ct the "close i	my permit" but	ton.
	Close My Permit	:			l l	× 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 Corp files here or click to upload Permit receiver/qualified person*						
	30/06/2023 16:00)				Complete
4	The stage w	vill remain "	active" un	til it is closed	by the Permit 1	lssuer.
	Sta	ge: Active	e	Sta	ge: Closed	