



National Highways Supply Chain colleagues -
completing an event
investigation on Highways Accident Reporting Tool

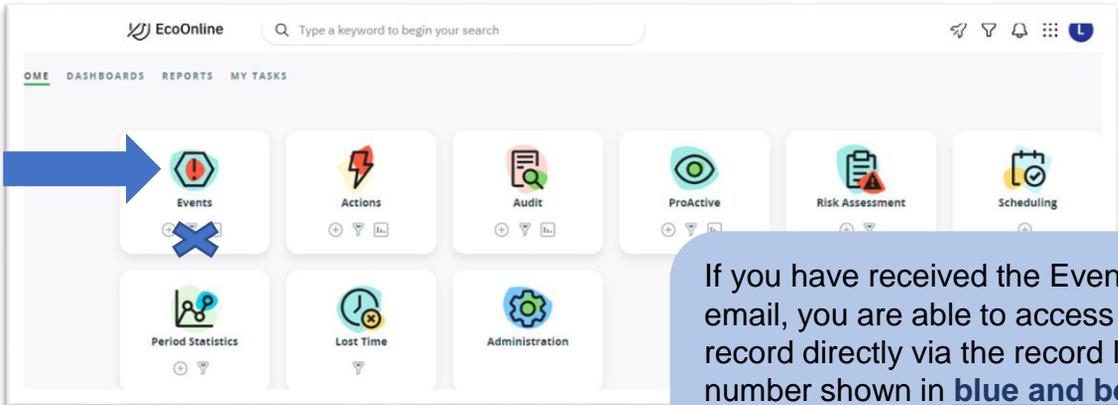
This guidance is designed to assist users in every step of the
process when completing an event investigation on our
Highways Accident Reporting Tool

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

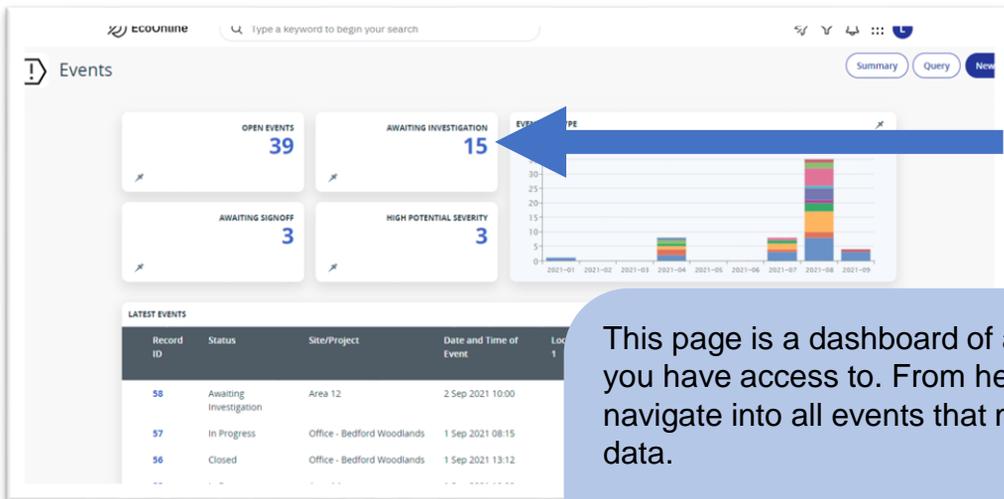
If you are experiencing any technical issues with using
Highways Accident Reporting Tool, please contact us via;
HARTsupplychain@nationalhighways.co.uk

National Highways supply chain colleagues guidance - Completing an event investigation on the Highways Accident Reporting Tool.

1. Access the Highways Accident Reporting Tool by selecting the appropriate [link](#).
2. From the home screen, click on the events tile (not the icons below the tab)

