national highways

National Highways supply chain colleagues – Recording hours worked on the Highways Accident Reporting Tool

This guidance is designed to assist users in every step of the process when recording hours worked onto the Highways Accident Reporting Tool

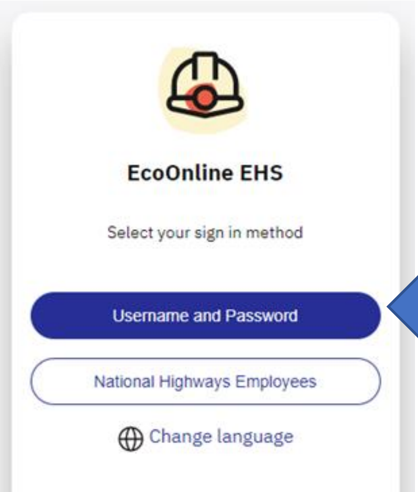
Highways Accident Reporting Tool can be accessed here:
https://ehsuk.ecoonline.net/nationalhighways

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

home safe and well

Highways Accident Reporting Tool - supply chain colleagues guidance – Recording your hours worked.

1. Access Highways Accident Reporting Tool by selecting the appropriate [link.]

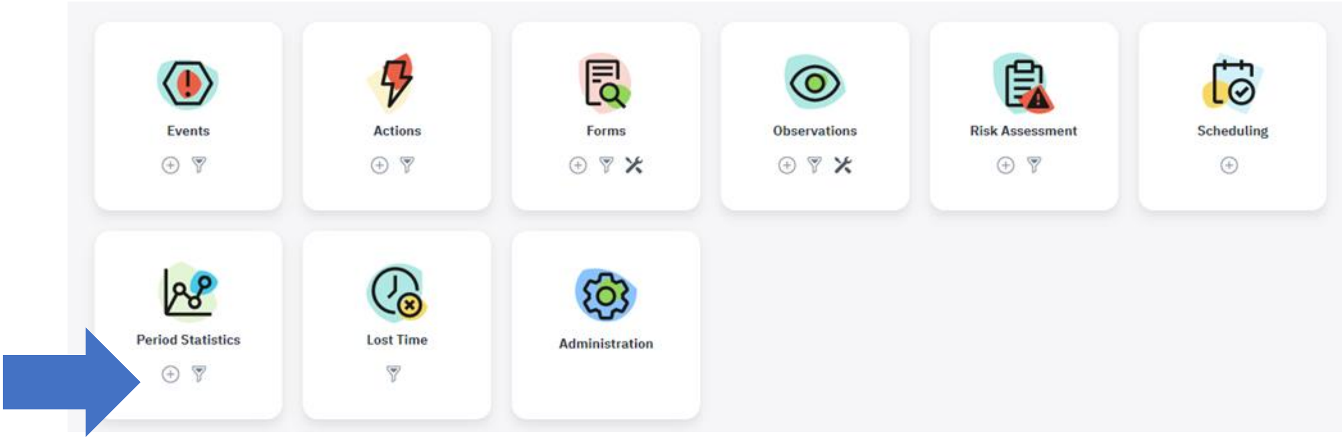


Supply chain colleagues no longer need to remember an additional username, because this is now your email address.

