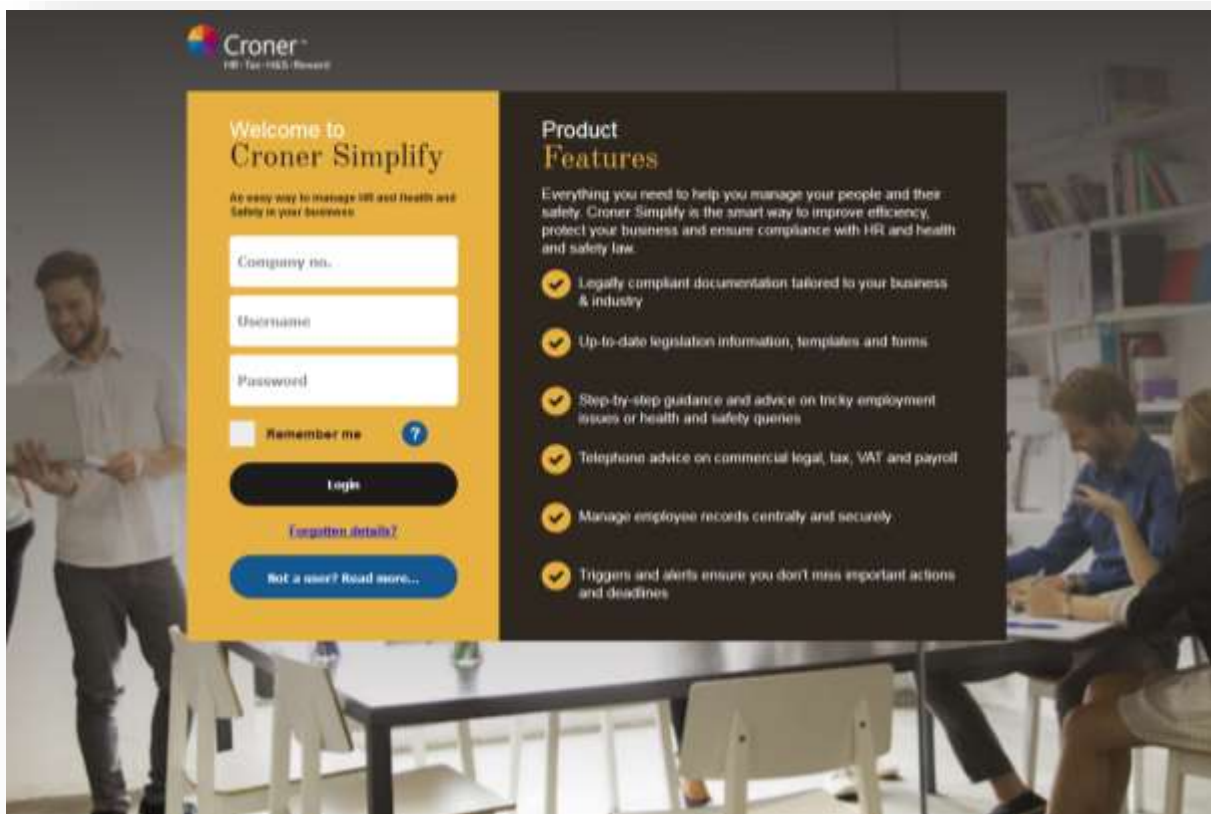


Croner Simplify



~ Employee Training Workbook ~

Version 3.0

Employee View

An Employee logging on to Croner Simplify is known as a Self-Service Employee. An employee can see and manage information about themselves. An employee's responsibilities within Croner Simplify are to request holiday for approval by their Manager, change personal details when necessary for approval by HR and manage tasks allocated to them; employees have access to Company documents and will be expected to keep up to date with changes. An employee can be given responsibilities within the Health and Safety.

Objectives

- Request holiday using Simplify
- Request personal detail change
- View and execute tasks where required
- Documents - View standard policies and guidelines, view personal documents

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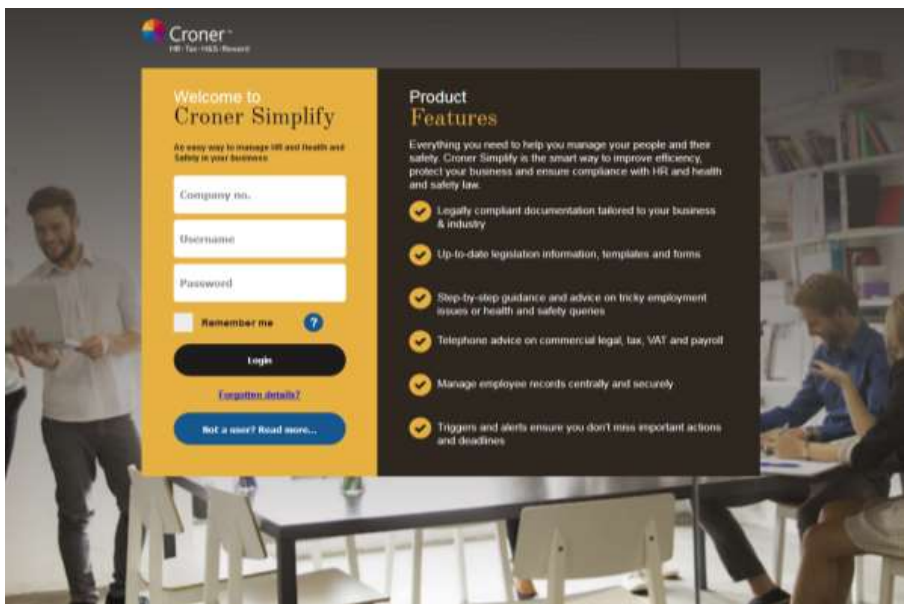
Navigation

This section will assist you in navigating around Croner Simplify.

Logging In & Out

Logging In

- When an account is created for an employee an email will be sent to them from Simplify with a link to the website and with instructions on how to log on. A password will need to be created following the rules given of at least 8 letters, a capital letter and a lower case letter
Once this process has been completed an employee is ready to log on
- Go to the website www.cronersimplify.co.uk. Once the website is launched save it to your favourites
- The following screen appears



From this page you will need to enter:

The company number - XXXXX

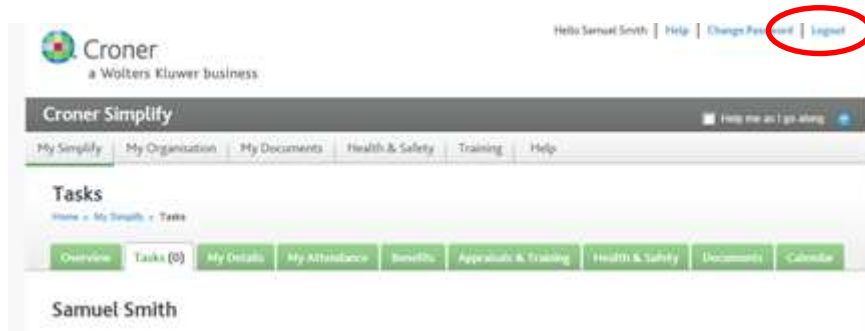
Username - your email address

Password: the password you chose

Forgotten Password

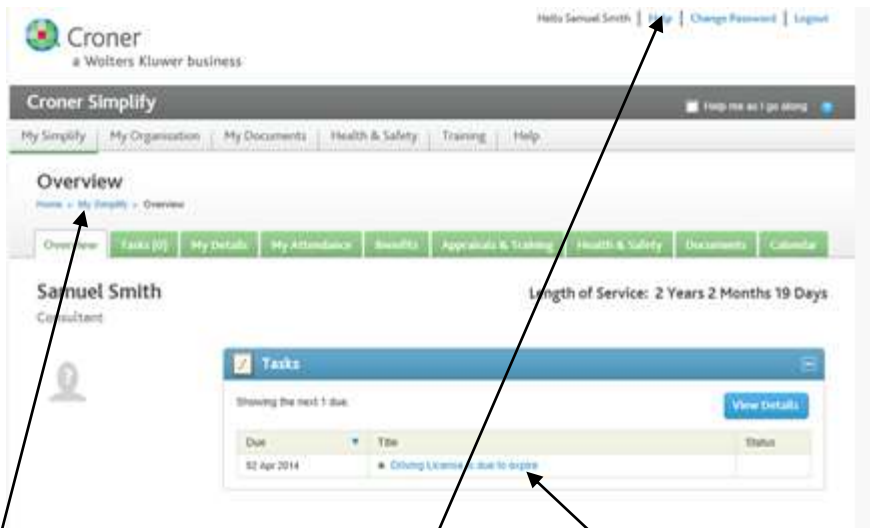
If you do not know your password you can click on the 'Forgotten password' link which will take you to a screen to create a new password.

