

**From 01 October 2018**

## **Guidance for HSPCs using the new online construction notification form**

From 01 October 2018, the existing online notification form has been replaced with a new and improved version. This form generates a downloadable Notice which must then be displayed within the confines of the construction site.

### **I want to notify the Health and Safety Inspectorate of a new major construction project, what do I need to do?**

Click on the green link to the form and complete the relevant information. Mandatory fields are marked with a red asterisk. When you click on 'submit' you will see a unique project reference number (HSI\*\*\*-\*\*\*\*) on the screen. The reference number will be needed for any future updates.

You will be able to download a copy of the information submitted, known as the 'Notice'. You will also receive an email confirming that the project has been notified. The email features the unique project reference number.

### **I've already notified the Health and Safety Inspectorate of a major construction project using the old online form (pre 01 October 2018), do I need to notify the Inspectorate again using the new online form?**

No, not unless there is a significant update from the information already submitted.

### **I want to update a notification that was submitted using the old online form, what do I need to do?**

If you need to update an existing notification (that was created pre 01 October 2018), then you will need to create a 'new' notification using the new online form and input all the mandatory information along with the relevant updated information.

Once that information has been submitted you will see a new unique project reference number (HSI\*\*\*-\*\*\*\*) on the screen, which you can use for any further updates. You will be able to download a copy of the information submitted, known as the 'Notice', which will replace the previous Notice displayed on site. You will also receive an email confirming that the project has been notified. The email features the unique project reference number.

### **(From 01 October 2018) I've created a new notification using the new online form but I need to update it, what do I need to do?**

Click on the green link to the form, select the option to update a notification and use your email address and the unique project reference number (HSI\*\*\*-\*\*\*\*) that was generated when you originally submitted the notification to access all your previously entered project information. Then update the relevant information.

You will note that the project reference number (HSI\*\*\*-\*\*\*\*) remains the same. You will be able to download a copy of the updated Notice. You will also receive an email confirming that the project has been notified.

**The new online form times out before I've entered all the information**

The form has a 60 minute time limit although we are working hard to resolve this matter. The 60 minutes starts from the time the form first opens in your internet browser.

**I forgot to download the Notice once I submitted the notification, what do I need to do?**

Click on the green link to the form again, select the option to update a notification and use your email address and the unique project reference number (HSI\*\*\*-\*\*\*\*) that was generated when you originally submitted the notification. This will bring up the information you previously submitted.

You can then click on 'next' on each page to allow you to reach the end of the form, then 'submit' it in order to access the 'Download Notice' option. You do not have to amend any of the fields to do this.

**I forgot to make a note of the unique project reference number, what do I need to do?**

After you have submitted a notification or an update to a notification, in addition to viewing the unique project reference number on the screen, you will receive an email confirming the notification was submitted and the unique project reference number.

**I have a query that is not answered here, what do I need to do?**

You can contact the Health and Safety Inspectorate by email on [hsi@gov.je](mailto:hsi@gov.je) or on 01534 447300.