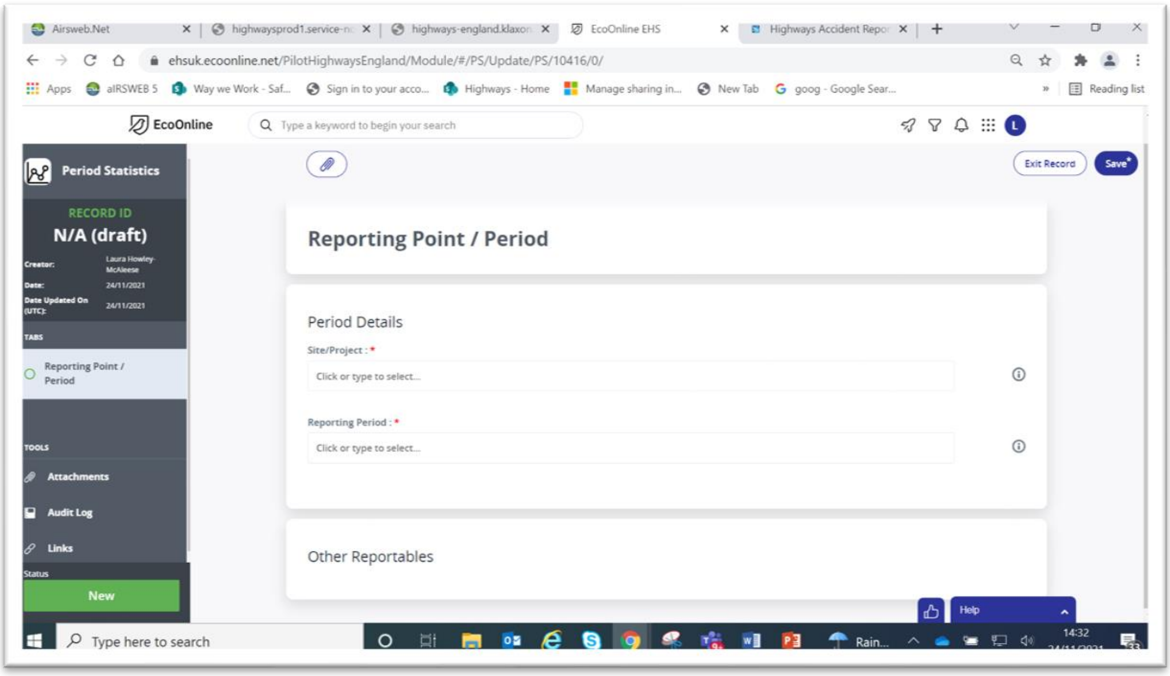
If you don't already have an account please contact us via HARTsupplychain@highwaysengland.co.uk

For National Highways supply chain colleagues, please select '**Username and Password**'

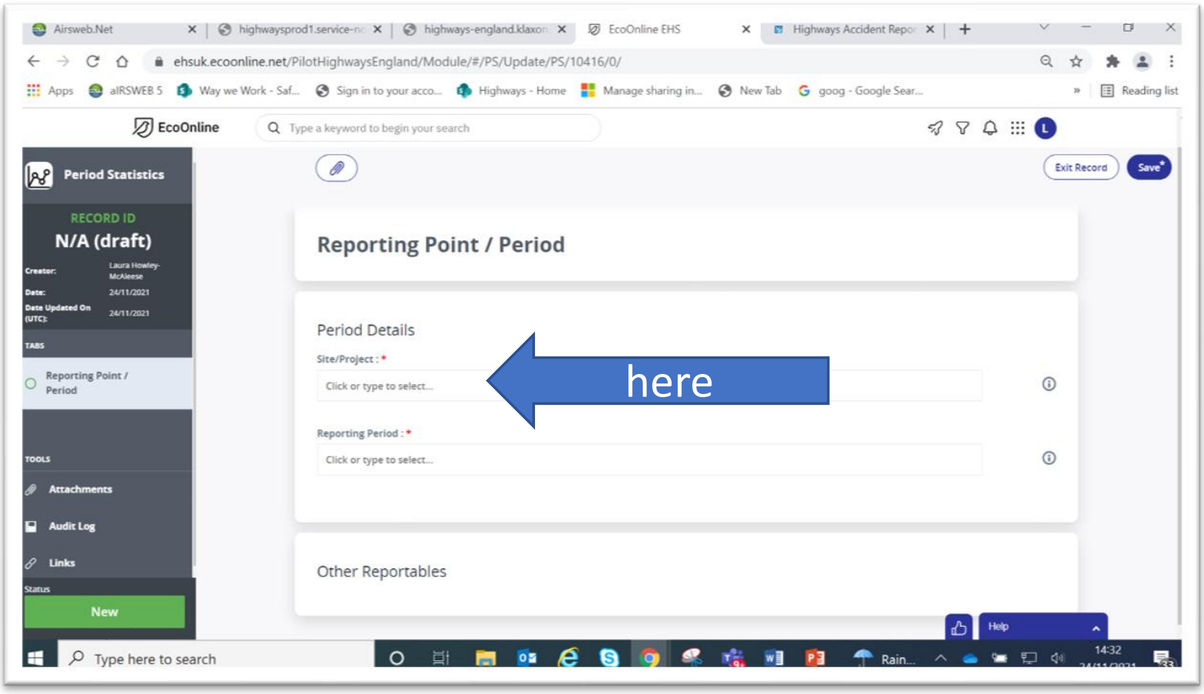
2. On the home screen main tiles, simply select the **+ icon** on the '**Period Statistics'** tile.



