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National Highways Supply Chain colleagues - Recording a Structural Safety event on Highways Accident Reporting Tool

This guidance is designed to assist users in every step of the process when recording a Structural Safety event

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@highwaysengland.co.uk

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Highways Accident Reporting Tool – Supply Chain colleague Guidance - Step by Step – Recording a Structural Safety event

1. Access Highways Accident Reporting Tool by selecting the appropriate link.
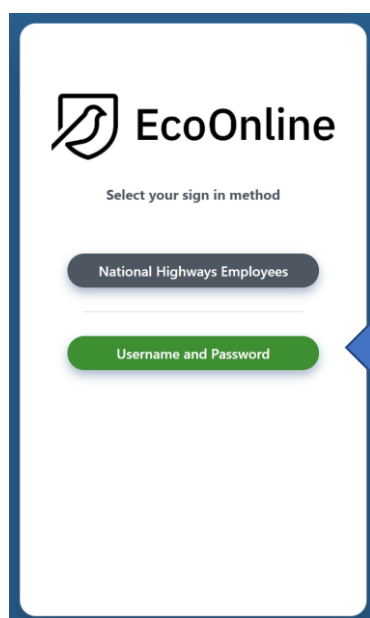
Supply chain colleagues no longer need to remember an additional username, because this is now your email address.
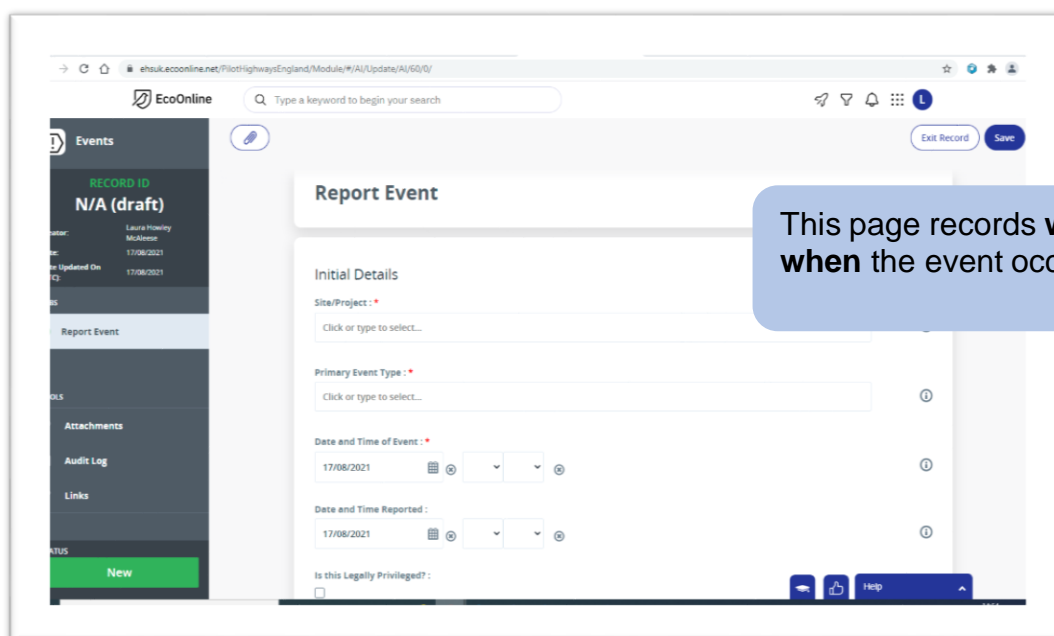
If you don't already have an account please contact us via, HARTsupplychain@highwaysengland.co.uk

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

2. On the home screen main tiles, simply select the **+ icon** on the events tile, to add an event.
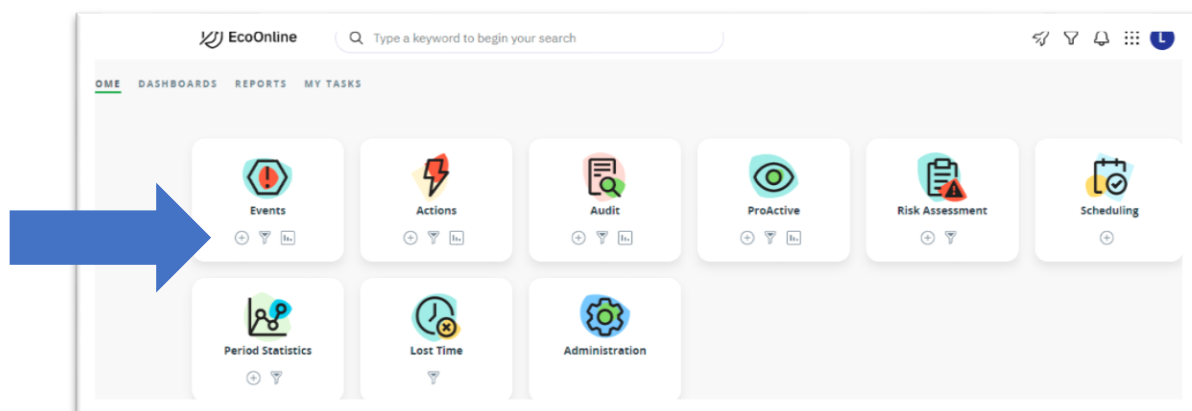
3. You are now in the **'Report Event'** screen.