Logging Out



- Click Logout at the top right hand corner of the screen

Useful Navigation Tools



When navigating through several screens, retrace your steps by using the trail

Click on **Help** to access easy to use guides

The blue **Quicklinks** take you to the task in hand



The 'Help me as I go along' function provides handy tool tips.



Overview of Tabs



My Simplify - Contains all the areas you will need to use within Simplify.

My Organisation- View a graphical display of your organisation.

My Documents - An area where Company documents and Health and Safety guidelines can be viewed. Personal Documents can also be viewed here.

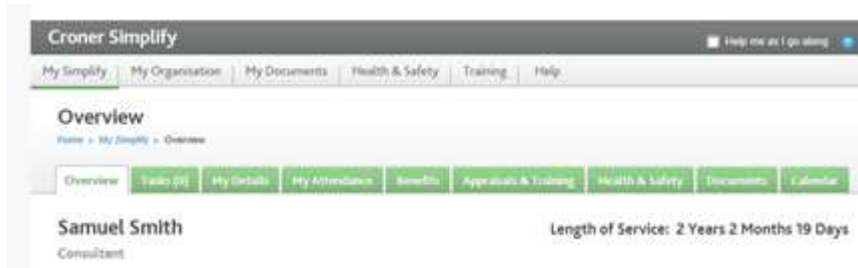
Health and Safety - A tab will appear if permission to access this area has been given by the Administrator. Policy, Procedure and Risk Assessment documentation as well as the Audit and Accident Reporting Tools are stored here.

Training - Video, E-Learning and Podcast training courses are available here.

Help - Provides guidance and assistance on using Simplify.

My Simplify

My Simplify is divided into tabs for all the areas of Simplify containing your information.



Overview

The Overview tab is a summary of the current day showing tasks, attendance and up and coming changes. From here you can quickly request a holiday.



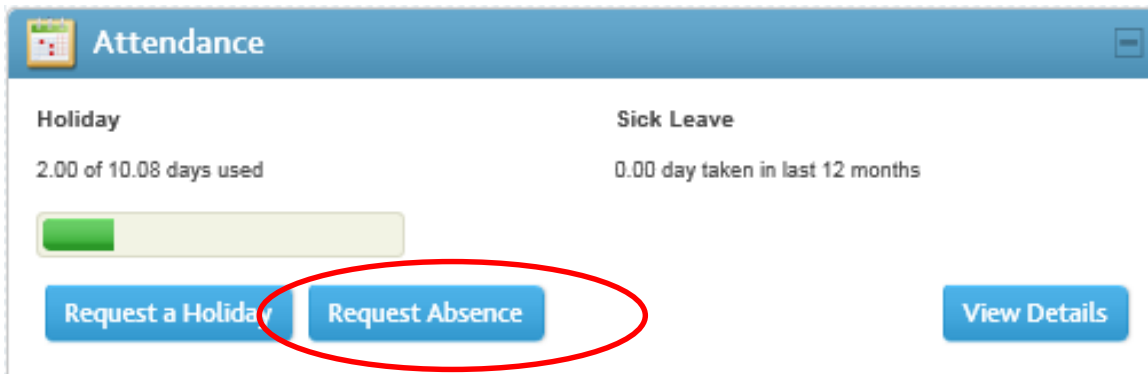
Click on the Request a Holiday Button and complete the Start Date and End Date Boxes. When complete click on the 'Save' button.

This will send an email and an 'Employee Request' to an employee's Manager for the holiday to be accepted or rejected.

It will also mark the dates as 'Unconfirmed Holiday' on the employee's Simplify Calendar.

When the holiday has been accepted or rejected an email will be sent to the employee concerned and the holiday confirmed on the calendar.

If the employee is given the relevant permission, they will be able to request absences in the “Other” category. Examples of this type of absence are Study leave, TOIL (time off in Lieu) and Jury service.



The screenshot displays the 'Attendance' section of a software interface. It features a blue header with a calendar icon and the title 'Attendance'. Below the header, there are two columns: 'Holiday' and 'Sick Leave'. The 'Holiday' column shows '2.00 of 10.08 days used' with a progress bar. The 'Sick Leave' column shows '0.00 day taken in last 12 months'. At the bottom, there are three blue buttons: 'Request a Holiday', 'Request Absence', and 'View Details'. The 'Request Absence' button is circled in red.

This will send an email and an ‘Employee Request’ to an employee’s Manager for the absence to be accepted or rejected. It will also mark the dates as ‘Unconfirmed Absence’ on the employee’s Simplify Calendar.

Tasks

Tasks are either system generated and created during system setup (e.g. probationary period reminder), or client generated which are event driven (such as when a training qualification is due to expire).

A table containing the list of tasks exists under the Tasks tab and enables the user to filter, complete and reassign tasks.

Filters

Type: All | Category: All | Due Date: All

Creator: All

Status: Open Closed Pending

Select all | Clear all

List Tasks Showing 1-3 results of 3

Due	Type	Title	Category	Select
20 May 2014	Driving License	● Driving License is due to expire New	Employment	<input type="checkbox"/>
20 May 2014	Driving License	● Driving License is due to expire New	Employment	<input type="checkbox"/>
30 May 2014	Appraisal	● Training First Aid Course is due to expire New	Employment	<input type="checkbox"/>

Bulk Reassign | Bulk Complete

Type -
Subject of task

Creator -
User who created the Task

Category -
Employment or Health and Safety

Due Date -
Identifies when tasks are due

Employees will only see tasks assigned to themselves.

Event generated tasks will appear in the table on the date stipulated by the user at the time of creation.

System generated tasks will appear in the table at a timescale defined by the system in accordance with the task type; this timescale cannot be overridden.

Tasks will automatically appear in the list on their active date.

Tasks that are not yet due can only be viewed by putting a tick in 'Pending'.

Simplify allows reminders to be set which will send email prompts to the Assignee and, if required, the Creator. These reminders will start on the stipulated date and re-occur at the frequency set when created e.g. Once a day, Once a week, Once a month.

Click on a task to open and view the detail.

Driving License is due to expire		
Creator	Date Created	Original Assignee
Mr Adam Admin	02 Apr 2014	Samuel Smith
Assigned To	On	By
Samuel Smith	20 Mar 2014	Mr Adam Admin

