



# Permit To Work



## Ensuring employee and contractor safety on site

High-risk tasks carried out at site must be certified with a permit to work. This authorises particular people to carry out the work within a pre-determined timeframe, and specifies how it must be done.

*EPRAIS Permit-to-Work* is a health & safety software module that delivers comprehensive, fully auditable management of all types of work permit across single or multiple locations, fully enabled for PC and mobile devices.

The screenshot displays the EPRAIS software interface for creating a permit. The title bar shows 'EPRAIS' and the window title is 'PERMIT TO WORK'. The interface includes a menu bar with 'Permit', 'Resource', and 'Notes'. Below the menu bar are icons for 'Save', 'Request Authorisation', 'Edit PPE', 'Edit Header', 'Clone', and 'Delete'. The main content area is titled 'PERMIT TO WORK' and contains the following sections:

- APPLICATION**
  - Permit: P-BW-BDP-319
  - Username: admin admin (admin)
  - Generated: 08-01-2021 11:00
  - Work Desc: Undertake work in line with method statement
  - Work Loen: LINE 5 CONVEYOR
  - Asset Desc: LINE 5 CONVEYOR
  - WO No: D163175
  - Due Date: 23-11-2013 00:00
  - Work Req: MECHANICAL FAULT - Guide rail after the diverter for the matrix table is snapped on the weld and needs rewelding to the bracket
  - Asset No: BW-PF-L5-CON
- PRECAUTIONS**
  - Is a link to external services required?  Yes  No
  - Have all flammable liquids been removed from the area?  Yes  No
  - Are standby persons available?  Yes  No
  - What is the last inspection date of the harness?
  - Atmosphere test result.
  - Is fire fighting equipment readily available?  Yes  No
  - Is lighting adequate?  Yes  No
  - Fire watcher available?  Yes  No
- Required PPE:**
  - Ear Protection
  - Eye Protection
  - Full Overalls
  - Engineers Blue
- Related Documents**

*EPRAIS Permit-to-Work* enables users to create standard permit templates which can be easily configured according to the job at hand (i.e. confined spaces, at height, hot work) and according to the specific demands of the operating environment. Each permit is stored electronically in a central database for quick and easy reference and retrieval.

Acceptance and sign-off of individual permits can be carried out electronically or manually, with a full audit trail of changes quickly available for subsequent examination if required.

# EPRAIS Permit-to-Work—principal features



**Template designer:** this enables EPRAIS users to create re-useable yet editable templates for each type of permit to work. Decide which safety questions are required on the work permit, their exact wording and how each one should react when answered. When you have decided what is required for each permit type (height, confined space, hot work etc) simply drag-and-drop onto the template and save.



**PPE:** enables you to allocate items of PPE to each type of permit, and more specifically against each individual job. Each PPE item is represented by a unique icon, which appear clearly on the finished permit when required for the task at hand.



**Users:** EPRAIS offers the capability to manage access privileges for all system users, from simple acceptance of an issued permit through to permit creation and authorisation. This ensures the highest levels of authentication to ensure only people with the right experience can authorise certain permits and that the wrong person is not allocated an unsuitable task



**Skills:** details of each system user's capabilities, accreditations, licences, training and other credentials can be stored electronically against their system ID. Renewals and re-training deadlines can also be stored and reminders created as each one becomes due.



**Contractors:** full contact details of external contractors, their approved personnel and all associated documentation can be stored within the system. Details of the services supplied by each contractor and the areas of site they are authorised to work within can also be managed within the module.



**Cloning:** one of the most commonly reported difficulties with paper-based work permit systems is the onerous and time-consuming process of regenerating permits that overrun, or which cover a period longer than one work day, or that have to be changed following the arrival of new ambient conditions. EPRAIS allows a brand-new new permit to be created directly from the original, which can be modified accordingly, reauthorized and accepted without unnecessary administrative burden.



**Alerting:** EPRAIS offers a number of methods to make colleagues aware of required action points. Within the module, links to documents that require electronic signature can be sent to other users. Other alerts that require attention can be received via the user dashboard (see below), where they appear immediately, ensuring users are kept fully up to date. Should another designated user act first upon any alert, it will disappear from other to-do lists, ensuring that only tasks requiring action are visible.



**User-configured dashboards:** the powerful reporting functions in EPRAIS ensure that users can have the most important and relevant day-to-day information they require at their fingertips. A unique 'dashboard' can be easily set up by each user to provide immediate access to reports, tasks, actions, notes and alerts.

