

**DE&S SAFETY AND
ENVIRONMENT BULLETIN
(SEB)**

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Keeping our Safety and Environmental Practitioners informed

DE&S ASSERT OHSE Reporting, replacing the manual DE&S Incident Notification Cell (DINC) process

When it takes effect:	December 2014
Valid for:	12 Months
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Background

1. Within DE&S, ASSERT is being promoted as the preferred corporate tool for reporting on Safety and Environmental management by the QSEP team. It allows analysis and reports to be automatically generated for the various management levels up to and including CDM. As part of the expansion of the ASSERT system it was identified that there was an organisation requirement to develop an on-line reporting tool which would allow individuals at all levels to report incidents relating to OHSE and for Operating Centres (OCs) to view and report on incidents within their areas of responsibility.
2. At the moment sites across DE&S are submitting incident reports to the DE&S Incident Notification Cell (DINC) in various standards and formats. This manual approach to the collection of data is making the production of meaningful and accurate information and trend analysis resource intensive and difficult to maintain.
3. In an effort to reduce the reporting burden and enhance the data capture process ASSERT has been enhanced with a new OHSE Incident Reporting interface that will:
 - Allow anonymous reporting of near miss incidents
 - Provide an escalation point for RIDDOR reporting and ensure action is taken in a timely manner at the appropriate level after an incident has been reported
 - Provide a comprehensive reporting location
 - Reduce administrative effort for recording incidents.
 - Provide assurance across DE&S at all levels that statutory OHSE obligations are being met.

Timing

5. The new system has already been loaded onto ASSERT, however, users are requested to refrain from entering data onto the new system until January 2015 for incidents occurring on or after 1 January. Incidents occurring up to 31 December 2014 should continue to be reported using the relevant DINC Form. Although the old system will be closed from the end of December 2014, DTECH QSEP will continue to accept reports from individuals on the current DINC form until an obsolescence date is

published.

Reporting

6. A link will be available on the DE&S Homepage from January 2015, taking individuals straight to the DINC ASSERT Reporting Tool, there will be a user guide and a copy of the revised reporting policy.

Issued under the Authority of

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