Reminder

Reminder Start Date: 25/03/2014

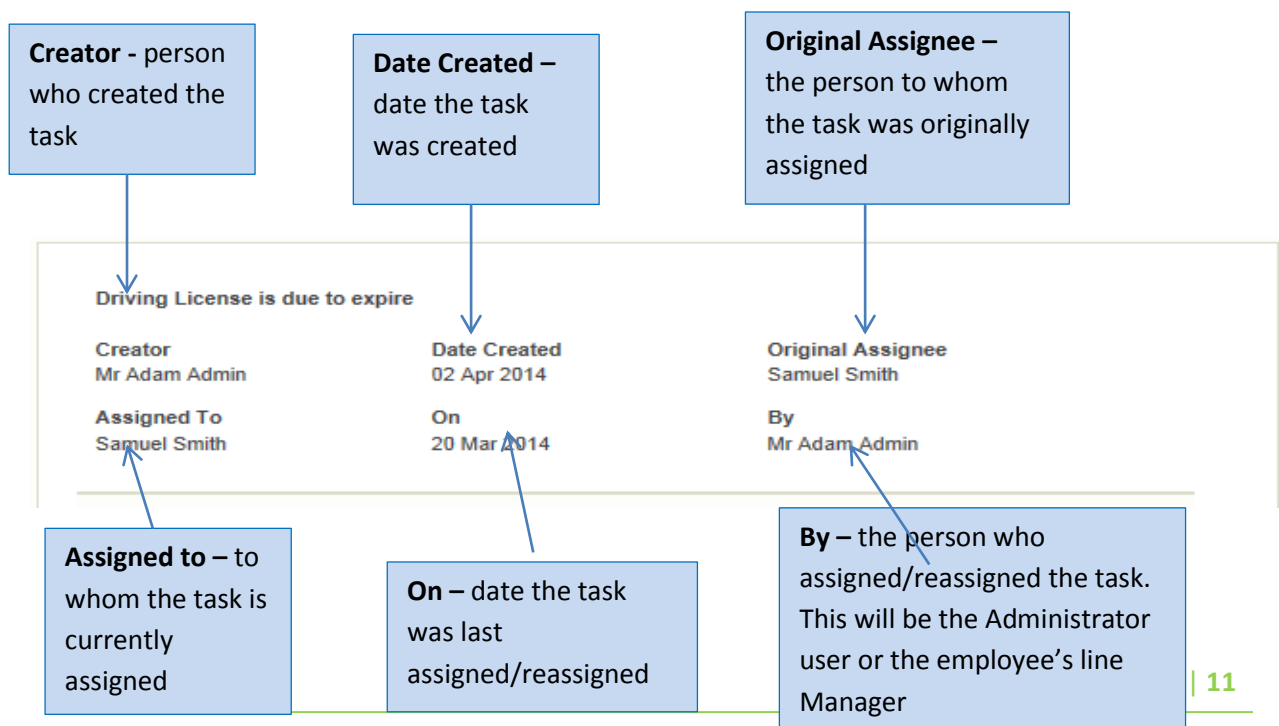
Reminder Frequency: Once A Day

Save

Completion Comment

Reassign Task Mark as Complete

The screen shot below explains the detail of a task.



Reminder

Reminder Start Date: 02/06/2014

Reminder Frequency: Once A Week

Remind me

Delete Reminder

Save

Allows Reminder e-mail to be sent to the Creator of the Reminder

The date of the initial email Reminder for this task

The frequency of the reminder

Allows the Administrator user or line Manager to delete the Reminder

Save and activate the Reminder.

Where no reminder date for a task has been set, the task will appear in the Task List on its active date [which will depend on the type of task]. Any reminder date set will automatically override the active date.

It is possible to reassign a Task.

Select all | Clear all

List Tasks Showing 61-63 results of 63

Due	Type	Title	Assigned To	Related To	Category	Select
06 Jan 2014	Performance Management	Training Fire Safety is due to expire New	Mark Manager	Samuel Smith	Employment	<input type="checkbox"/>

Training Fire Safety is due to expire

Creator: Mr Adam Admin Date Created: 11 Oct 2013 Original Assignee: Mark Manager

Assigned To: Mark Manager On: 11 Oct 2013 By: Mr Adam Admin

Reminder

Reminder Start Date: 09/12/2013

Reminder Frequency: Once A Week

Delete Reminder

Remind me

Save

Completion Comment

Write a message

Reassign Task **Mark as Complete**

18 Oct 2015	Visa	Visa is due to expire New	Mark Manager	Samuel Smith	Employment	<input type="checkbox"/>
12 Jan 2017	Passport	Passport is due to expire New	Mark Manager	Samuel Smith	Employment	<input type="checkbox"/>

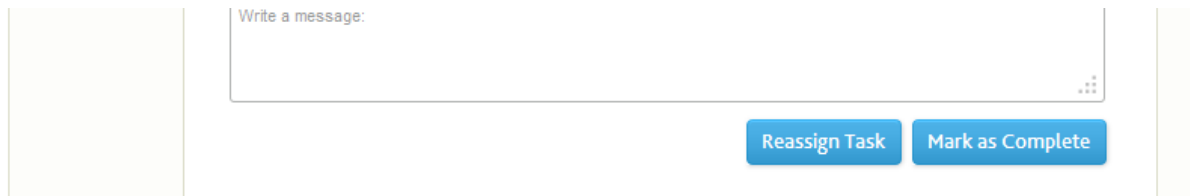
By clicking on the 'Reassign Task' button a new window will open.



From this window a user is able to reassign the task and enter a relevant comment. By clicking 'Reassign' the task is saved against the new assignee and any reminders will now go to the new assignee.

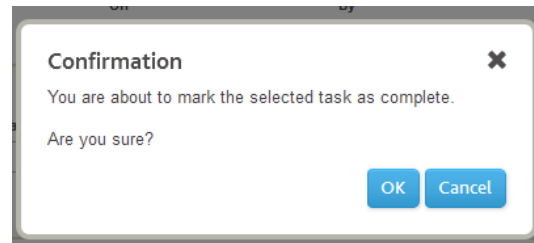
Tasks can only be assigned to current employees who are set up on self-service. Any task assigned to an employee who subsequently leaves the organisation before the task is complete is re-assigned to the default Administrator user. If the leaver is a Manager, Simplify will re-assign the task to the new Manager or the Default Administrator user if no replacement Manager is selected.

A user is also able to mark a task as complete from this window by clicking the 'Mark as Complete' button.



A confirmation window is displayed.

By selecting **OK** the task is marked as complete and will clear the task from the Task List.



To reassign multiple tasks or mark multiple tasks complete, check the box adjacent to the task and select **Bulk Reassign** or **Bulk Complete** as appropriate.

List Tasks Showing 1-10 results of 24

Date	Type	Title	Assigned To	Related To	Category	Select
23 Jan 2012	Process	A disciplinary process has been started New	Team1	Lisa Hunter Ltd	Employment	<input type="checkbox"/>
24 Jan 2012	Process	A disciplinary process has been started New	Team1	Lisa Hunter Ltd	Employment	<input checked="" type="checkbox"/>
25 Jan 2012	Work Details	Ask consultant for advice New	Team1	Nina Patel	Employment	<input checked="" type="checkbox"/>
26 Jan 2012	Process	A disciplinary process has been started New	Team1	Samuel Smith Ltd	Employment	<input type="checkbox"/>
26 Jan 2012	Attendance	Employee has exceeded the Absence Scheme limits New	Team1	Samuel Smith Ltd	Employment	<input type="checkbox"/>
27 Jan 2012	Process	A disciplinary process has been started New	Team1		Employment	<input checked="" type="checkbox"/>
27 Jan 2012	Process	A disciplinary process has been started New	Team1		Employment	<input type="checkbox"/>
27 Jan 2012	Process	A disciplinary process has been started New	Team1		Employment	<input type="checkbox"/>
27 Jan 2012	Process	A disciplinary process has been started New	Team1		Employment	<input type="checkbox"/>
30 Jan 2012	Process	A disciplinary process has been started New	Team1		Employment	<input type="checkbox"/>

www.cronersolutions.co.uk | [Privacy](#) | [Terms & Conditions](#)

By clicking **Bulk Reassign** the following window will open. Select the new assignee for the multiple tasks being reassigned and comments if required. Click **Reassign**.

Reassign Tasks ✕

This will change the person who is assigned to complete these tasks. You will only be able to reassign tasks to a self service user.

Assign To:

Comments:

By clicking **Bulk Complete** the following window will open.