This page records **where** and **when** the event occurred.

4. Within the **'Site/Project'** field, begin to type your **contracted site**, selecting it from the drop-down list, once it appears

For supply chain colleagues, the site/project is where you are contracted to work on, as a Tier 1 supplier for National Highways, this is not necessarily the location of the event.

5. Select the type of event '**Structural Safety**' from the '**Primary Event Type**' drop-down list

Structural Safety

6. In the **'date and time of the event'**, select the date from the calendar 📅 and the time of the event.

If you are unsure of the exact time of the event upon reporting, please provide an estimated time.

You are able to update the record, once the correct time is known.

The more accurate our reporting is, the more accurate our analysis on the data is. Particularly when looking at seasonal trends or events occurring on particular days/times of the day.

7. In the '**shift start date and time**' select the date using the calendar and the drop-down options for the time.

This is the date and start time of the affected persons shift, prior to the event happening. For example, if an operative started work on 24/8/21 at 07:30 and the event occurred on the same date at 10:45, the information entered here would be; 24/08/2021 07:30.

8. Now it's time to complete the event details. This is the **'where it happened'** part of the record.

9. Please enter the exact **location of the event** utilising the fields. There are a number of ways you can achieve this;

To enter known co-ordinates; type them in here

Coordinates : *

Latitude

Longitude

or

Select the map icon

Coordinates : *

Latitude

Longitude

When the map displays, start typing the location of the event and select it from the drop-down list, once it appears, then select the **'use current pin location'** box.

m61

M61 Motorway Horwich, Bolton, UK

M61 Westhoughton, Bolton, UK

Mina del Potosi M61 Morales, San Luis Potosi, San Luis Potosi, Mexico

M61, Block O Lajpat Nagar 2 Road Vinoba Puri, Block M, Lajpat Nagar II, Lajpat Nagar, New Delhi, Delhi, India

Urbanização Vale da Telha M61 Aljezur, Portugal

powered by Google

If needed, move the red marker to the exact location on the map and select the **'use current pin location'** box.

ing Location

M56, Halton, Runcorn, UK

Map Satellite

Use Current Location

By selecting **'use current location'** this saves the position that the curser is showing at.

CCTV Observation? :
Yes ○ No ● ⓘ

Did this event occur on the SRN? :
Yes ● No ○ ⓘ

Motorway :

| Motorway | 200 |

ⓘ

Junction :

| Junction | 200 |

ⓘ

Marker Post :

| Marker Post |

Specific Location/RCC Log/Structure Number :

| Specific Location/RCC Log/Structure Number |

"If applicable, additional location information can also be recorded here such as distance marker post reference, driver location sign reference, motorway junction numbers, structures numbers etc 💡

10. Now it's time to record the details of the event. This is the **'what happened'** part of the record and this information is completed in the free-text fields shown below.

Details of actual job being done at the time : *

| Details of actual job being done at the time |

Describe the facts of what happened : *

| |

Immediate remedial actions taken :

| | |

Please use these fields to factually explain what happened and what actions were taken immediately following the event. 💡

Please refrain from recording any GDPR sensitive information in free-text fields such as individuals names, gender, age, addresses, car registrations etc. 💡

There are specific fields for this information, that can be protected from visibility.

Please note: specific fields relating to car details will only appear if 'was a car involved' has been selected as 'yes'. These fields appear as an additional tab, as you progress the reporting an event screens (not at the time you select 'yes'.)

11. Once all details have been recorded, please click **'Save'.**

Once an event is saved, an individual 'record ID' is allocated.

12. Please select the 'event sub type' that is appropriate for the event.

Definitions of 'event types' can be found in GG128.

The options are shown in the drop down field here.

13. Once the details have been completed click **'Submit'**. Your event is now live on the system.

At any point of recording an event if the save button has an asterisk (*) this means there are fields that are currently unsaved. If you select save whilst mandatory fields still require completion, these will be highlighted to you.

All mandatory fields will need to be completed before you are able to save.

14. Please advise your line manager/on-site supervisor/SHE manager, you have reported an event. Please quote the unique 'record ID number' when advising them of your event. This gives them the opportunity to start the investigation process immediately.