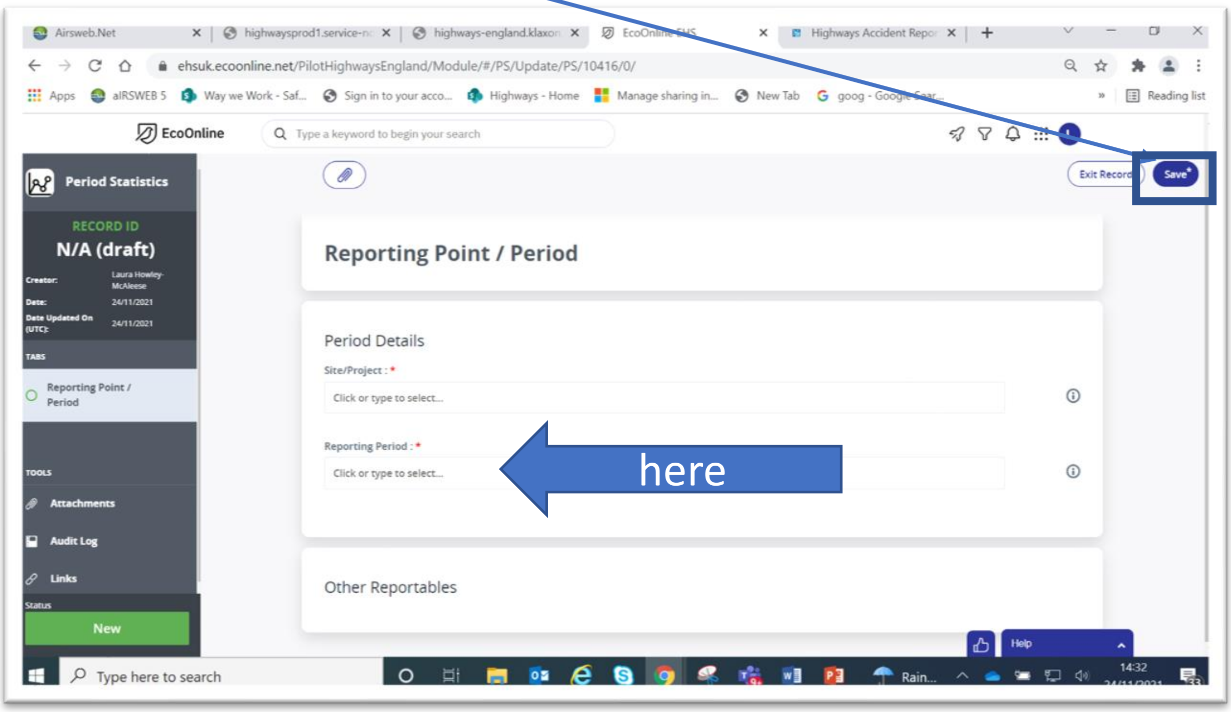
3. You are now in the screen to report your hours. The steps that follow walk you through the fields needing completion.



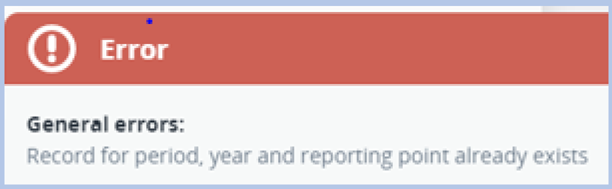
4. From the first drop down field, select the **‘Site/Project’** you are reporting the hours for.



5. From the **‘Reporting period’** field, select the month this submission relates to. Once complete, please click **save.**