Confirmation ✕

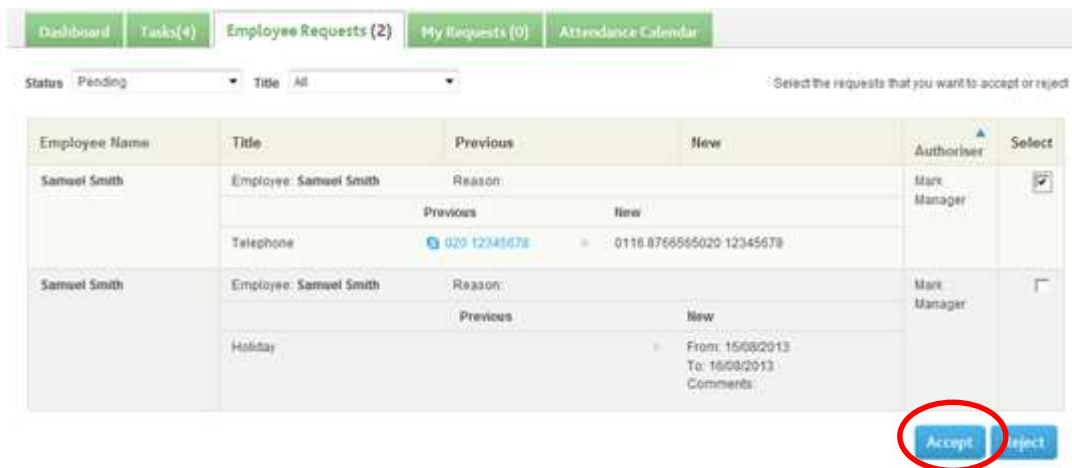
You are about to mark the selected tasks as complete.

Are you sure?

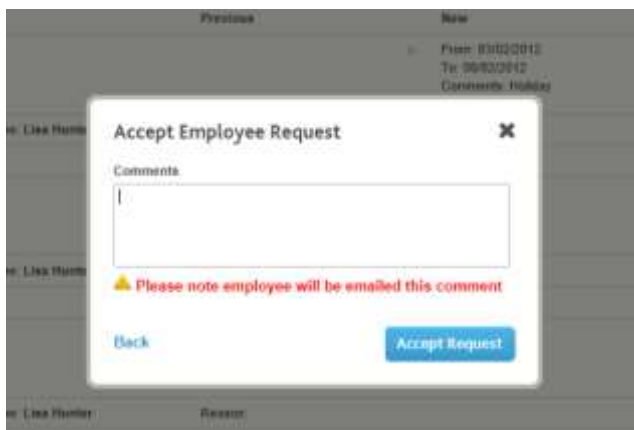
Click **OK**. This will mark all items checked in the Task List as complete and remove them from the list.

Employee Requests

- For an Employee this section of the manual is for information only
- When a Self-service Employee makes a request it appears in The Employee Request tab of either their Simplify Manager or Administrator. The Manager or Administrator is able to accept or reject the requests such as holiday or changes in personal details



- Add a comment in the **Comments** box
- Click **Accept Request**



My Details

This area displays your employee record and your personal details stored on Croner Simplify.

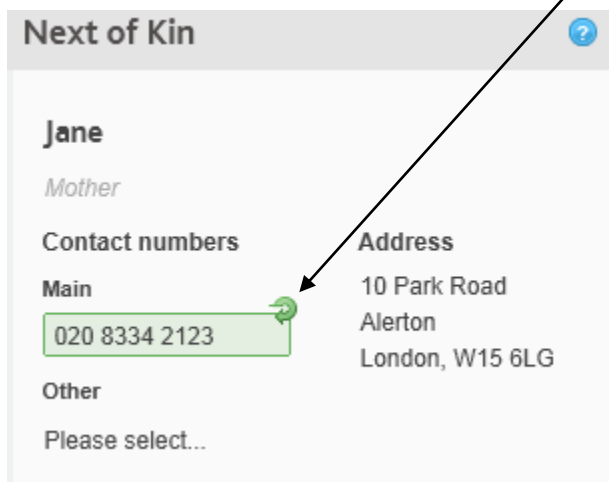
There are fields for

- Personal Details
- Employment Details
- Next of Kin
- Contact Details
- Bank Details
- Right to Work Details

You can make changes to your personal details such as changing your address if you move.

Click next to the field you wish to amend and click on the Paper and pencil edit icon.

Make the changes and when you see the green arrow go to the top of the page and click the blue 'Save All Changes' button.



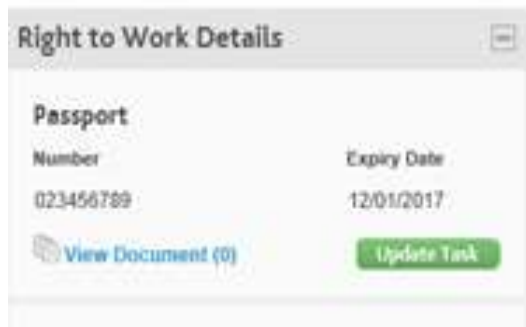
The screenshot shows a 'Next of Kin' form for Jane, Mother. It has two columns: 'Contact numbers' and 'Address'. Under 'Contact numbers', there is a 'Main' section with a text input field containing '020 8334 2123' and a green arrow icon to its right. Below that is an 'Other' section with a dropdown menu showing 'Please select...'. The 'Address' section contains the text '10 Park Road', 'Alerton', and 'London, W15 6LG'. A blue question mark icon is in the top right corner of the form header.

When you click **Save All Changes** the details of the change will be sent to your Manager or Administrator to be approved. This is to ensure that your changes are registered and added to any other system, such as a payroll system, that may need to be altered.

[Cancel all changes](#)

[Save all Changes](#)

Employees 'Right to Work' details are stored within this area.



The screenshot shows a web interface titled "Right to Work Details". Under the heading "Passport", there are two columns: "Number" and "Expiry Date". The "Number" field contains the value "023456789" and the "Expiry Date" field contains "12/01/2017". Below these fields, there is a link "View Document (0)" and a green button labeled "Update Task".

To create a task which will highlight that the expiry date is approaching, click on the Create Task button, input to Due Date the date on which the passport will expire. Select Set Reminder to set up a reminder ahead of the due date for renewal and set the frequency of the reminder. Save to activate.

Attendance

My Attendance shows a summary of the annual holiday entitlement an employee has and the Bank Holidays for that year. On the right it shows the number of day's absence taken in a year separated into different absence categories of Sickness, Family and Other.

At the bottom of the screen is the employee's calendar for the year.



From here an employee can request holiday and “Other” type absence.

By hovering over an entry on the calendar a yellow box opens with a description of the entry.



To request a holiday: Click **Request Holiday**

Samuel Smith

Holidays and Absence

Select year **Jan 14 - Dec 14** **Request Holiday** **Company Attendance Calendar**

Holiday Summary

STATS

Holiday year	01 Jan
Entitlement	25.00 days
Bank Holiday Entitlement	8.00 days
Additional Entitlement	0.00 days
Leave taken	4.00 days
Leave booked	4.00 days
Leave remaining	25.00 days

Taken/Booked
Remaining

Absence Summary

STATS

Sickness	0.00 day
Family	0.00 day
Other	0.00 day

The holiday booking screen appears

Add Holiday

Start Date: End Date:

All day am pm All day am

Duration: Days

Notes:

Cancel Save

To select the dates, click on the calendar icon.