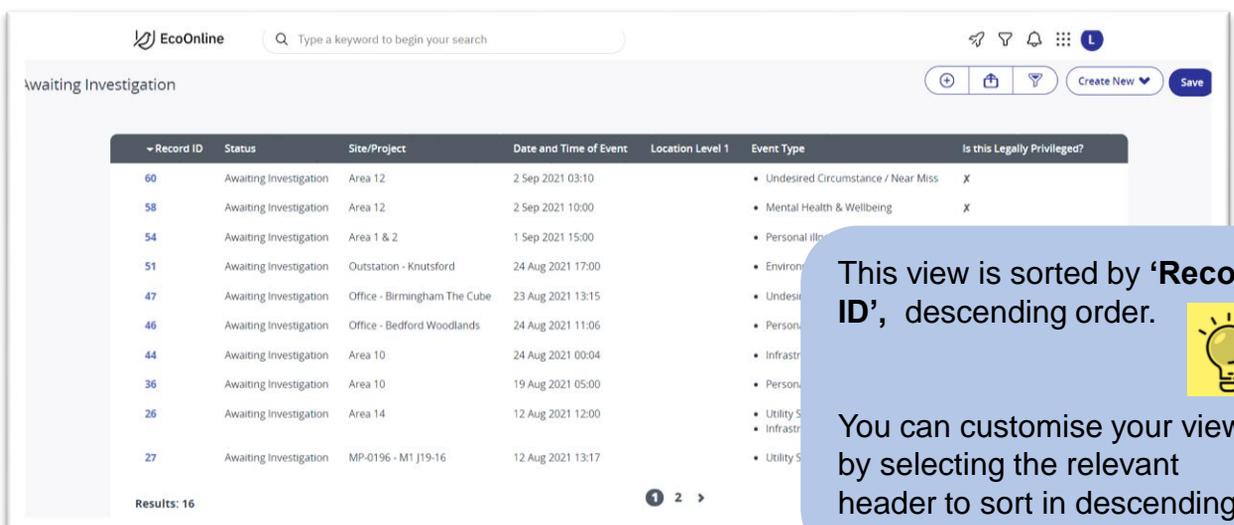


3. Select the number underneath 'AWAITING INVESTIGATION'



By selecting any number shown in **blue and bold** text, will take you directly into these records. The same applies to the bar chart, by clicking on a column segment.

4. Click on the applicable 'Record ID' number shown in **blue and bold** font.



Responsible Use of Information

Before accessing any of the HART data, please note the following;

Within HART, there are fields that contain sensitive and/or personal information about our colleagues, supply chain personnel and even third parties. It's our responsibility as HART users to keep this data safe and follow the UK General Data Protection Regulations (UK GDPR). We must also only use HART data for the reasons it was collected (which is to improve health, safety and wellbeing for our people and our customers).

An investigator may be able to see private and/or sensitive data for events they aren't directly involved with whilst investigating. This means we all need to remember that to comply with UK GDPR

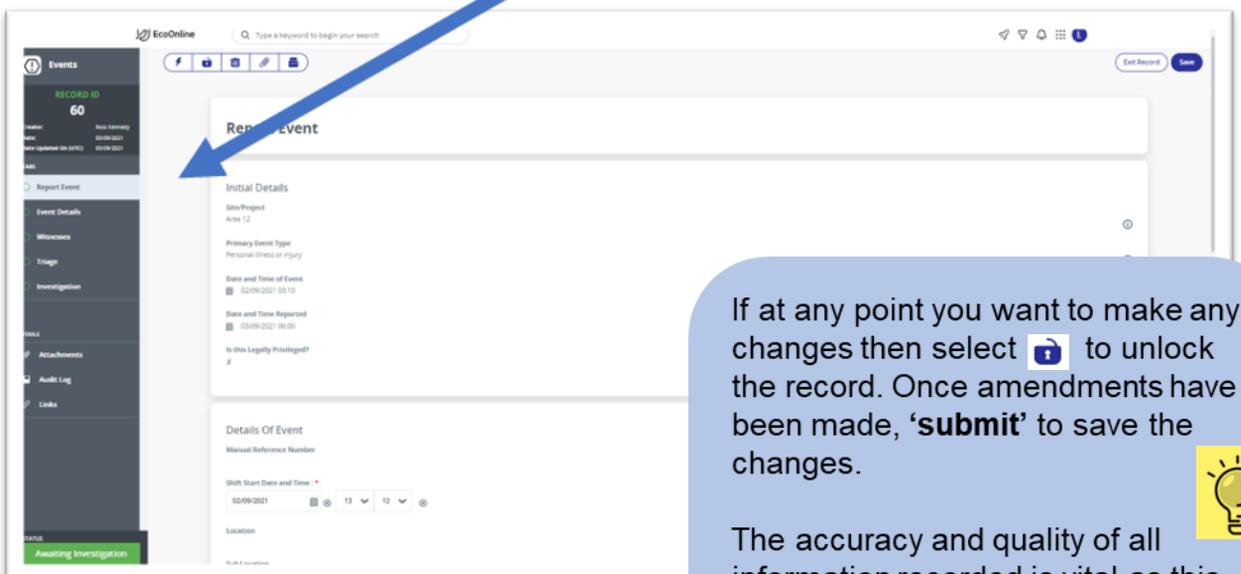
- **You should only access data that you need for the work you are doing,** and
- **Any private and/or sensitive information that you can see within HART should never be shared.**

We all have a responsibility to only use information held within records in HART for work-related activity in line with privacy notice and the data protection principles of fairness, lawfulness and transparency.

