



## National Highways supply chain colleagues – Recording an action against an event, on Highways Accident Reporting Tool.

This guidance is designed to assist users in every step of the process when recording an action against an event, on Highways Accident Reporting Tool

Highways Accident Reporting Tool can be accessed here:

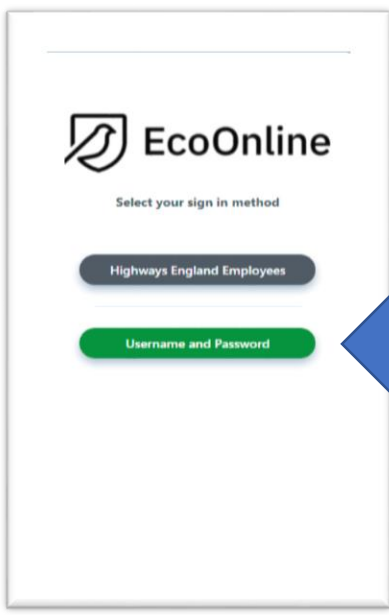
<https://ehsuk.ecoonline.net/nationalhighways>

If you are experiencing any technical issues with using Highways Accident Reporting Tool, please contact us via;

[HARTsupplychain@highwaysengland.co.uk](mailto:HARTsupplychain@highwaysengland.co.uk)

# Highways Accident Reporting Tool - supply chain colleagues guidance - Recording an Action against an Event.

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



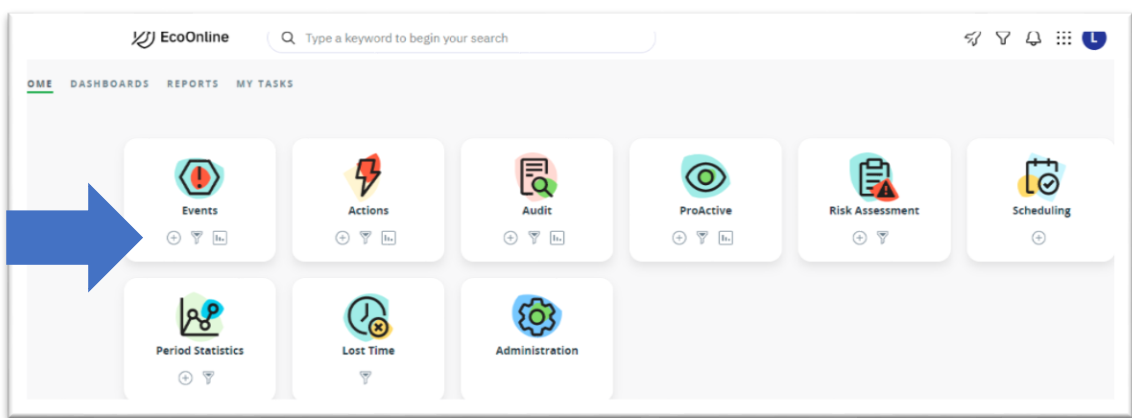
The login screen for EcoOnline. It features the EcoOnline logo at the top, followed by the text 'Select your sign in method'. Below this are two buttons: 'Highways England Employees' and 'Username and Password'. A blue arrow points from the 'Username and Password' button to a text box on the right.

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](mailto:HARTsupplychain@highwaysengland.co.uk)