Add Holiday

Start Date: End Date:

Jan 2015

All day am

Mo Tu We Th Fr Sa Su

1 2 3 4

5 6 7 8 9 10 11

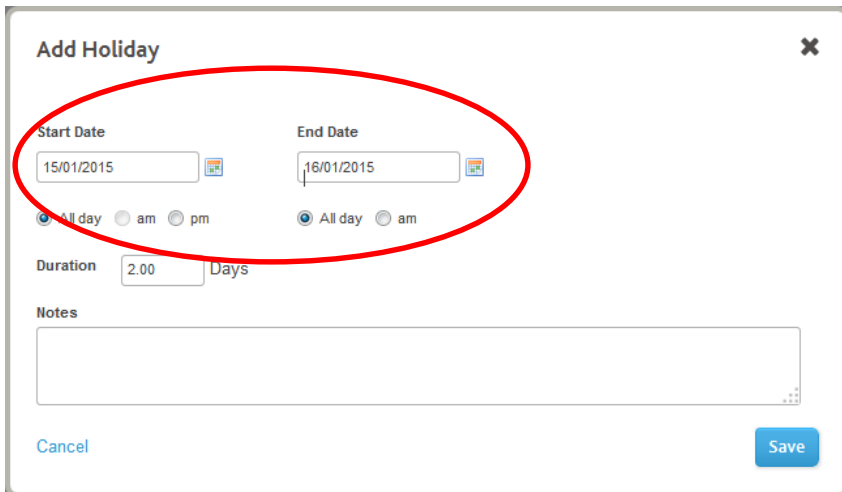
12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

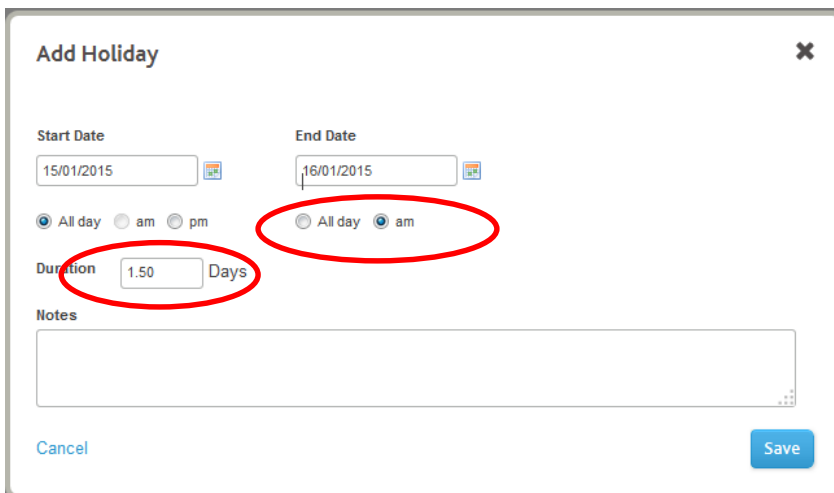
Cancel Save

Select a date for the start of the holiday then do the same for the finish date:



The screenshot shows the 'Add Holiday' form. The 'Start Date' field is set to 15/01/2015 and the 'End Date' field is set to 16/01/2015. Both date fields are circled in red. Below the date fields, there are radio buttons for 'All day', 'am', and 'pm'. The 'All day' option is selected for both start and end dates. The 'Duration' field is set to 2.00 Days. There is a 'Notes' text area and 'Cancel' and 'Save' buttons at the bottom.

You can also select the start or finish date to be a half day which affects the duration



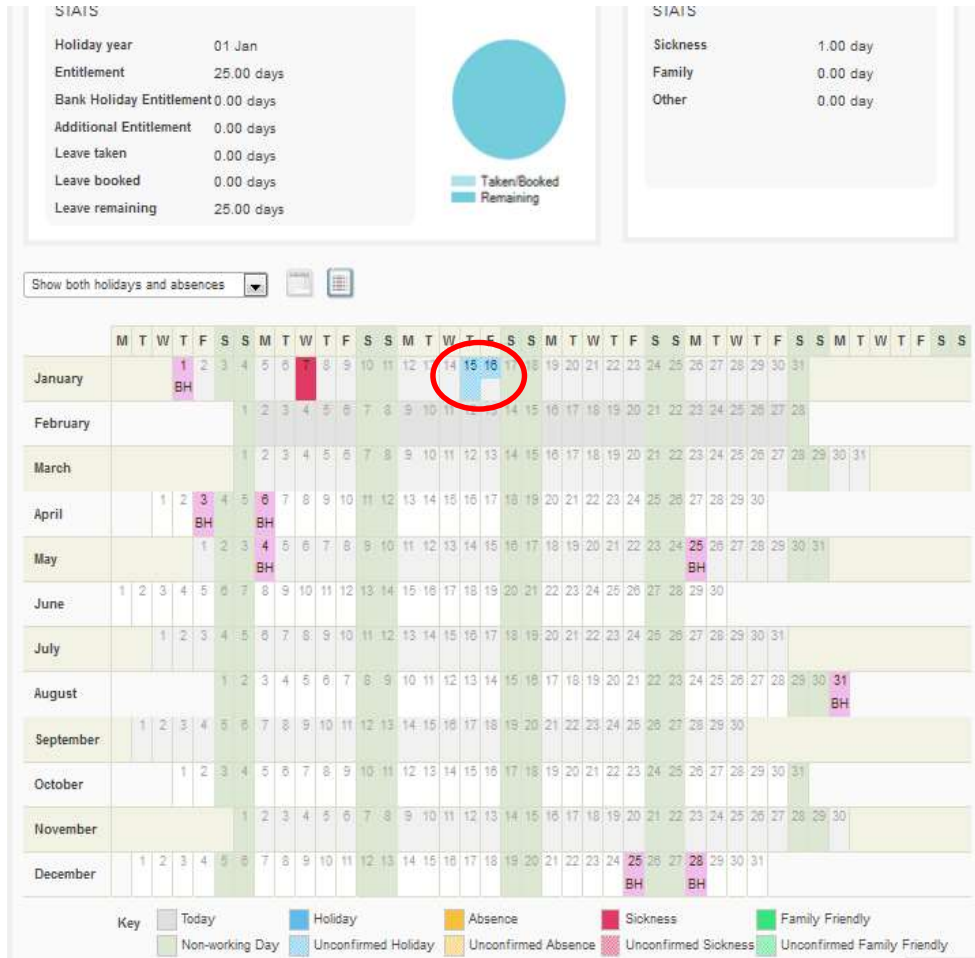
The screenshot shows the 'Add Holiday' form. The 'Start Date' field is set to 15/01/2015 and the 'End Date' field is set to 16/01/2015. The 'All day' radio button is selected for the start date, and the 'am' radio button is selected for the end date. The 'Duration' field is set to 1.50 Days. The 'Notes' text area and 'Cancel' and 'Save' buttons are also visible.

You can enter a note in the “Notes” box if desired.

Click on **Save**



Once the holiday has added, the holiday show as a light blue “Requested holiday” on the calendar



If the relevant permission is granted, the employee may additionally Request absences within the category of “Other”.

Click Request absence

Holidays and Absence

Select year Jan 14 - Dec 14 ▶

Request Holiday

Request Absence

Company Attendance Calendar

Holiday Summary

STATS

Holiday year	01 Jan
Entitlement	2.08 days
Bank Holiday Entitlement	8.00 days
Additional Entitlement	0.00 days
Leave taken	0.00 days
Leave booked	2.00 days
Leave remaining	8.08 days



Absence Summary

STATS

Sickness	0.00 day
Family	0.00 day
Other	0.00 day

Request Absence

Absence Reason
Please select

Start Date: End Date: Duration: Days

All day am pm All day am

Now click on the absence reason and select the reason for the absence

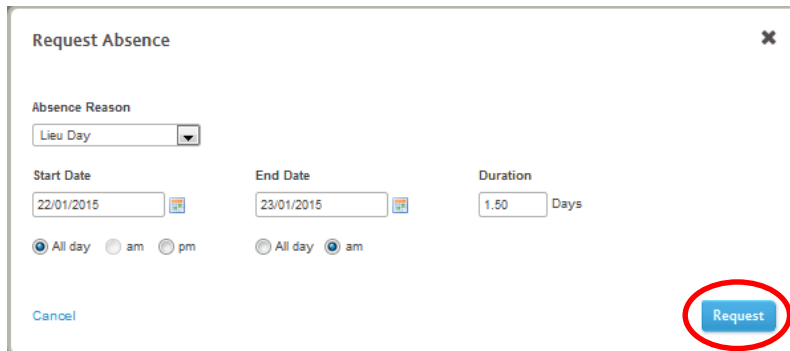
Request Absence

Absence Reason
Please select
Please select
Entitlement
Bank Holiday
Care of Partner
Compassionate
Jury Duty
Laid Day
NVO
Public Duties
Study Leave
Terminal Army
Training
Unauthorized Absence