Additional supporting documents;

- Privacy Notice and guidance for recording events in HART (accessible via [Supply Chain HART Sharepoint site](#)).

5. You are now in the event record. Use the scroll bar to check through all the details in that tab. Once complete click on the next tab down on the side bar, 'Event Details'.



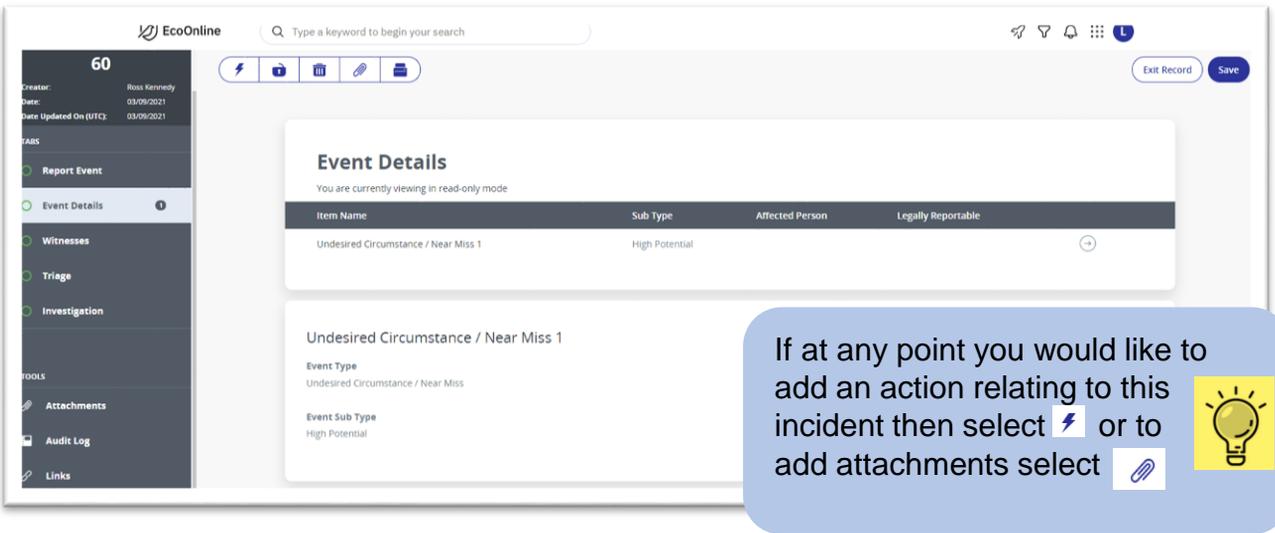
The screenshot shows the EcoOnline interface. On the left is a sidebar with a 'Report Event' tab selected. The main area displays the 'Report Event' form with sections for 'Initial Details' (Site/Project, Primary Event Type, Date and Time of Event, Date and Time Reported, Is this Legally Privileged?) and 'Details Of Event' (Manual Reference Number, Shift Start Date and Time, Location). A blue arrow points from the 'Report Event' tab in the sidebar to the top of the form.

If at any point you want to make any changes then select  to unlock the record. Once amendments have been made, 'submit' to save the changes.



The accuracy and quality of all information recorded is vital as this may be used in National Highways reports.

6. Select the  to view the full details of what has been entered. Once you have checked the information and are happy with it, click on the next tab down on the side bar. Please note: the tabs, 'Witnesses' & 'Car details' will only be included, if applicable to the event record.



Event Details
You are currently viewing in read-only mode

Item Name	Sub Type	Affected Person	Legally Reportable
Undesired Circumstance / Near Miss 1	High Potential		

