



National Highways supply chain colleagues – Recording a Safety Alert Action on Highways Accident Reporting Tool

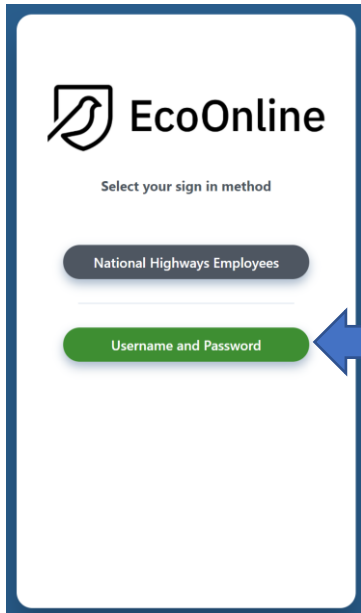
This guidance is designed to assist users in every step of the process when recording a Safety Alert action on our Highways Accident Reporting Tool


Highways Accident Reporting Tool can be accessed here:
<https://ehsuk.ecoonline.net/nationalhighways>

If you are experiencing any technical issues with accessing the Highways Accident Reporting Tool, please contact us via: HARTsupplychain@nationalhighways.co.uk

Highways Accident Reporting Tool – National Highways Supply Chain colleagues guidance - Step by Step – Recording a Safety Alert Action

1. Access the Highways Accident Reporting Tool (HART) by selecting the appropriate [LINK](#) via the Portal Homepage.

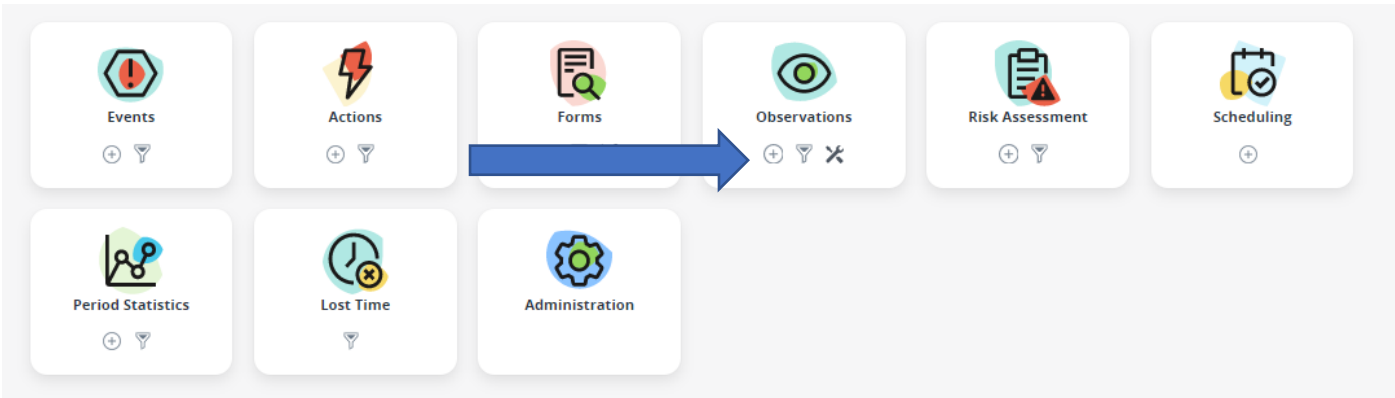


Supply chain colleagues no longer need to remember an additional username, because this is now your email address. 