End Date: Duration: Days

All day am

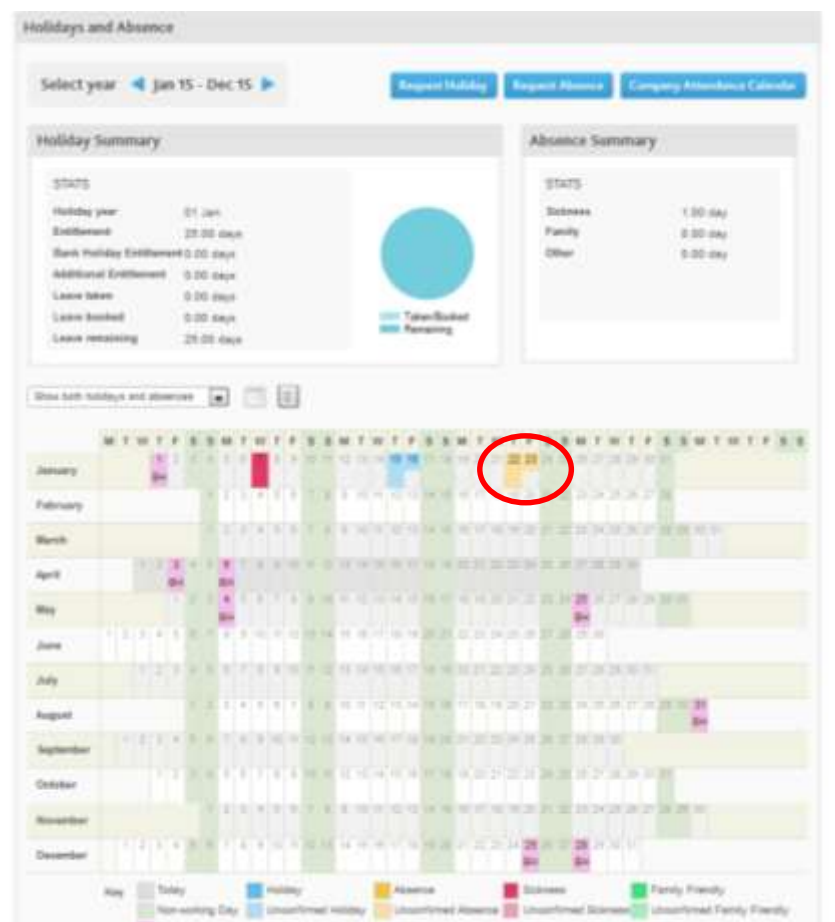
Next select the start and finish date of your absence in the same way as for a holiday request. Again you may specify a half day



The 'Request Absence' form includes the following fields and options:

- Absence Reason:** A dropdown menu currently set to 'Lieu Day'.
- Start Date:** A date picker set to 22/01/2015.
- End Date:** A date picker set to 23/01/2015.
- Duration:** A text input set to '1.50' with 'Days' as a unit.
- Time of Day:** Radio buttons for 'All day', 'am', and 'pm'. The 'am' option is selected.
- Buttons:** 'Cancel' and 'Request' (circled in red).

Click **Request**



The absence is now displayed in light orange



You can also request a holiday or an absence by clicking on the desired date directly on the calendar

Benefits

This is where the information relating to any benefits an employee has with the Company is recorded and managed. This will vary from company to company as to whether there are any benefits and what they are. In the example below we have shown how a Healthcare benefit would be recorded.



This is “Read only” for an employee

The Administrator user can edit Benefits and create ‘other benefits’ which are relevant.

Appraisals and Training

The screenshot shows the 'Appraisals & Training' section for a user named Samuel Smith. It features a navigation bar with tabs for Home, Tasks, My Details, My Assessments, Skills, Appraisals & Training (selected), Health & Safety, Documents, and Calendar. Below the navigation bar, there are three main sections: Appraisals, Training, and Qualification. The Appraisals section includes fields for Last Appraisal Date, Outcome, Next Appraisal Date, Appraiser, Goal Setting, To Be Prepared By, and Work Manager ID, along with a 'View Document' link and a 'Completed' status. The Training section is a table with columns for Training Course Code, Description, Date Completed, Outcome, and Expiry Date, containing one entry for 'Fire Safety' completed on 29 Jul 2015 with a 'Pass' outcome. The Qualification section is a table with columns for Qualification Level, Subject, Grade, Date Passed, and Expiry Date, containing one entry for 'A Level' in 'Maths' with a grade of 'B' passed on 02 Jul 2011.

Appraisal, training and qualification information may be recorded within this section.

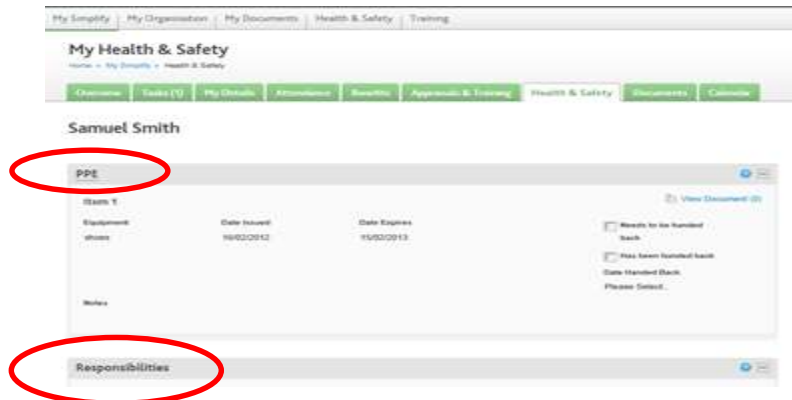
Training - creating and maintaining training records is important. Tasks and Reminders can be set to notify the assignee when a training qualification is to be renewed.

The 'Create Training' form includes a title bar with a close button. It contains the following fields: 'Training Course Code' (text input), 'Title' (text input), 'Date Completed' (date picker), 'Desired Outcome' (text input), and 'Expiry Date' (date picker). At the bottom, there are 'Add Task' and 'Save' buttons, and a 'Cancel' link.

Qualifications - functionality as above.

Health and Safety

Personal Protection Equipment (PPE), managerial health and safety responsibilities and occupational health information can be logged and viewed in this area.



Personal Protection Equipment (PPE) can be logged here and logged when returned.

The 'Add New PPE Item' form includes the following fields and options:

- Equipment: hard hat
- Date Issued: 21/09/2013
- Date Expires: 20/06/2014
- Needs to be handed back
- Has been handed back
- Date Handed Back: (empty)
- Buttons: Add Task, Cancel, Save

Health and Safety responsibilities can be assigned to Administrators, Managers or employees within the Organisation e.g. Supervisor, Health and Safety Officer. This will in turn create the H&S Organisation Chart [See Organisation and Responsibilities section within the Health and Safety section].

The 'Responsibilities' section shows a table with the following data:

Name	Reports To	Date Assigned
Supervisor	David Trainer (4)	00/05/2014

Description: Fire Officer for Warehouse 1

Documents

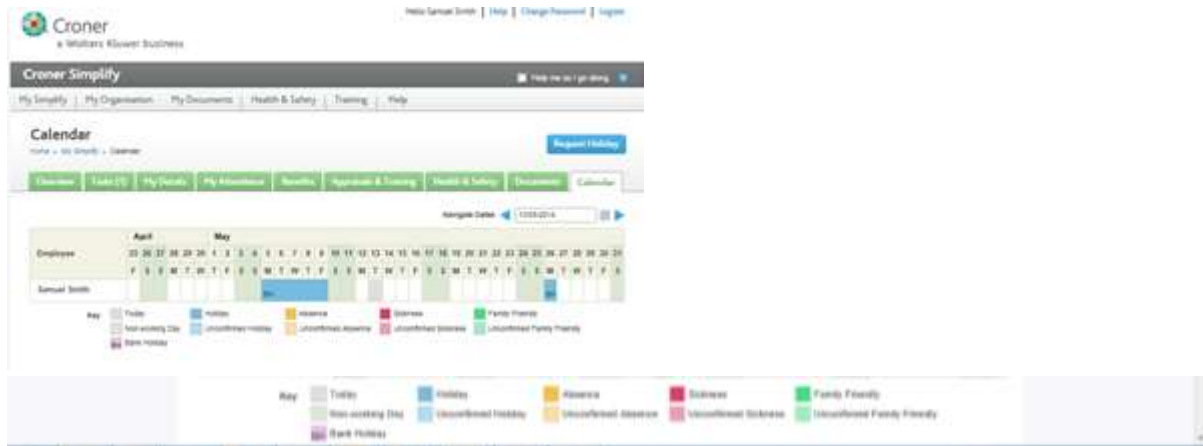
Here you can view any documents that have been issued to you. You can also access company guidelines and policy documents that your Manager or Administrator may have instructed you to view. Simplify will record that you have viewed the document.