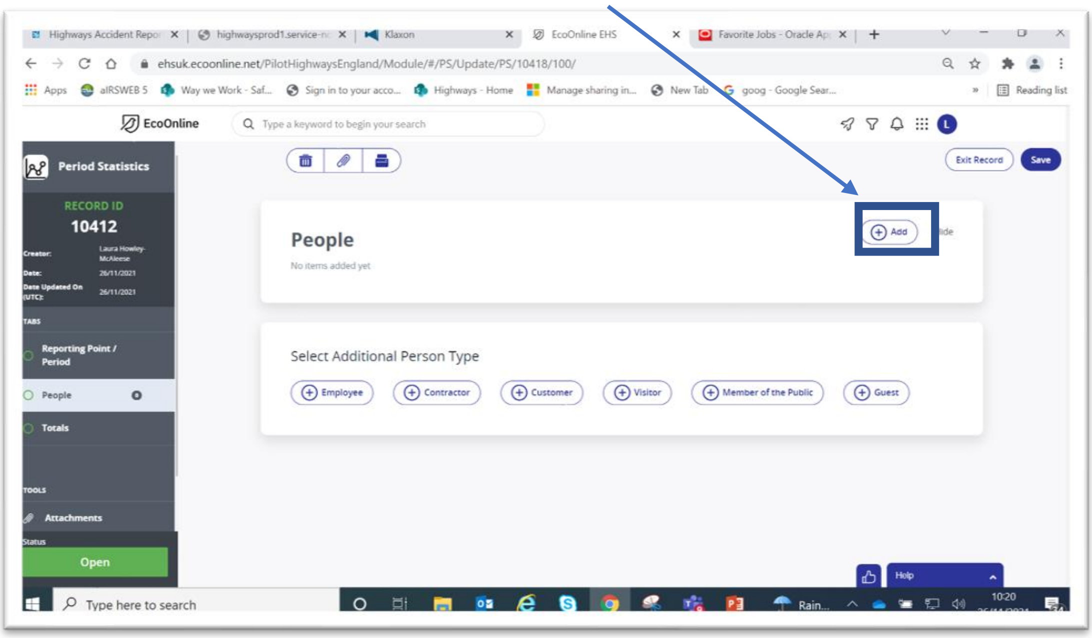


At this point is this error message displayed in the bottom right corner of this screen?

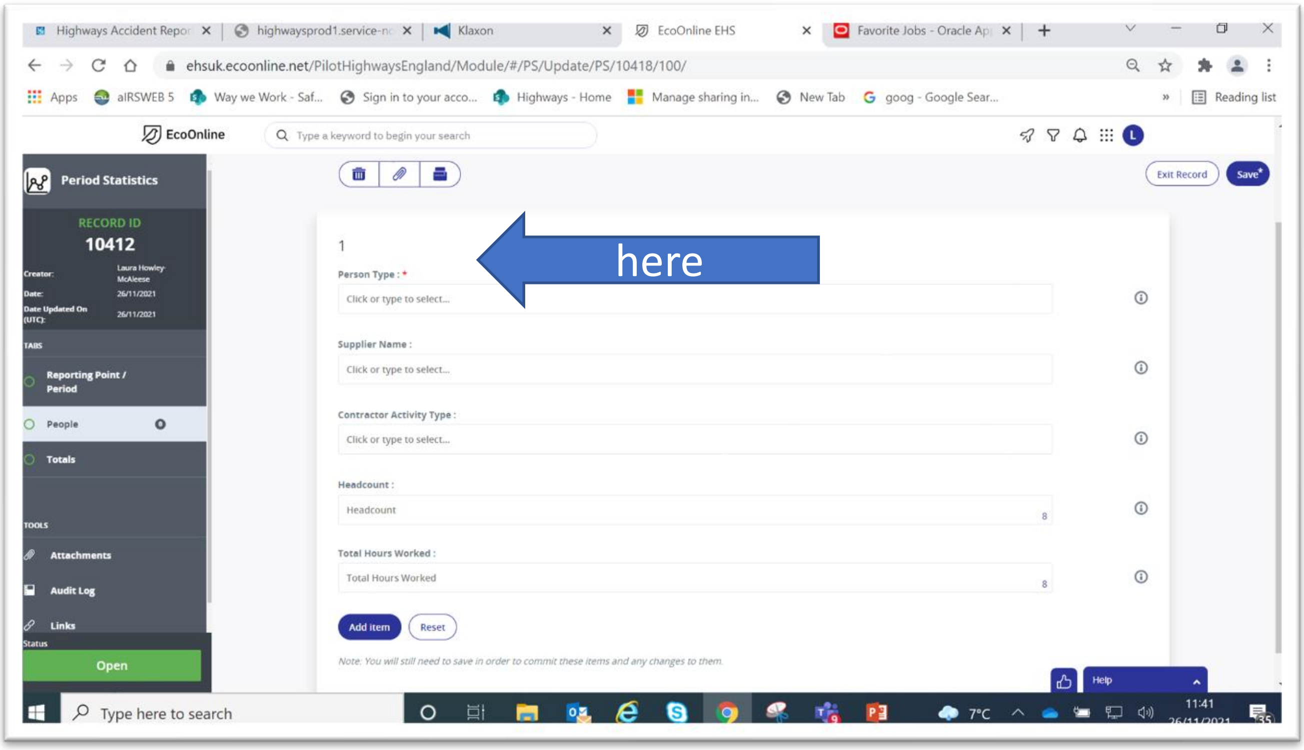


Other Supply Chain customers will be adding hours to the same project as you. You must all report hours and headcount for last month on that same record, which means you will need to find that record and add your hours to that – see section 12 below on how to do that.