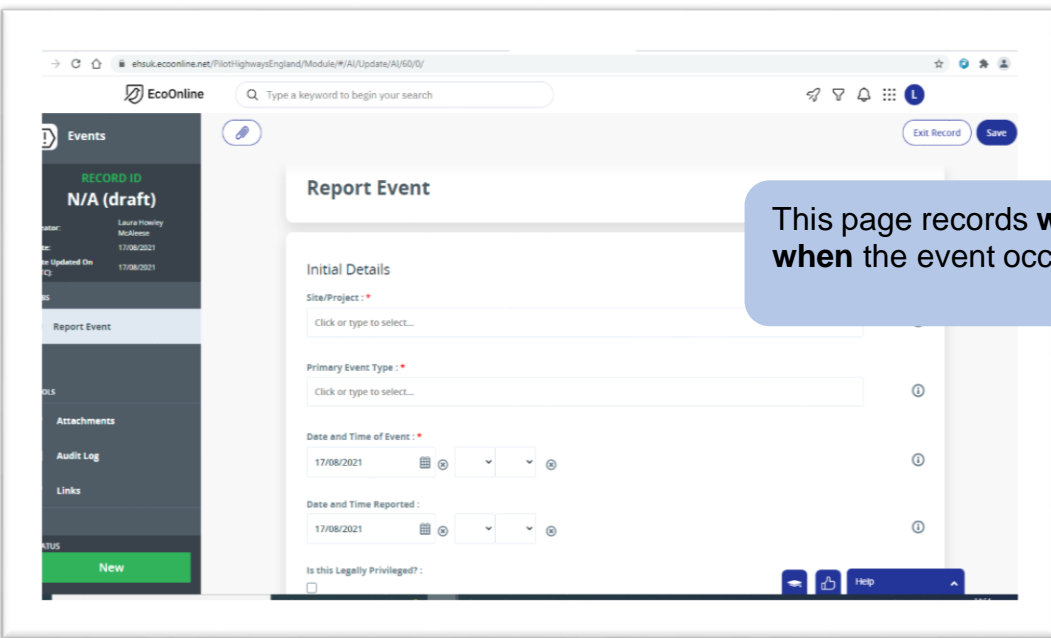
For National Highways supply chain colleagues, please select '**Username and Password**'

2. On the home screen main tiles, simply select the + icon on the events tile, to add an event.



The home screen of the EcoOnline application. It shows a navigation bar at the top with 'HOME', 'DASHBOARDS', 'REPORTS', and 'MY TASKS'. Below this is a grid of tiles: 'Events', 'Actions', 'Audit', 'ProActive', 'Risk Assessment', 'Scheduling', 'Period Statistics', 'Lost Time', and 'Administration'. A blue arrow points to the '+' icon on the 'Events' tile.

3. You are now in the 'Report Event' screen.



The 'Report Event' screen in the EcoOnline application. It shows a sidebar on the left with 'Events' selected. The main area is titled 'Report Event' and contains a form with fields for 'Initial Details', 'Site/Project', 'Primary Event Type', 'Date and Time of Event', 'Date and Time Reported', and 'Is this Legally Privileged?'. A blue arrow points from a text box on the right to the 'Report Event' form.

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

Initial Details

Site/Project : \*

Area 10 (Asset Delivery) X

A45 Rushden Lakes S278 works (Midlands)

Area 1 & 2 (Asset Delivery)

Area 10 (Asset Delivery)

Area 12 (Asset Support Contract)

Area 13 (Asset Delivery)

Area 14 (Asset Delivery)

Area 3 (Asset Delivery)

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 from the **‘Primary Event Type’** drop-down list

Primary Event Type : \*

Click or type to select...

Personal illness or injury

Environmental

Security

Infrastructure / Asset

Undesired Circumstance / Near Miss

Facilities / Site

Incursion / IPV Strike


Utility Strike

Structural Safety

Mental Health & Wellbeing

The ‘event type’ selected here ensures the event is recorded accurately and directed to the correct team for investigating.



6. In the **‘date and time of the event’**, select the date from the calendar  and the time of the event.

18 August 2021 Today

4 August 2021

Sun Mon Tue Wed Thur Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

18/08/2021

14

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.

Shift Start Date and Time : \*

DD/MM/YYYY

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.

Mandatory fields are marked with \*, however, complete as many of the fields as you can, to the best of your knowledge.



The greater the detail the better 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 your location 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 location'** box.



to the exact location on the map and select the **'use current pin location'** box.