The screenshot shows a user interface for the Simplify HR system. At the top, there is a breadcrumb trail: "Home > My Employees > Harold Owen". Below this is a navigation bar with several tabs: "Overview", "Tasks (0)", "Details", "Attendance", "Benefits", "Approvals & Training", "Health & Safety", "Documents", and "Calendar". The "Documents" tab is currently selected. Below the navigation bar, the name "Harold Owen" is displayed. Underneath, there is a section titled "Documents" which contains a table with the following data:

Name	Date Created	Creator	Category	Sub-Category
Disciplin	14 Feb 2012	Azay Adnan	Performance management	Disciplinary procedure

There is also a button labeled "View Guidelines & Policy Documents" located to the right of the table.

Calendar



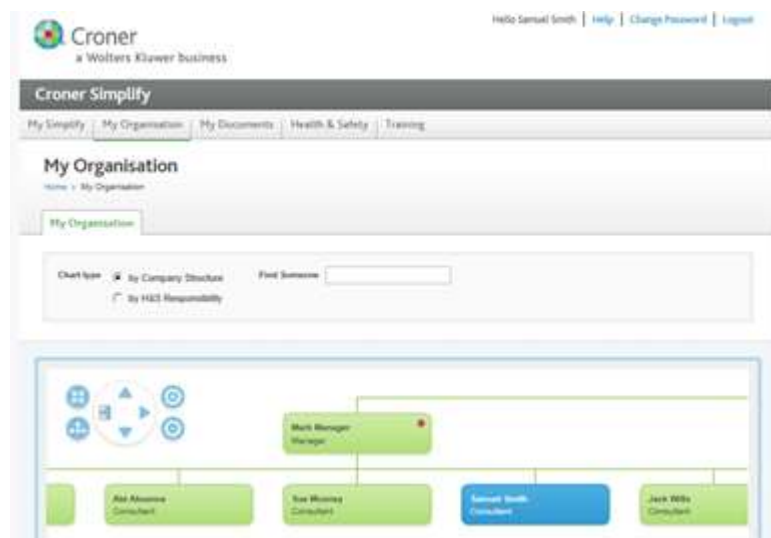
Here you can view the Attendance Calendar which is another place you can request holiday.

My Organisation

My Organisation is the area where the Administrator is able to view and amend the organisational chart.

My Organisation

- Click on **My Organisation** tab and an organisation chart will be displayed in the first tab



- Where an organisation uses Time and Attendance to clock in and out, a red dot against a name indicates that the employee has not clocked in



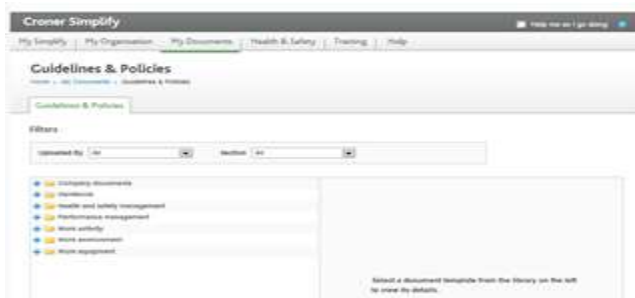
The organisation chart is automatically created when reporting lines are set within an employee record.

Documents

Simplify helps manage and deploy a range of business documents, Company Guidelines & Policies or any other document that need to be sent to employees or viewed on line by self-service employees.

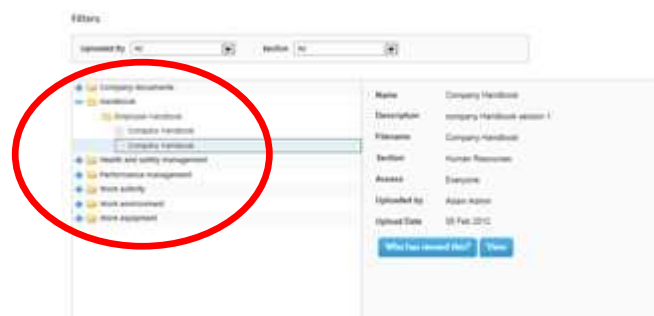
Guidelines and Policies

The Guidelines and Policies area is where the company-wide Policies and Procedures are located, e.g. Employee Handbook, Health & Safety policies, etc.



To view a Guideline or Policy document.

- Click the **blue plus sign** to expand the section
- Click the **folder name** to expand the sub-section
- Click the **document** to see the preview pane on the right-hand side of the screen



- Click **View**
- Click **Open**

- The document will open Read-Only in the AceOffix document management software plug-in (this can be downloaded on first use)



The Employee Profile can only Download or View a document in Read-Only mode

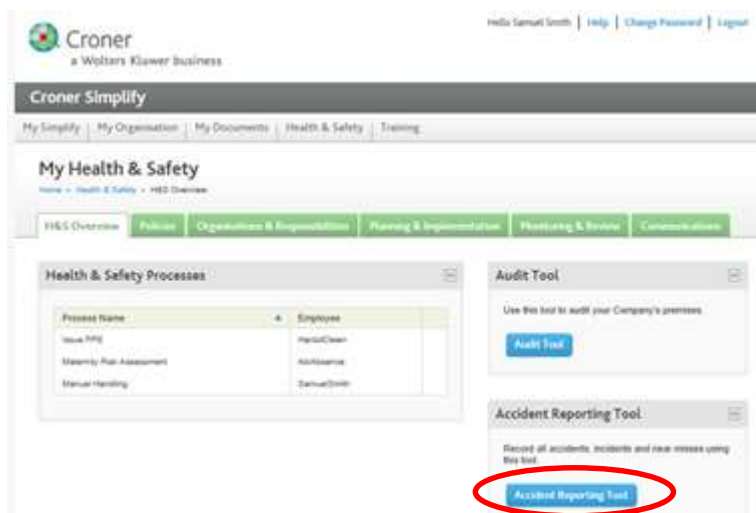
Health & Safety

This tab contains useful information and advice on matters relating to health and safety. Some of the information is for subscribed users only however the Accident Reporting tool is available for everyone.

Accident Reporting Tool

The Accident Reporting tool can assist in the reporting of accidents, dangerous occurrences, diseases and near misses in the workplace. By guiding users through a series of questions, it will help identify what is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

- Click on **H&S Overview** tab
- Click on the **Accident Reporting Tool** button



- A separate window opens up
- Click on **Create a new report** button



- The report must be completed step by step

- Complete the appropriate options and click **Next** to proceed to the next screen

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Create a new report

The tool generates official forms under RIDDOR which are used by the enforcing authority. The form should be filled in by the employer or designated responsible person. If you are the employer or responsible person, fill in your details and those of your organisation. To avoid the need to re-enter basic information, the tool saves the information entered on this page. You will need to give each incident a unique reference number in order to track the incident internally and, for reportable incidents, externally. As you navigate to the next screen via the "Next" button your answers will be saved automatically. When reviewing an incident report, you may navigate to different screens via the green and white circles on the upper right - these indicate your progress through the official form.

Mandatory fields - in those fields requiring a response - are shaded yellow.

Optional fields - in those fields requiring a response - are shaded yellow.

Please specify a reference for your incident/discuss:

Are you reporting a **discuss**? Yes No

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Mandatory fields - in those fields requiring a response - are shaded yellow.

Optional fields - in those fields requiring a response - are shaded yellow.