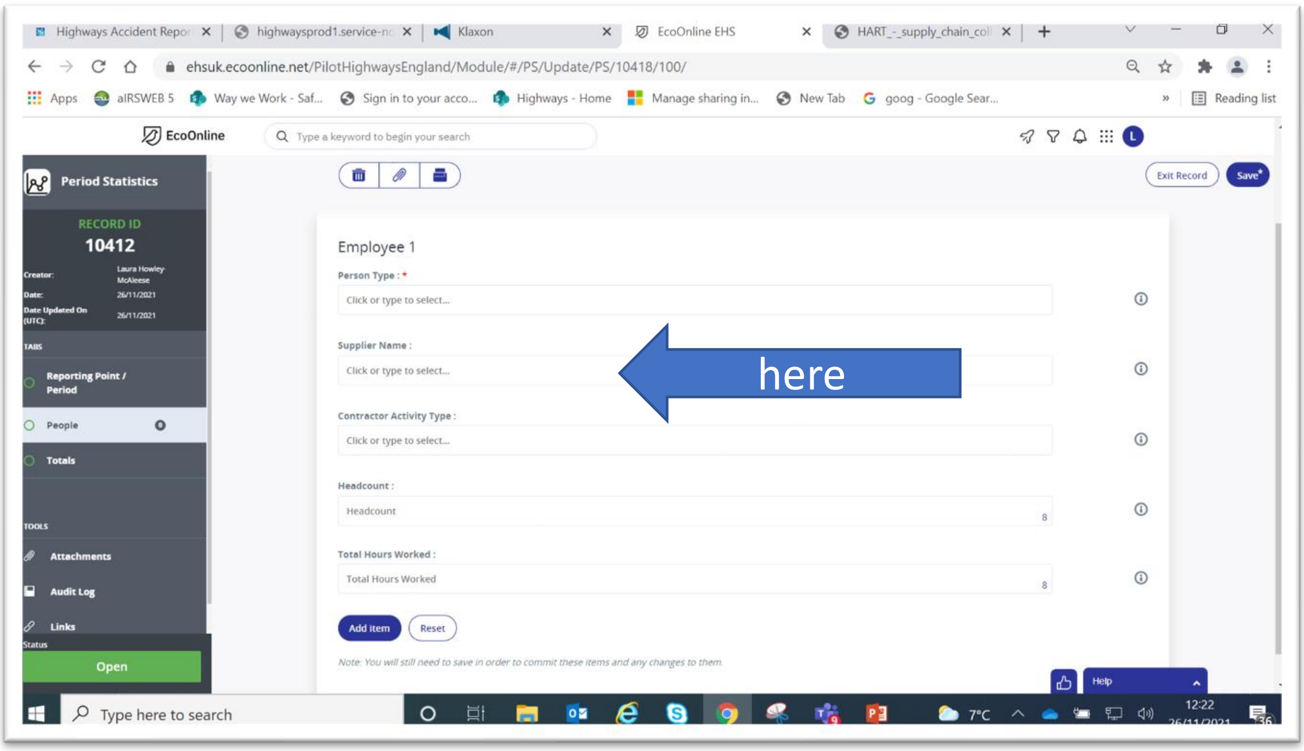
6. You are now in the People screen. Click **Add** to add your headcount and hours.