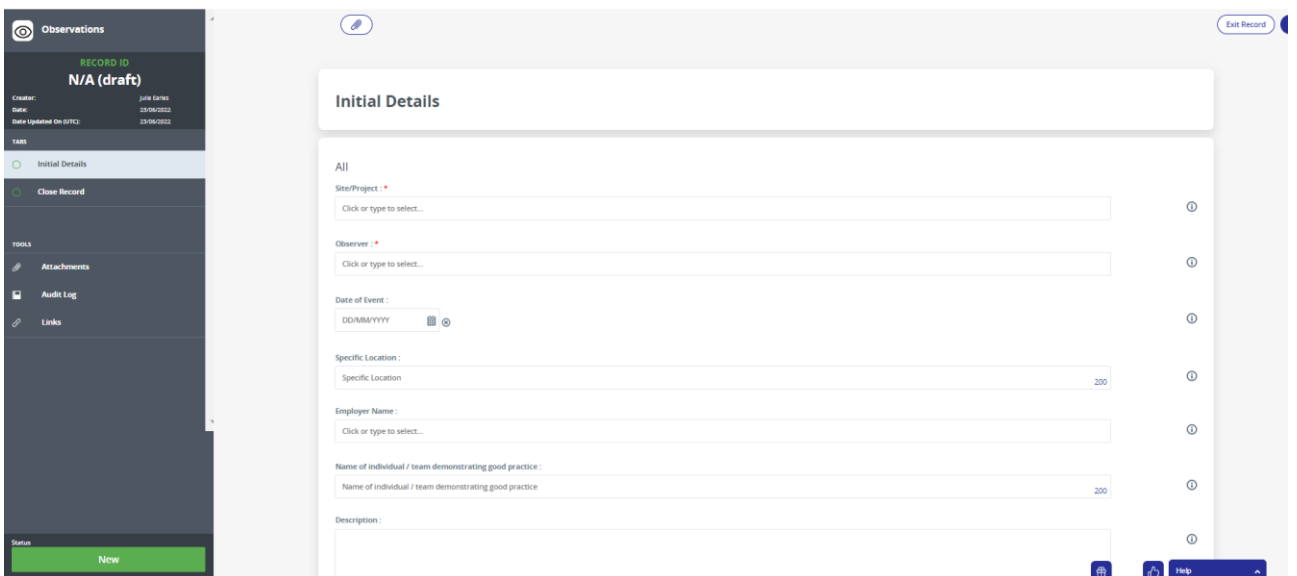
If you don't already have an account please contact us via, HARTsupplychain@nationalhighways.co.uk

For National Highways Supply Chain colleagues, please select '**Username and Password sign on**'

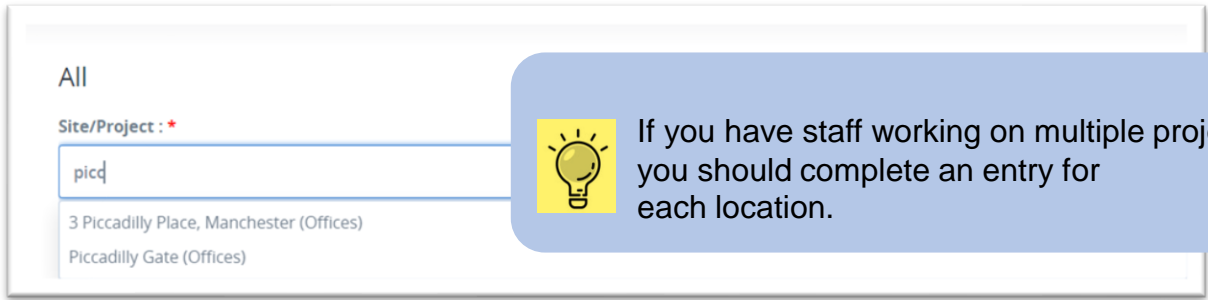
2. On the home screen main tiles, simply select the **+ icon** on the Observations tile.