Please specify a reference for your incident/discuss:

Are you reporting a **discuss**? Yes No

Did the incident result in an injury? Yes No

Did the incident result in a fatality? Yes No

Did the incident result in a major injury or condition? Yes No

Did the incident involve an employer? Yes No

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Incident: Test 123 - Part A Part A - About you

About you

Fill in your details and those of your organisation. To avoid the need to re-enter basic information, the tool saves the information entered on this page. As you navigate to the next screen via the "Next" button your answers will be saved automatically.

Optional fields

This incident is reportable to the enforcing authority:

What is RIDDOR form type?

What is your last name? What is your first name?

What is your job title?

What is your telephone number?

About your organisation

What is the name of your organisation?

Organisation address and postcode

What type of work does the organisation do?

Incident: Test 123 - Part B

About the incident

Fill in the details about the incident. If you omit any information required, the tool will not allow you to continue to the next screen. As you navigate to the next screen via the "Next" button your answers will be saved automatically.

On what date did the incident happen?

At what time did the incident happen? (please use the 24-hour clock, eg 0800)

Did the incident happen at your organisation's address? Yes/On Site

Where did the incident happen?

somewhere in your organisation

at someone else's premises

in a public place

Give details of where it happened

If you do not know the postcode, what is the name of the local authority?

In which department or where let the premises, did the incident happen?

Incident: Test 123 - Part C

About the injured person

Fill in the details about the injured person. If you omit any information required, the tool will not allow you to continue to the next screen. As you navigate to the next screen via the "Next" button your answers will be saved automatically.

What is he/her last name? What is he/her first name?

What is he/her town address and postcode?

What is he/her home phone number?

How old is he/she?

Is he/she? Male/On Campus

What is he/her job title?

Was the injured person

one of your employees

on a training scheme?

an work experience?

employed by someone else?

self-employed and at work?

a member of the public?

Give details

Incident: Test 123 - Part D

About the injury

Fill in the details about the injury. If you omit any information required, the tool will not allow you to continue to the next screen. As you navigate to the next screen via the "Next" button your answers will be saved automatically.

What was the injury?

What part of body was injured?

Did the injured person

require a prescription?

need medical attention?

require an hospital for more than 24 hours?

require of the police?

Incident: Test 123 - Part I

Part I - About the kind of accident

About the kind of accident

Values from the options below the OHS that best describes the accident. As you make your selection other text on the screen will appear "grayed" out. If you omit any information required, the text will not allow you to continue to the next screen. As you navigate to the next screen via the "Next" button your answers will be saved automatically.

- Contact with moving machinery or material being motioned
- Hit by a moving, thing or falling object
- Hit by a moving vehicle
- Hit something fixed or stationary

- Injured while handling, lifting or carrying
- Slipped, tripped or fall on the same level
- Fall from height
- Trapped by something collapsing

- Injured or asphyxiated
- Exposed to, or in contact with, a harmful substance
- Exposed to fire
- Exposed to an explosion

- Contact with electricity
- Injured by an animal
- Physically assaulted by a person

Another kind of accident (describe it in Part II)

Previous **Next**

Incident: Test 123 - Part II and Part III

Part II - Describing what happened

Describe what happened

Give as much detail as you can. For instance: the name of any substances involved, the name and type of any machine involved, the activity that led to the incident, the part played by any people. If it was a personal injury, give details of what the person was doing, describe any action that has since been taken to prevent a similar incident.

Incidents

Incident reported on surface - hand tool had been removed up from floor. Some accidentals broke up. Sign in the supermarket that accident

Your Signature:

Signature to appear on report:

Date form completed:

RIDDOR form

Please indicate the contact method used or to be used to notify the enforcing authority and whether confirmation has been received. If initial contact has been made by telephone, selecting the usual option doesn't mean that the form will be automatically emailed from the screen. This is an option that can be selected once the form is completed and has been saved.

Text by email

Emailed by telephone

- After completing click on **Save/Finish**
- Click on the **Print** icon to print the report off in pdf format and send it to the appropriate authorities
- Alternatively click on the **Email** icon to email the report

User Reference	Incident Date	Injured Party	Incident Type	Report Under Review	Form Complete	View	Edit	Print	Send
123	21/01/2012	Johnny Balaup	Major Injury - Employee	Yes	Yes				
456	25/01/2012	John Doe	Minor Injury	No	Yes				
789	20/01/2012	Maria Potter	Employee	No	Yes				

- An example of what a report will look like is shown below

Health and Safety at Work Act 1974
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Report of an injury or dangerous occurrence

Filing in this form
This form must be filled in by the employer or other responsible person

Part A

About you

1 What is your full name?
Alan Smith

2 What is your job title?
Administrator

3 What is your telephone number?
01234 567 8901

About your organisation

4 What is the name of your organisation?
ABC Greenfield Ltd

5 What is its address and postcode?
1 Woking Road
Junction 10c
Cranleigh
Surrey GU12 3SD

6 What type of work does the organisation do?
Makes grommets

Part B

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F. If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?
Johnny Balaup

2 What is their home address and postcode?
123 Coronation Street
High Street
Troy Town
AB1 3CD

3 What is their home phone number?
0987654321

4 How old are they?
35

5 Are they
 male ?
 female ?



To modify your report click on the 'User Reference' number.

Croner-i

Croner I is an online information tool for businesses. An employee can access this if they have been given this permission.

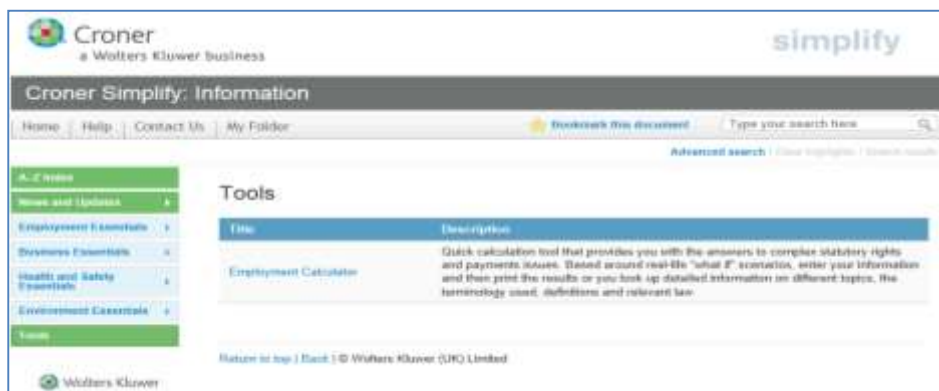
There is data on employment, health and safety, environment and tax and legal matters. Business Essentials is updated weekly and contains Quick Facts, In-depth and Step-by-step guides. It has been written specifically with non-HR professionals in mind and is fully searchable.

- Click on the Croner-I tab

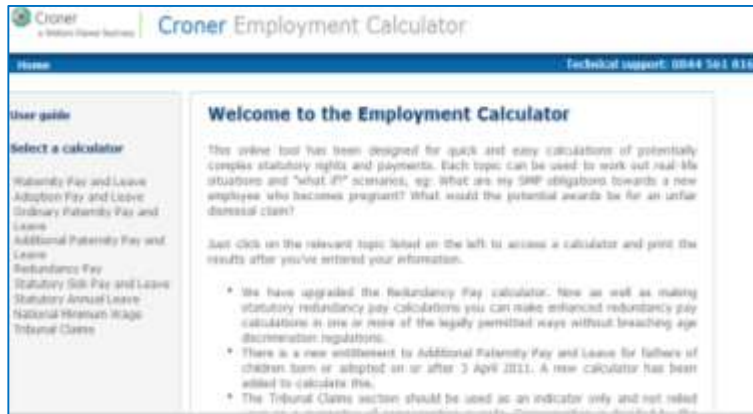
Click Business Essentials



- A separate window appears
- Click on **Tools** in the left hand side bar
- Click on **Employment Calculator**



- Select the appropriate calculator to work out maternity pay, redundancy pay, sick pay and National Minimum wage



Training

Within this tab there are Training lessons for you to use for your information.