Find Location

M56, Halton, Runcorn, UK

Map

Satellite

Use Current Location

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



**Location :**  
Click or type to select...

**Sub Location :**  
Click or type to select...

**Motorway :**  
Motorway

**Junction :**  
Junction

**Mile Marker :**  
Mile Marker

**Specific Location/RCC Log/Structure Number :**  
Specific Location/RCC Log/Structure Number

Additional location information can also be recorded here such as mile markers, motorway junctions, structures numbers etc.



10. Now it's time to record the details of the incident. 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 :**  
|

Where possible, individuals can be referred to as; Injured person, Individual, operative or they.



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

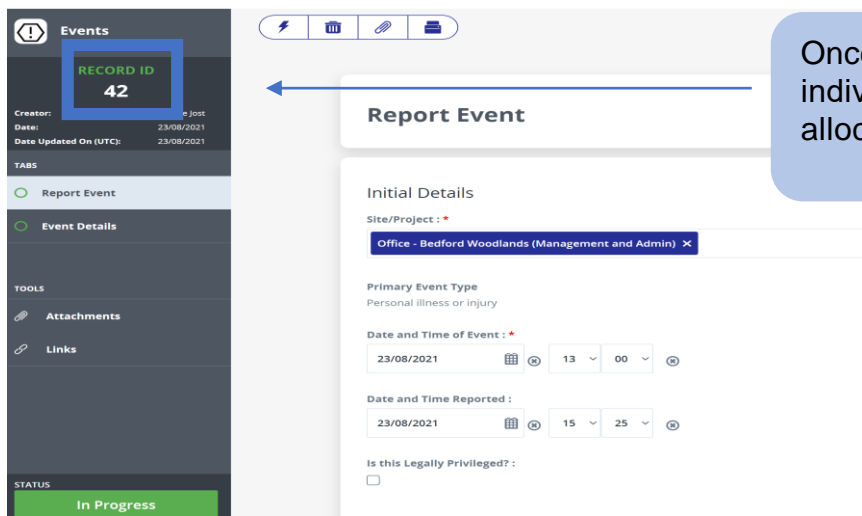
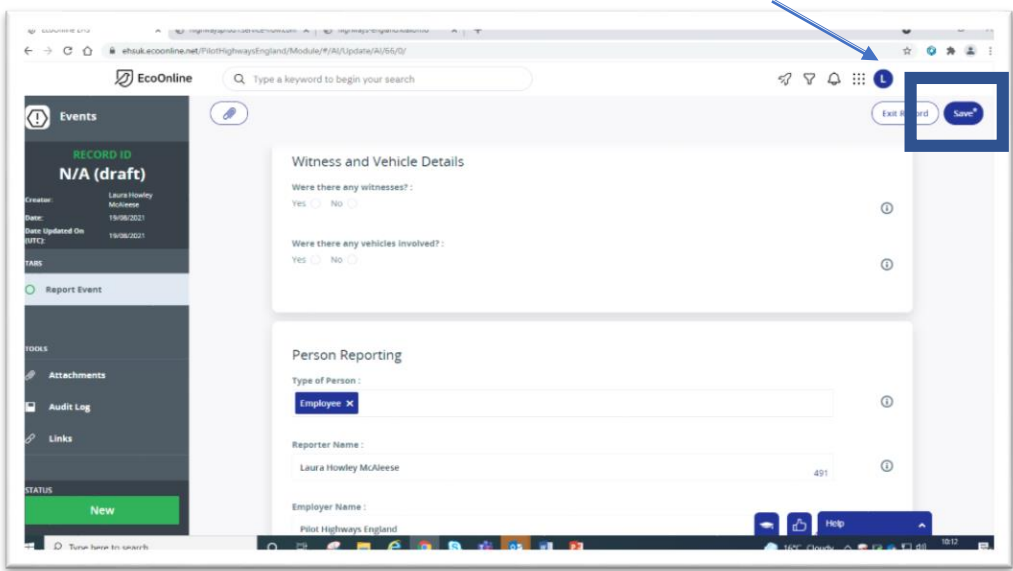
Please refrain from recording any GDPR sensitive information in free-text fields such as individuals names, gender, age, addresses, car registrations etc.



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 appear as you progress through the reporting an event screens – as an additional tab.

