

The purpose of this document is to guide Highways England's Supply Chain colleagues through the process of, how to record an action against a Safety Alert onto Airsweb, via the Pro-Active Module.

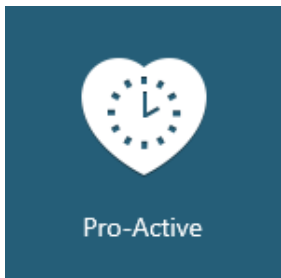
**Please ensure the information recorded is in accordance with GDPR. Please see the privacy statement for reference purposes.**

Airsweb link: <https://highwaysengland.airswb.net/Default.aspx>

Before you start please ensure that you have login details for Airsweb 5. If you don't or are experiencing any technical issues with completing this information on Airsweb then please contact the Airsweb Supply chain inbox via: [airswbsupplychain@highwaysengland.co.uk](mailto:airswbsupplychain@highwaysengland.co.uk)

## Highways England Airsweb Supply Chain Guidance - Step by Step – Completing a Safety Alert Action

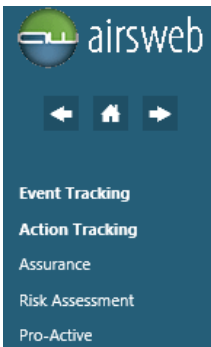
1. Access Airsweb by selecting an appropriate link and **'Login'**
2. To record your completed action access:



Select **'Pro-Active'** from the tiles in the main screen

Then select  from the main tiles

or

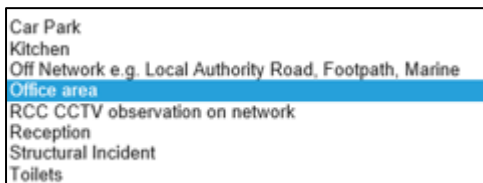


Select **'Pro-Active'** from the left-hand side navigation menu and **'Enter'** from the bar at the top of the main screen

3. Under the **'Initial Details'** tab select the **'Site/Project'** of the staff you have briefed the alert to, from the dropdown list. *Please note if you have staff based at multiple Sites/Projects you will have to complete an entry for each Site/Project*

Site/Project \* :

4. Select your name **'Observer Name'** from the dropdown list
5. Select the location of where the briefing was delivered from the dropdown. If you are unsure then select **'Office'**



6. Select the corresponding Safety alert from the Dropdown List

KSB Template \* :

7. Complete the rest of the page with the **number of staff the alert has been briefed to** (under the corresponding base location) and any further \*narrative if you wish to add. Once completed select **'Next'**

*\* under the 'description field' If a compliance plan is implemented, annotate a plan is in place Please note: the blue cross is used to censor sensitive information and/or unique identifying numbers – this will not be present on your system.*

Initial Details | Observations | At Risk Questions | Positive

Please ensure all fields denoted by \* are completed.

Site/Project \* : [redacted]

Date of Observation \* : 2019-06-26

Observer Name \* : [redacted]

Location \* : Office area

Sub Location : [dropdown]

Coordinate : [input] [location icon]

KSB Template \* : HEI066 - Highways England For Information Safety Alert - Broken Gantry Hatch

No. of People Observed \* : [input]

Description : [text area]

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Submit Reset

8. Under the **'Observations'** tab, use your cursor to select the green field then select **'Next'**

Initial Details | Observations | At Risk Questions | Positive

Please add a minimum of 1 and a maximum of 3 Key Safe Behaviours. Once completed click on 'Submit' to save everything.

1.0 Safety Alerts CLEAR ALL

1.1 Alert has been distributed across teams (HE)/organisation and contract (Supply Chain). Actions specified within the alert have been completed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	At Risk
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Safe
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A

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9. Under the **'Positive'** tab if you wish to enter any further narrative you can here.

Initial Details | Observations | At Risk Questions | Positive

1.0 Safety Alerts: 1.1 Alert has been distributed across teams (HE)/organisation and contract (Supply Chain). Actions specified within the alert have been completed

Description : [text area]

Blue Star (innovative or exceeds best practice) :

Previous Next

Submit Reset Add Action Linked Record (0) PDF Add Learning Event

10. Once you are satisfied with your submission select **'Submit'** and this will generate an ID as shown below. This confirms you have completed the actions detailed within the Safety Alert:

**Pro-Active ID 15**