3. You are now in the 'Initial Details' screen.

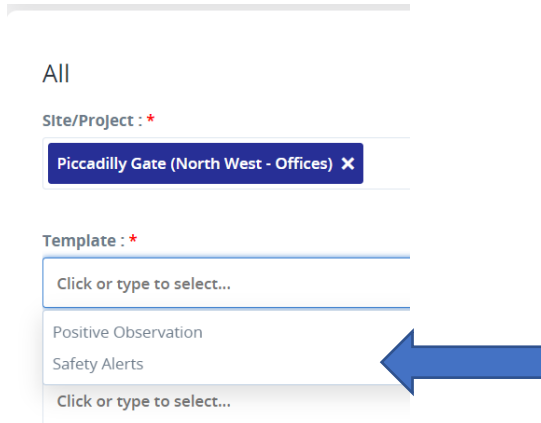


4. Select the **'Site/Project'** of the staff you have briefed the alert to, from the dropdown list.



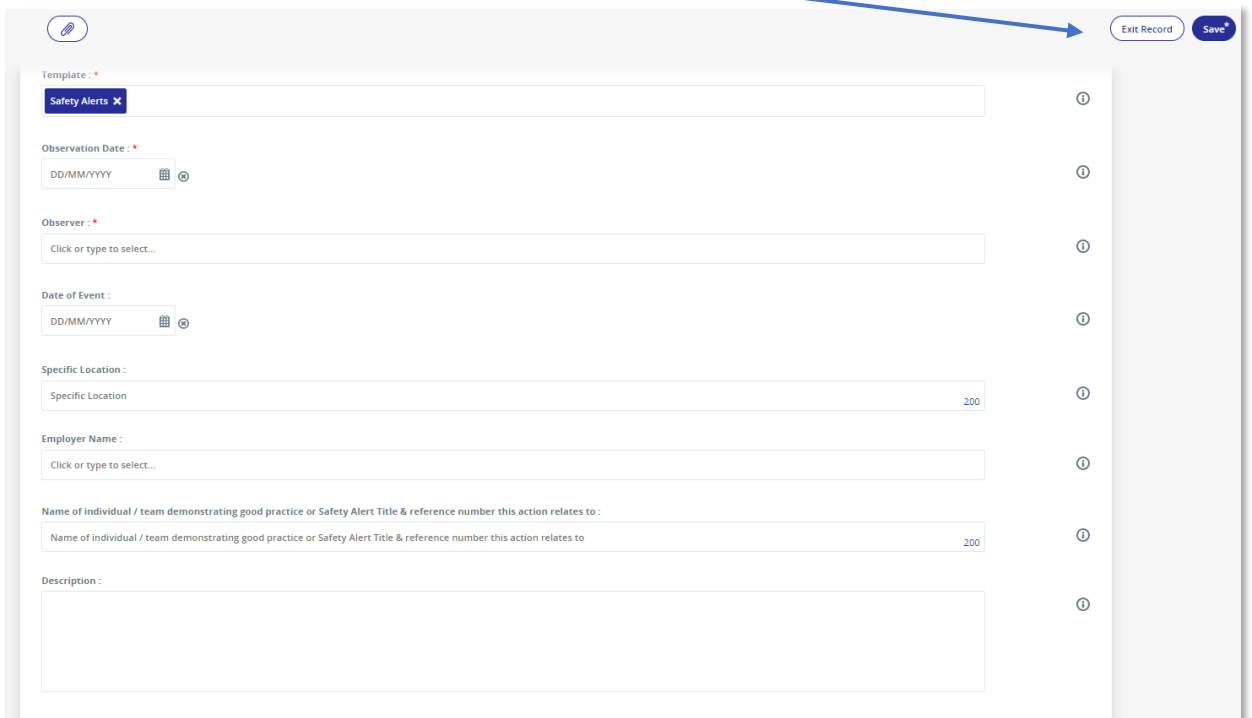
The screenshot shows a dropdown menu with the text 'All' at the top. Below it, the label 'Site/Project : *' is followed by a search input field containing 'picd'. Below the search field, two options are listed: '3 Piccadilly Place, Manchester (Offices)' and 'Piccadilly Gate (Offices)'. A blue callout box on the right contains a lightbulb icon and the text: 'If you have staff working on multiple projects you should complete an entry for each location.'

5. The Template field now appears, select **'Safety Alerts'** from the dropdown, as shown below.



The screenshot shows the 'Template : *' dropdown menu. The selected option is 'Piccadilly Gate (North West - Offices) X'. The dropdown list is open, showing options: 'Click or type to select...', 'Positive Observation', 'Safety Alerts', and 'Click or type to select...'. A blue arrow points to the 'Safety Alerts' option.

6. Enter as much detail as possible on this page including the date the action was completed, the name of the Safety Alert & the name of the person completing the action. Once complete, please click **save**



The screenshot shows a form with the following fields: 'Template : *' (selected: Safety Alerts X), 'Observation Date : *' (DD/MM/YYYY), 'Observer : *' (Click or type to select...), 'Date of Event : *' (DD/MM/YYYY), 'Specific Location :' (Specific Location, 200), 'Employer Name :' (Click or type to select...), 'Name of individual / team demonstrating good practice or Safety Alert Title & reference number this action relates to :' (Name of individual / team demonstrating good practice or Safety Alert Title & reference number this action relates to, 200), and 'Description :'. On the right side, there are 'Exit Record' and 'Save' buttons. A blue arrow points to the 'Save' button.