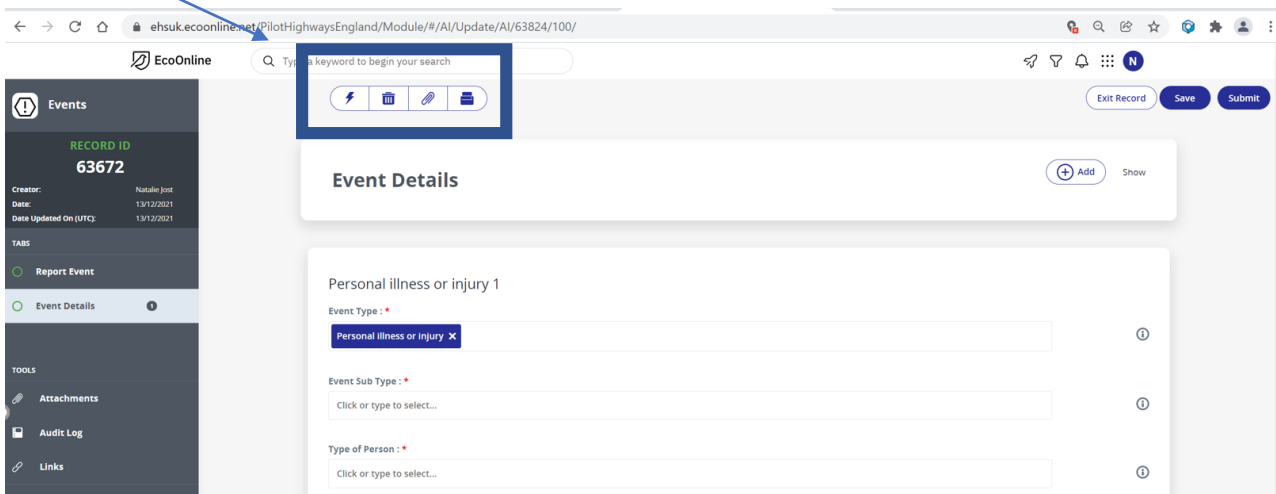
11. Once all details have been recorded, please click **‘Save’**.



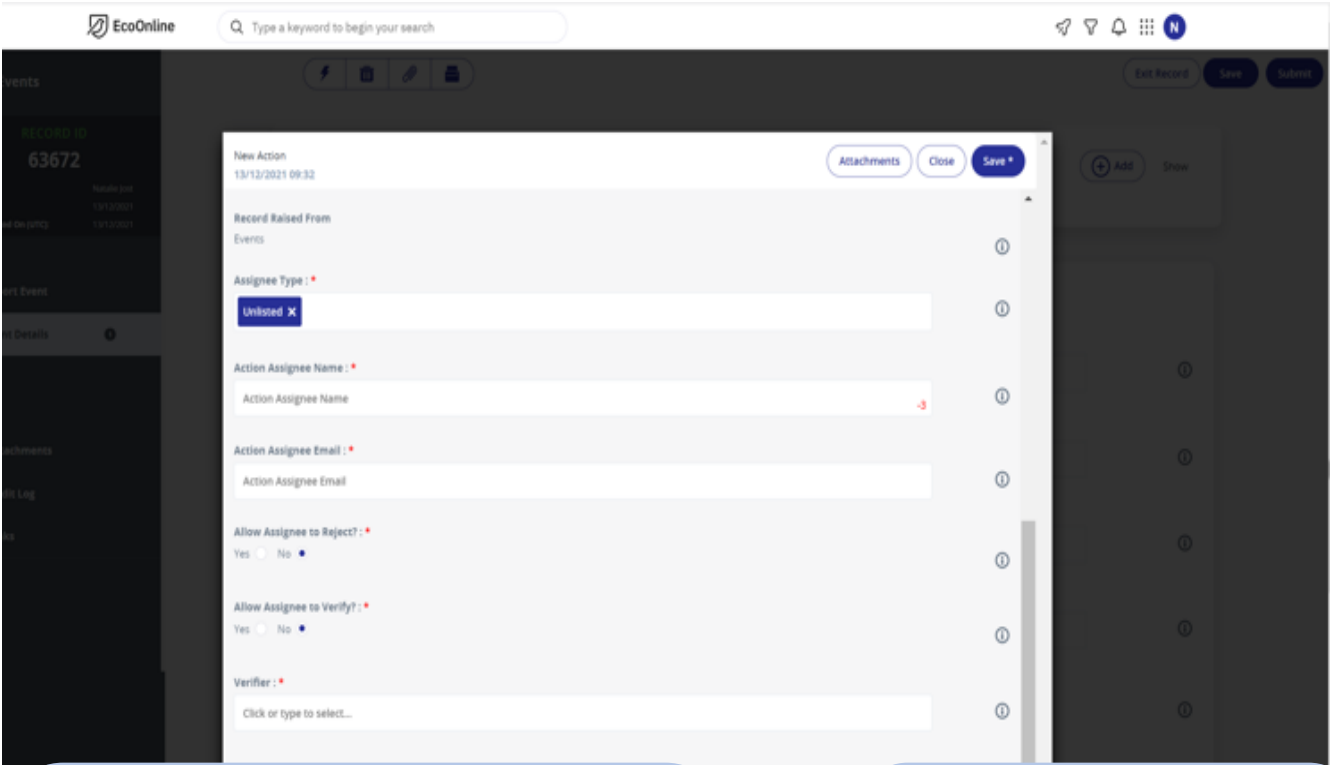
Once an event is saved, an individual ‘record ID’ is allocated.