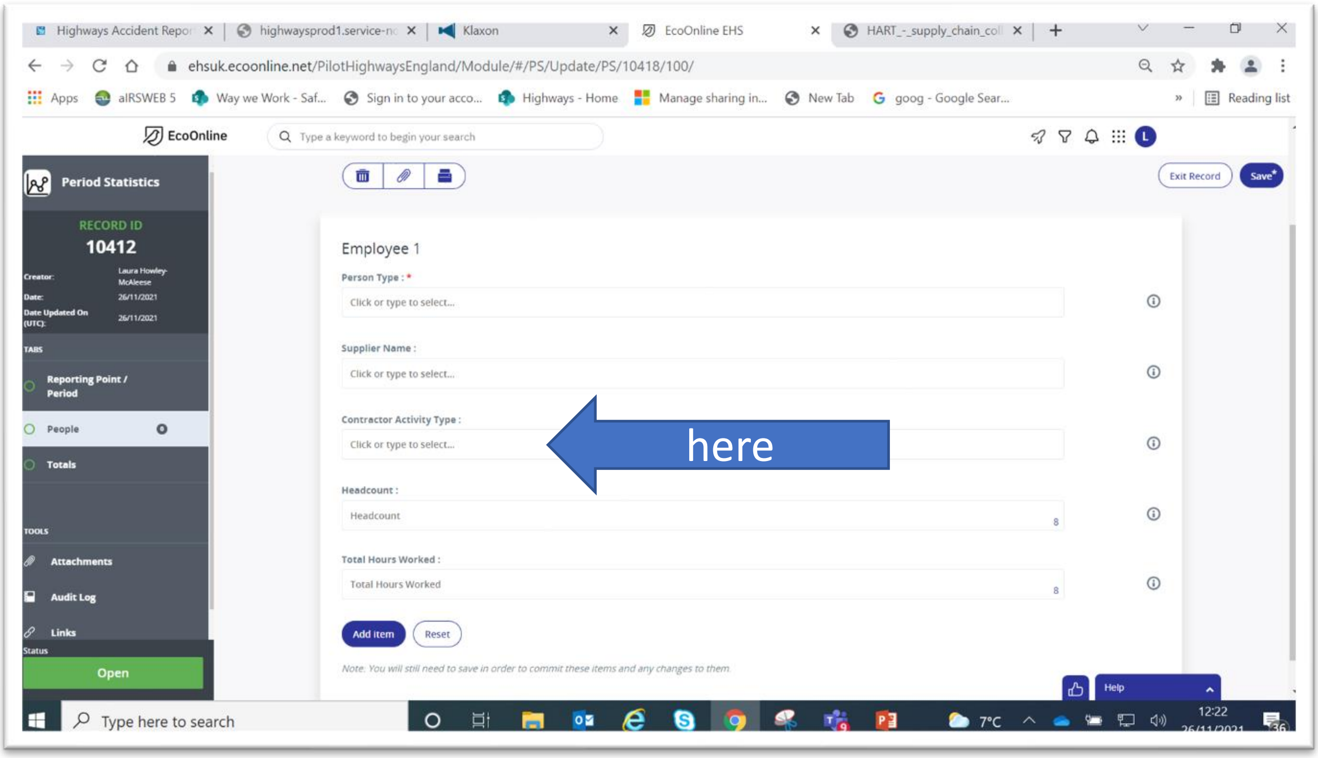
7. Select Person Type for who the hours and headcount are attributed for from the dropdown list. For example, for your organisations hours worked on behalf of National Highways, for the specified contract, select **'Employee'**.



