



National Highways supply chain colleagues - Recording a positive observation on Highways Accident Reporting Tool

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

Please Note:

- If you wish to record an undesired circumstance/near miss, please refer to the “**Recording an undesired circumstance/near miss guidance**”

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

Highways Accident Reporting Tool – Supply Chain Colleague Guidance - Step by Step – Recording a positive observation.

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



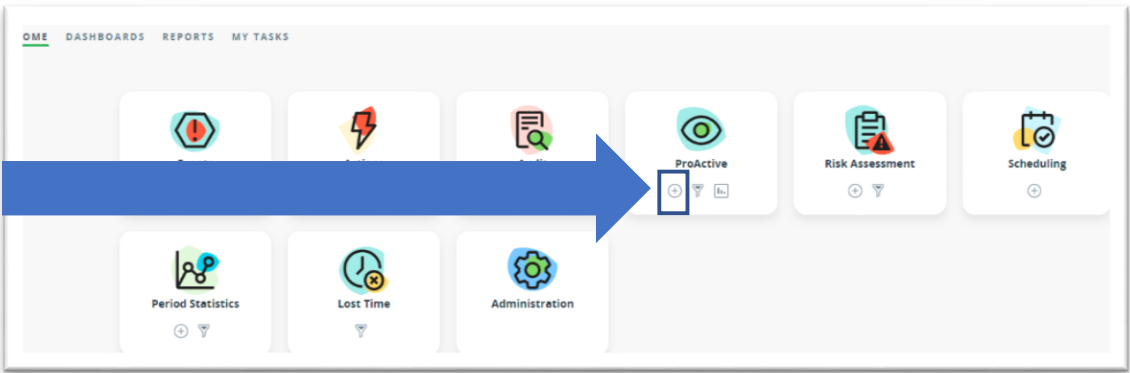
Supply chain colleagues no longer need to remember an additional username, because this is now your email address.

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

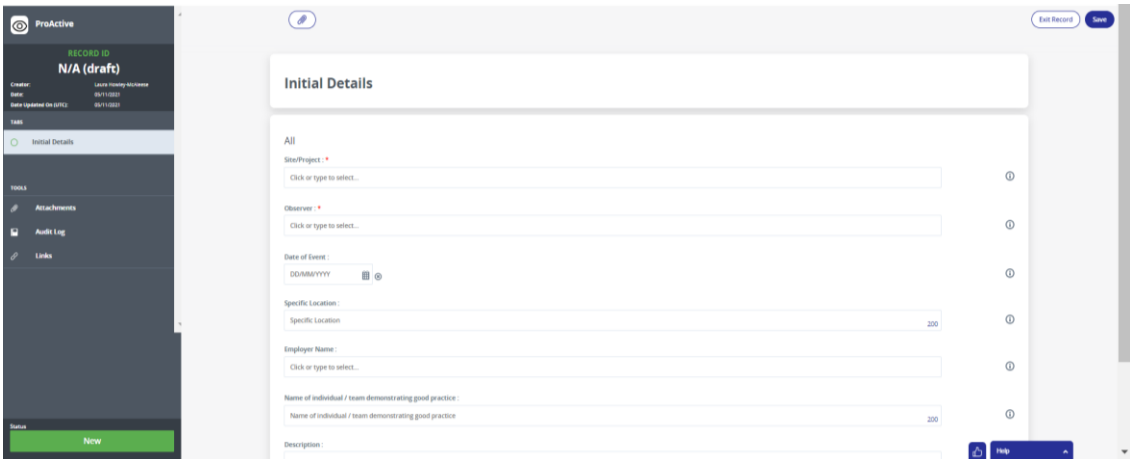


For National Highways supply chain colleagues, please select '**Username and Password**'

2. On the home screen main tiles, simply select the **+ icon** on the Proactive tile, to add a positive observation.



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



4. Within the ‘Site/Project’ field, begin to type the **location that you are completing the observation at**, selecting it from the drop-down list once it appears

The screenshot shows the 'Initial Details' form. The 'Site/Project' field is highlighted with a blue border and contains the text 'Area 10 (Asset Delivery) X'. Below the field, a dropdown list is open, showing several options: 'A45 Rushden Lakes S278 works (Midlands)', 'Area 1 & 2 (Asset Delivery)', 'Area 10 (Asset Delivery)' (which is highlighted in dark blue), 'Area 12 (Asset Support Contract)', 'Area 13 (Asset Delivery)', 'Area 14 (Asset Delivery)', and 'Area 3 (Asset Delivery)'.

5. The template type box will auto populate with ‘Positive Observation’, as shown below

The screenshot shows the 'Initial Details' form. The 'Site/Project' field is filled with 'Piccadilly Gate (Offices) X'. The 'Template' field is highlighted with a blue border and contains the text 'Click or type to select...'. Below the field, a dropdown list is open, showing three options: 'Positive Observation' (which is highlighted in dark blue), 'Safety Alerts', and 'Safety Alerts'.

6. Enter as much detail as possible on this page including the date of the observation and the name of the person completing the observation. Once complete, please click **save**

The screenshot shows the 'Initial Details' form. The 'Template' field is filled with 'Positive Observation X'. The 'Observation Date' field is filled with '03/11/2021'. The 'Observer' field is filled with 'Laura Howley-McAlene X'. The 'Date of Event' field is empty. The 'Specific Location' field is empty. The 'Employer Name' field is filled with 'National Highways X'. The 'Name of individual / team demonstrating good practice' field is empty. The 'Description' field is empty. The 'Save' button is highlighted with a blue border and a blue arrow points to it from the text 'save' in the previous block.



The **employer name** is where you should enter the name of the employer for the team/individual who is demonstrating good practice.

The **description** box is free text. Please ensure that you describe the positive observation in as much detail as possible.

7. Once saved, this will create a record ID and additional tabs on the left hand side. You **do not** need to enter any additional information into the observations tab.

ProActive

RECORD ID 6

Creator: Laura Howley McAleese
Date: 05/11/2021
Date Updated On (UTC): 05/11/2021

TABS

- Initial Details
- Observations
- Close Record

TOOLS

- Attachments
- Audit Log
- Links

Status

Complete Record

Initial Details

Template: Positive Observation

Observation Date: 03/11/2021

Observer: Laura McAleese

Date of Event: DD/MM/YYYY

Specific Location: Specific Location

Employer Name: National Highways

Exit Record Save

8. Click the **close record** tab on the left hand side. Enter any additional comments which should include the actions taken following the positive observation. Once complete please tick the records closed box.

ProActive

RECORD ID 12

Creator: Laura Howley McAleese
Date: 06/11/2021
Date Updated On (UTC): 06/11/2021

TABS

- Initial Details
- Observations
- Close Record

TOOLS

- Attachments
- Audit Log
- Links

Status

Complete Record

Close Record

Close-out

Comments:

Record Closed:

Exit Record Save



The **comments** section on this page should contain details/examples of the actions taken following the positive observation. Examples might include:

- Observation shared at team meeting as example of best practice
- Blue Star award paperwork completed and sent to the Safety Hub for review

8. Once complete, please click **save**

EcoOnline

ProActive

RECORD ID 14

Creator: Katie Barnett
Date: 09/11/2021
Date Updated On (UTC): 09/11/2021

TABS

- Initial Details
- Observations
- Close Record

TOOLS

- Attachments
- Links

Status

Close Record

Close-out

Comments:

Record Closed:

Exit Record Save