12. At this stage, an action associated to the reportable event, can be loaded. Using the icons at the top of the screen – select this icon  to load an action.



13. The pop up box shown here appears. Complete the fields with as much detail as possible.



The field ‘allow assignee to verify’ gives the action assignee the ability to mark the action complete/closed.

If you would prefer to assign this completion level to an alternative colleague (or yourself, as action owner) select the required name from the ‘verifier field.



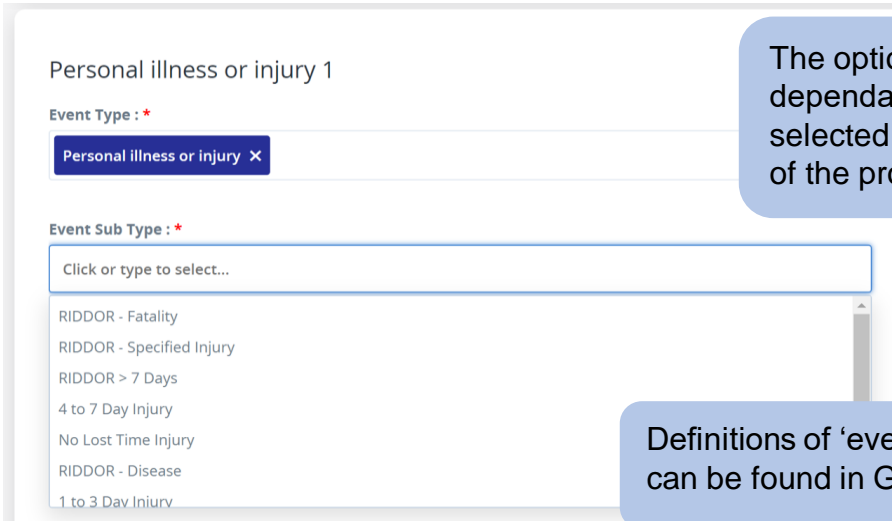
Record in here what the action is, the details to support the action, the required timescales for completion and who the action is to be assigned to.



14. Once all action details have been completed, select **Save\*** to record the action and select **close** to continue reporting the event.



15. To continue with reporting an event - Please select the ‘event sub type’ that is appropriate for the event.



The options are dynamic, dependant on the ‘event type’ selected during step 5 of the process.



Definitions of ‘event types’ can be found in GG128.



16. 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.



17. 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.