8. From the **'Suppliers Name'** field, select your organisation's name.

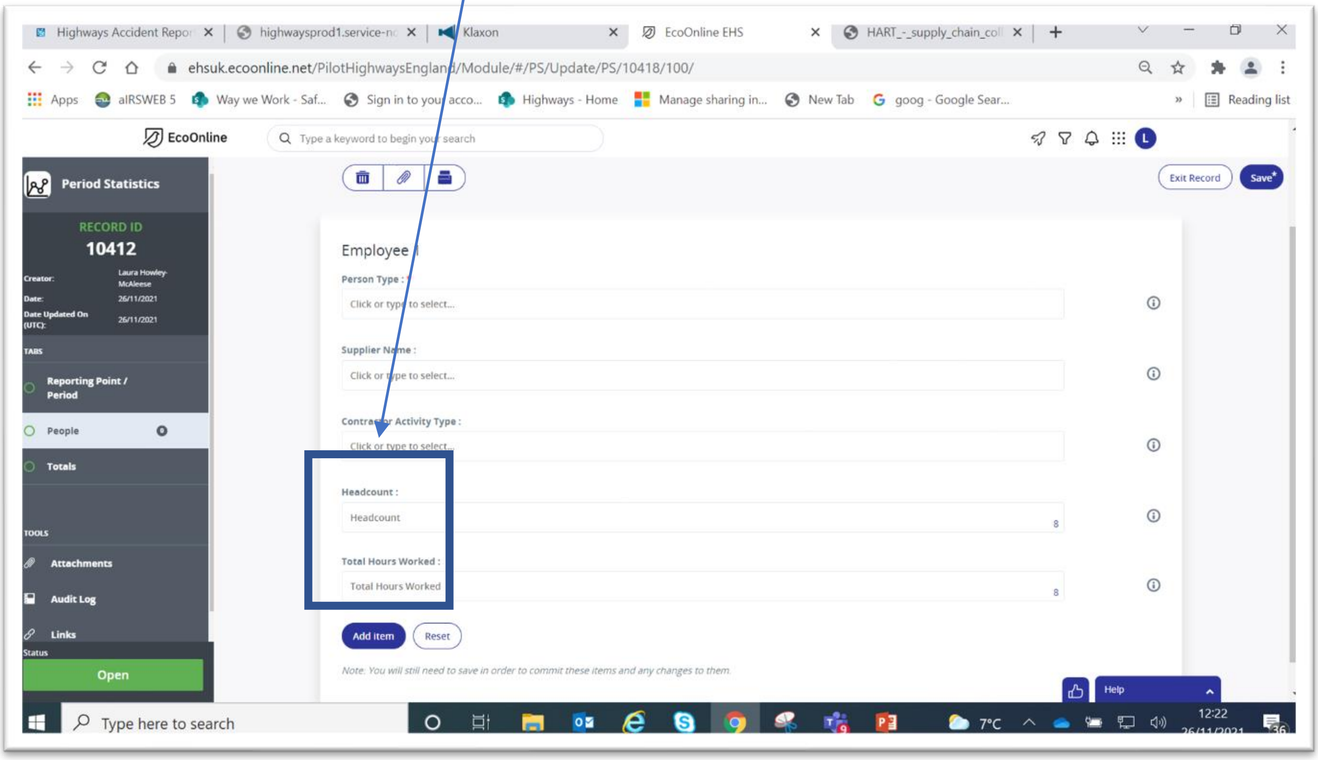


9. From the **‘Contract Activity Type’** field, select the activity type that is relevant to this hours worked submission. For example; If you are working within Operations on a M&R contract, you would select, ‘Supply Chain: M&R (Maintenance & Response)’.