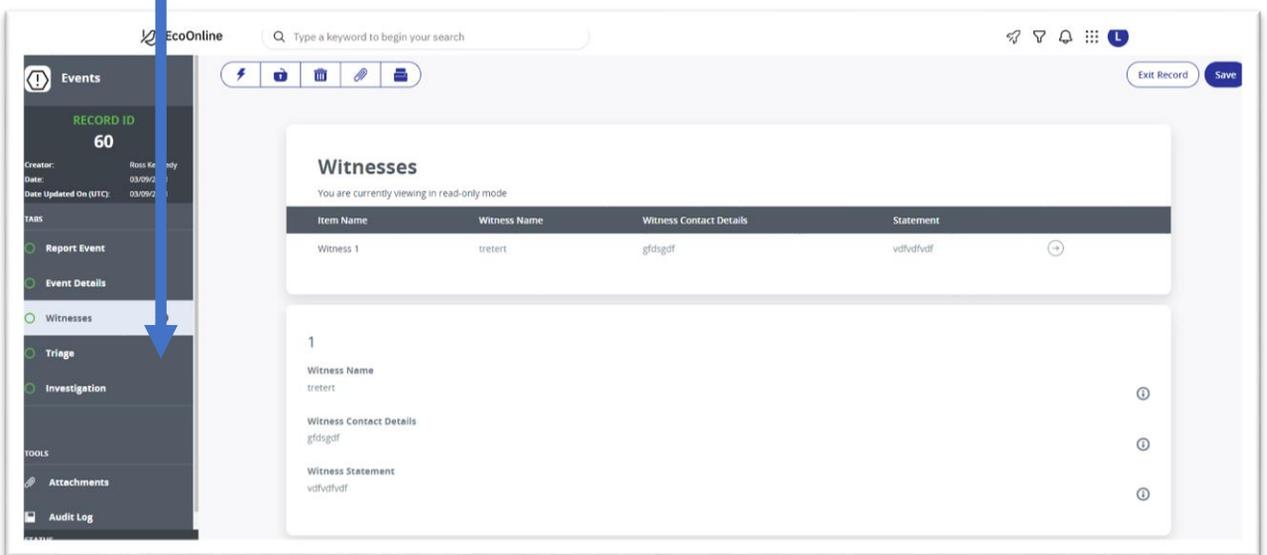
Undesired Circumstance / Near Miss 1

Event Type
Undesired Circumstance / Near Miss

Event Sub Type
High Potential

If at any point you would like to add an action relating to this incident then select ⚡ or to add attachments select 📎

7. Select the  to view full details of what has been entered. Once complete click on 'Investigation' on the side bar.



Witnesses
You are currently viewing in read-only mode

Item Name	Witness Name	Witness Contact Details	Statement
Witness 1	trert	gfdsgdf	vdfvdfvdf

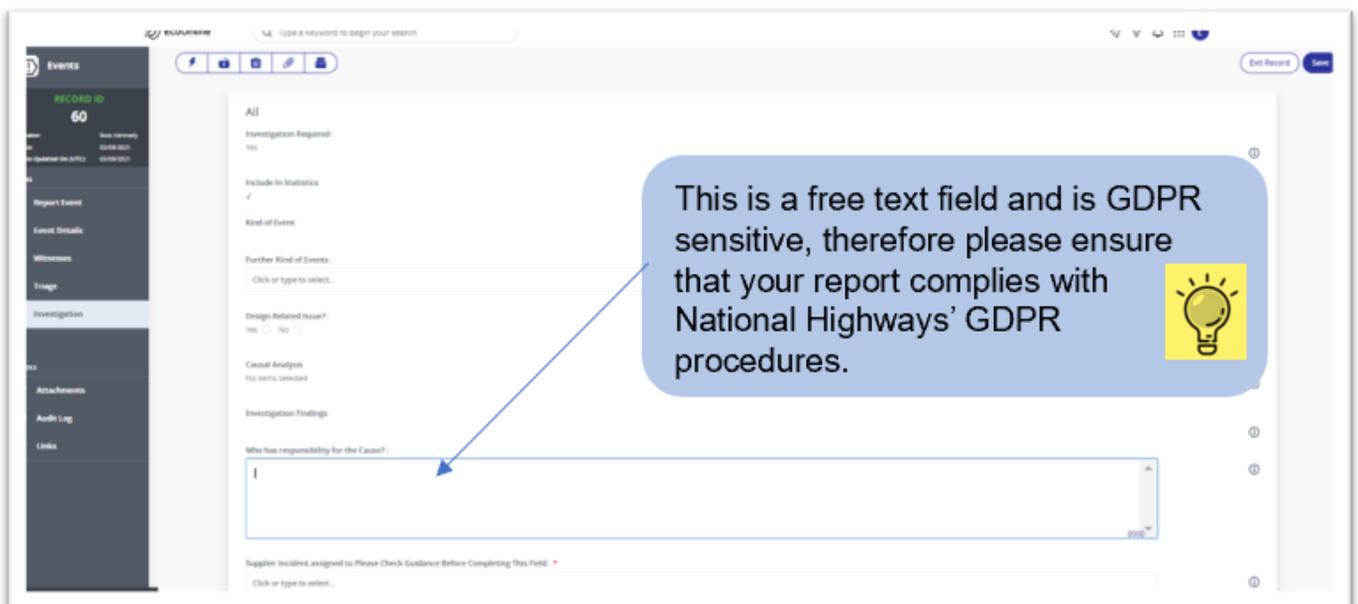
1

Witness Name
trert

Witness Contact Details
gfdsgdf

Witness Statement
vdfvdfvdf

8. It is now time to complete the investigation details. To view a full list on the causal analysis, go to the appendix



Investigation

Investigation Required: Yes

Include in Statistics:

Kind of Event:

Further Kind of Events: Click or type to select...

Design Related Issue? Yes No

Causal Analysis: No items selected

Investigation Findings:

Who has responsibility for the Case?:

Supplier Incident assigned to Please Check Guidance Before Completing This Field

Click or type to select...

This is a free text field and is GDPR sensitive, therefore please ensure that your report complies with National Highways' GDPR procedures.

9. Under the 'Supplier Incident assigned to' field, select the name of the supplier this event is to be assigned to, from the drop down options (your organisation)

Supplier Incident assigned to Please Check Guidance Before Completing This Field : *

- AE Yates
- Actica
- Aecom
- Aggregate Industries
- Amey
- Amey Consulting
- Amey Facilities

The supplier selected here must be the same supplier that is awarded the hours worked on this scheme, in line with GG128.



This information recorded here is used to calculate frequency rates.

10. Under 'Contract/Activity type' select the activity that the affected person was undertaking from the list below with the Supply Chain prefix (not the National Highways option)

Events

RECORD ID
77

Creator: Laura Howley
McAleese

Date: 22/09/2021

Date Updated On (UTC): 22/09/2021

TABS

Report Event

Contract/Activity Type : *

- Supply Chain: AB (All other Asset Delivery)
- Supply Chain: All Major Projects Works
- Supply Chain: ASC (Asset Support Contract)
- Supply Chain: Category Management - Pavement
- Supply Chain: CDF
- Supply Chain: CDF - Capital Delivery
- Supply Chain: CRF - Concrete Roads

The Contract/Activity type is the activity that the affected person was undertaking at the time of the event.



For example if you were a Major Projects contractor then you would select the option circled above

11. Under 'Potential Severity Rating' click on 'Select...'

Potential Severity Rating :

12. Using the severity matrix to determine the rating, place your cursor over the applicable option and click to select.

Safety	Incident	Description	Authorities	Foreseeable number of people at risk				
				0	1	2 - 10	11 - 100	> 100
Injury requiring first aid but not medical intervention	Miscellaneous or minor damage	Emissions or discharges above internal limits	Site issue only	A1	B1	C1	D1	E1
Injury requiring medical intervention (not life threatening)	Replacement cost / loss of 10k	Significant substance lost / definite visible / odour effects	Notifiable to regulator with possibility of minor notice of violation	A2	B2	C2	D2	E2
Injury requiring immediate medical intervention and hospitalisation	Replacement cost / loss of 100k - 1m	Release of hazardous materials that impact the environment	Prosecution with potential for fines up to 20k	A3	B3	C3	D3	E3
Fatality or life threatening injury	Replacement cost / loss of 1m - 10m	Major loss of very harmful substances	Severe fines (>20k) or custodial sentences	A4	B4	C4	D4	E4
Multiple onsite fatalities. Any offsite fatalities	Replacement cost / loss > 10m	Very serious / extensive pollution or loss of amenity	Fines affecting profitability or significant custodial sentences	A5	B5	C5	D5	E5

13. Now complete 'Actual Severity Rating', as detailed in steps 11 & 12.

14. Once the remaining fields have been completed, place your cursor over the 'Investigation Sign Off' field and select.

Events

RECORD ID: 77

Creator: Laura Howley-McAleese

Date: 22/09/2021

Date Updated On: 22/09/2021

ABIS

- Report Event
- Event Details
- Triage
- Investigation**

TOOLS

- Attachments
- Audic Log

Investigation

Actual Severity Rating: Select...

Potential Severity Rating: B2

Sign Off 1 Name: Laura Howley-McAleese

Investigation Sign Off:

Investigator Name: Laura Howley-McAleese

Investigator Position: Investigator

Exit Record Save

15. To update select 'Save'

Investigation

Success

Record successfully saved

The below prompt shows you that the investigation has been successfully completed and the record is now locked.



To update the record at any time, you will need to unlock it by selecting the padlock icon.

