Reporting a New Starter



Follow this guide to learn how to report a new starter.

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Report a New Starter	Refer an employee	Preplacement Statuse
Has a new employee just started? Report them to us.	Refer them to us and we'll arrange to speak with them about their OH needs.	See how a preplacement is progressing.
Case Statuses	Documents	Restriction
See how a case is progressing.	Download any documents you may need to see.	See any restrictions your employees may have.

2 Click on "Report a New Starter"

3

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Enter the employee's details in the below form. Fields marked with an asterisk are mandatory.

Home > Report	a new starter
REPORT A N	EW STARTER
Please fill in as mu	ch detail as you can. Required fields are marked with an asterisk".
Basics	
Contract *	Demo Ltd 🗸
Title *	· · · · · · · · · · · · · · · · · · ·
First Name *	
Surname *	
Known as	
Employers ID *	7
Details	
Date of Birth *	DD/MM/YYYY
Address *	
	K

Continue to enter the new starter's contact details.

	DD/MM/YYYY		
Address *			
Postcode * Country *		€	
Contact			
Home phone			
Work phone			
Mobile *		ϵ	
Email Address *			
Details			
Sex *		*	
Nationality			
Ethnic origin	· · · · · · · · · · · · · · · · · · ·	*	
Identification			
Identification National insurance			

Continue to enter the new starter's employment details and use the dropdowns to choose the relevant options.

Notes		
Employment Details		
Role started		
	WITTT	
if you enter any of the follow	ig, make sure to enter a role started date above.	
Occupation *	K	
Location *	×	
Employment Terms		
Recruitment/HR Manager		
Notes		
Hazards / Exposures		
Hazards / Exposures	vide / autocurae for this ampleuse:	
Hazards / Exposures Please tick any applicable ha	ards / exposures for this employee:	
Hazards / Exposures Please tick any applicable ha: Confined Space	ards / exposures for this employee:	
Hazards / Exposures Please tick any applicable ha Confined Space Driving Other	ards / exposures for this employee:	
Hazards / Exposures Please tick any applicable ha Confined Space Driving Other Driving Plant/Forklift Truck	ards / exposures for this employee:	
Hazards / Exposures Please tick any applicable ha Confined Space Driving Other Driving Plant/Forklift Truck DSE	ards / exposures for this employee:	

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Continue to tick the boxes that are relevant or tick N/A.

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Low Control of Control	v	
Location *		
Employment Terms	v	
Recruitment/HR Manager	v	
Notes		
Hazards / Exposures		
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Please tick any applicable h	azards / exposures for this employee:	
Confined Space		
Driving Other		
Driving Plant/Forklift Truck		
DSE		
DSE Excessive Noise		
DSE Excessive Noise Hand/Arm/Vibration Exposi		
DSE Excessive Noise Hand/Arm/Vibration Exposi Heavy Lifting		
DSE Excessive Noise Hand/Arm/Vibration Exposi Heavy Lifting HGV Driving		
DSE Excessive Noise Hand/Arm/Vibration Exposi Heavy Lifting HGV Driving N/A		
DSE Excessive Noise Hand/Arm/Vibration Exposi Heavy Lifting HGV Driving N/A Dverseas Travel		
DSE Excessive Noise Hand/Arm/Vibration Expose Heavy Lifting HGV Driving V/A Overseas Travel Safety Critical Work		
DSE Excessive Noise Hand/Arm/Vibration Expose Heavy Lifting HGV Driving N/A Dverseas Travel Safety Critical Work Skin/Respiratory Irritants		

Click the pre-placement dropdown and click the relevant form. You can also add any further supporting documents before clicking "send details" to submit your form.

Shing State DSE DSE Excessive Noise Hand/Arm/Vibration Exposure Heavy Lifting Heavy Lifting Overseas Travel Safety Critical Work Skin/Respiratory Irritants Working at Height Pre-placement Which pre-placement form do you need? High Risk - English	Solution Diving Plant/Forklift Truck DSE Excessive Noise Hand/Arm/Vibration Exposure Heavy Lifting Heavy Lifting HoV Driving N/A Overseas Travel Safety Critical Work Skin/Respiratory Irritants Working at Height Pre-placement Which pre-placement form do you need? High Risk - English Add attachment(s): Choose Files No like chosen Allow non-clinical users to see this files You may upload multiple files at once; Current total size: n/a. Maximum total size 50.00MB.	Sindia plant/forklift Truck DSE Excessive Noise Hand/Arm/Vibration Exposure Heavy Lifting Heavy Lifting Heavy Lifting N/A Overseas Travel Safety Critical Work Skin /Respiratory Irritants Working at Height Pre-placement Which pre-placement form do you need? High Risk - English Add attachment(s): Choose Files You may upload multiple files at once; Current total size 50.00M8.	Driving Other	0	
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