10. Complete the headcount and hours worked as accurately as possible, then select

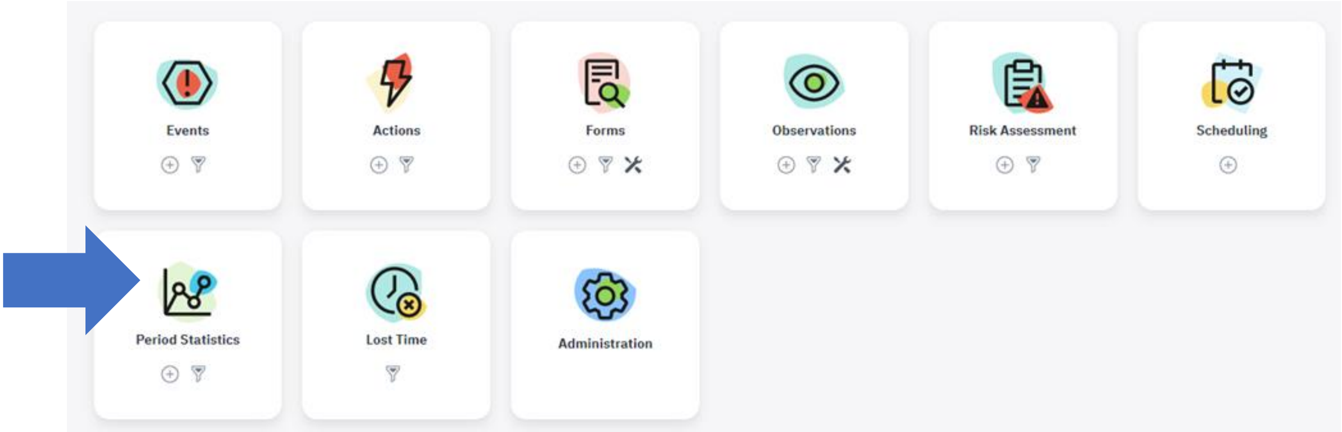
Add item



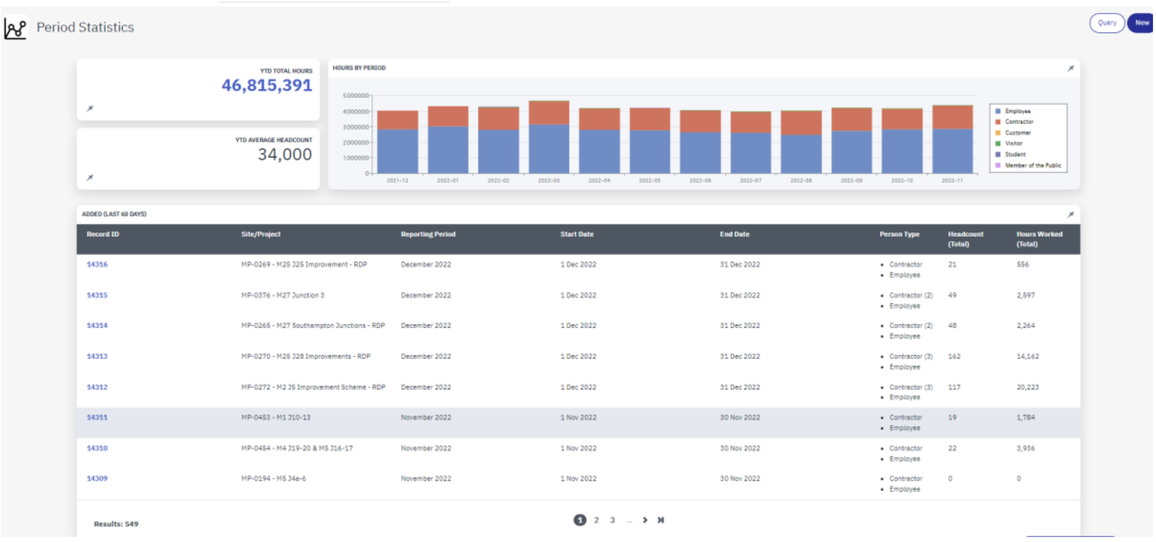
11. To add further types of employees (e.g. subcontractors employed by your organisation) repeat steps 6-10. Once the record has been completed select **‘Save’** and **‘Exit Record’.**

NOTE: Subcontractor hours must be shown as your own organisation name and not that of the Subcontractor.
This is to ensure the hours they work are attributed to you as part of your contract with National Highways.

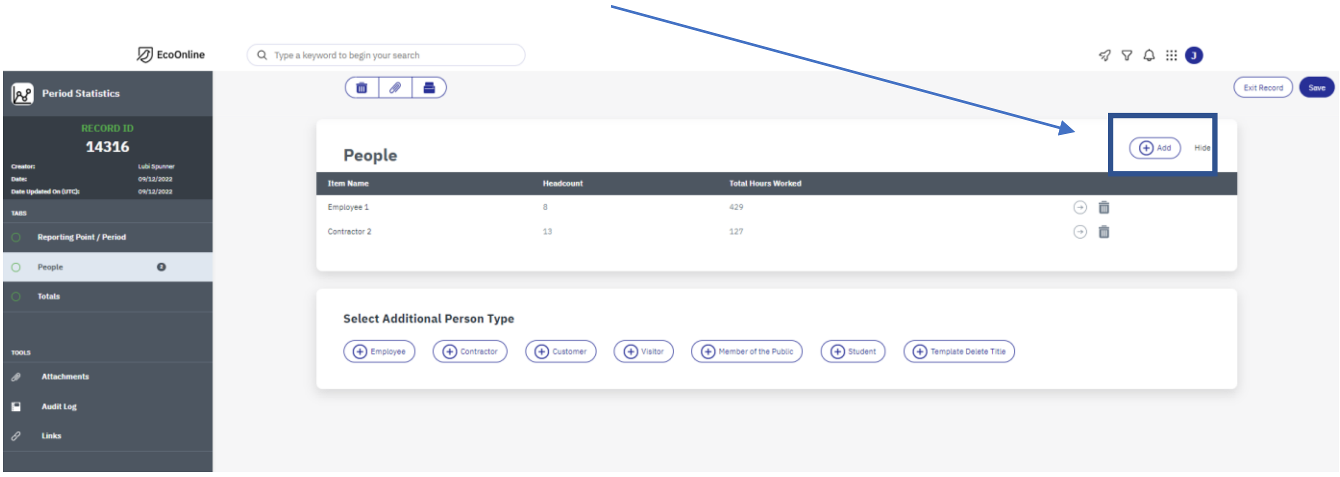
12. To add hours and headcount where a record already exists, click on the Period Statistics module from the home screen.



13. This will show you all of the records you have access to. From the list shown, look for for your project for the appropriate reporting period (usually last month) and open the record by clicking on the blue record id.



13. Navigate to the People tab, click on Add, then follow steps 7 onwards above.



Only ADD your organisation’s hours and headcount to this page.
Do not change or delete any other records already shown as these are the hours of other Supply Chain companies.