The **employer name** is the name of your organisation



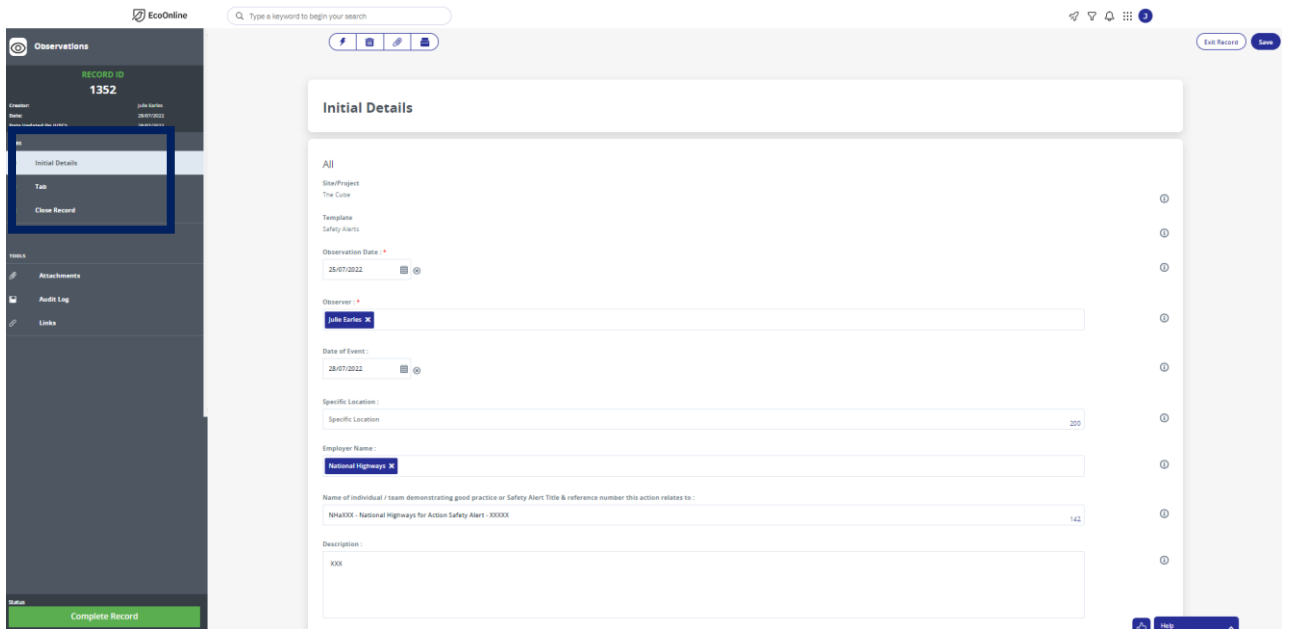
The **description** box is free text. Please ensure that you provide a summary of what actions have been taken and/or what plans are in place.

The **Safety Alert Title & reference number** is the title of the alert (e.g. NHaXXX – National Highways for Action Safety Alert – Title).

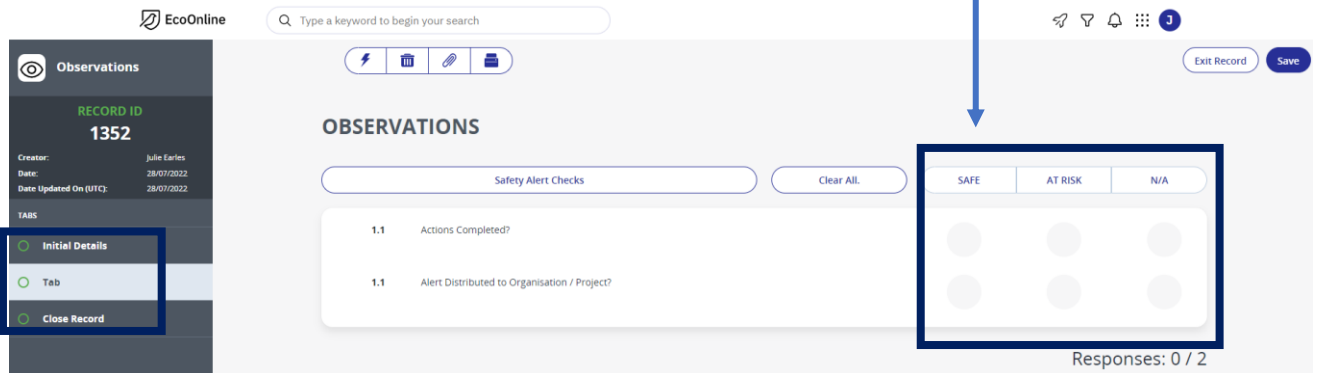



This must be included so that the actions completed can be associated with those specified in the Safety Alert.



7. Once saved, this will create a record ID and additional tabs on the left hand side for you to complete.



8. Click the **Tab** section on the left hand side. Tick the relevant boxes. Once completed select the **Close Record** tab on the left hand side.



 By selecting 'safe' you are confirming the actions are complete.

 By selecting 'at risk' you are confirming the actions have not been completed. 

9. Update the **Close-out** field, mark **Record Closed** with a tick and click **save**

