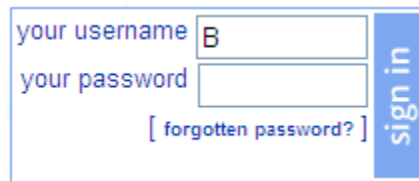


# Submitting Health and Safety forms (A879, DSE or HS1)

Go to the Intranet Page

1. Sign into the Northgate application :

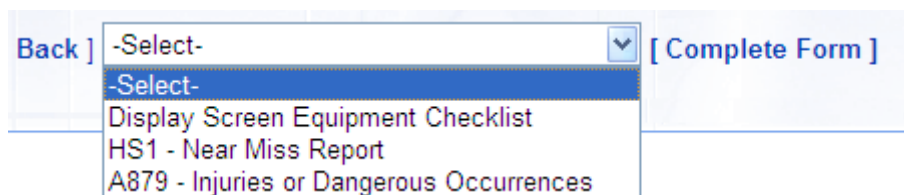


(if you have forgotten your password, click forgotten password? and you'll be prompted for your employee number, you'll then receive an email with your new password)

2. Scroll down to the Health and Safety module and click the CLICK HERE link :



3. From the dropdown list select the appropriate form that you would like to submit and click Complete Form :



4. Complete the form making sure that you read all of the notes on the form :

Questions marked with an \* are mandatory questions

## Display Screen Equipment Checklist

The main risks that may arise in work with DSE are musculoskeletal disorders

Notes :

After submission **HS1 - Near Miss Report** will be sent to the Health and Safety unit.

After submission **DSE Checklist** will be sent to your Line Manager and the Health and Safety unit.

After submission **A879 - Report of an Injury or Dangerous Occurrence** will be sent to your Line Manager and the Health and Safety unit.

**NB - PRESS 'SUBMIT' ONCE YOU HAVE COMPLETED THE FORM**