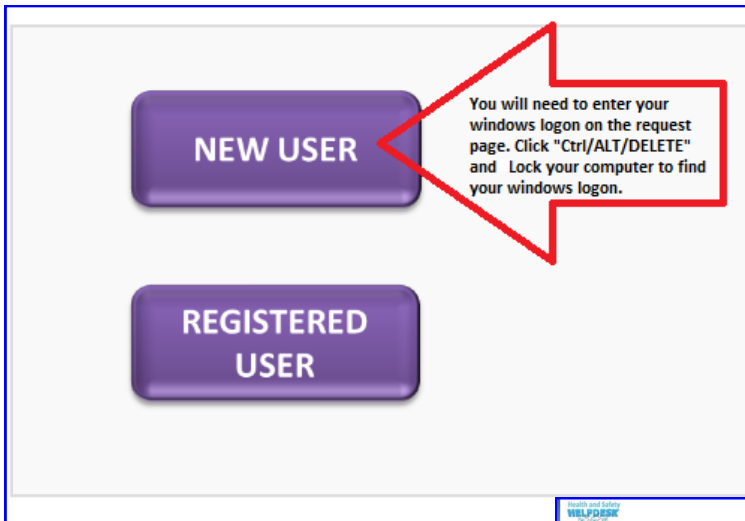


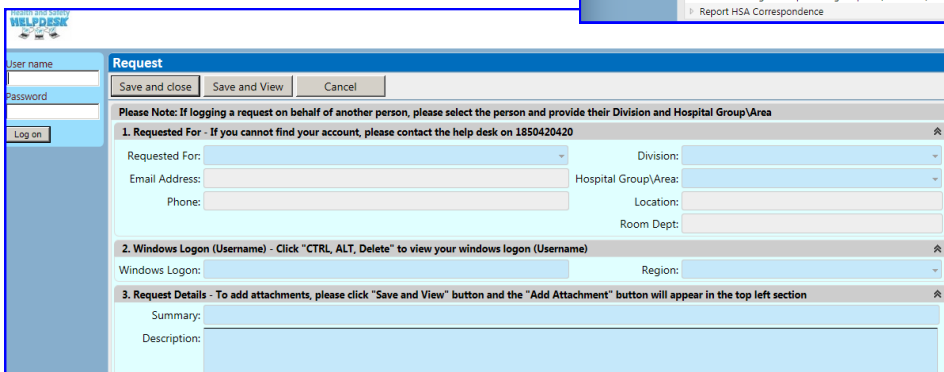
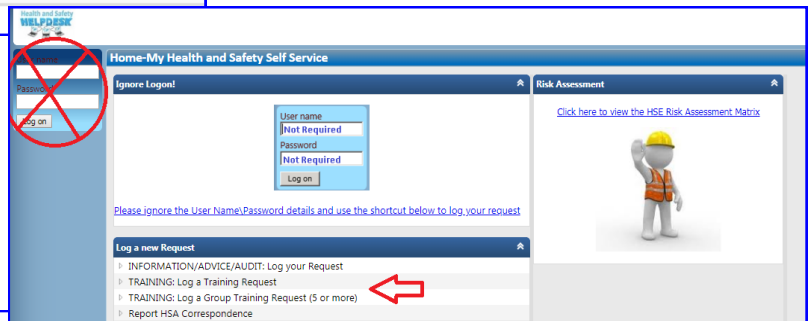
Health and Safety Request Flowchart

1. Access the helpdesk at <http://www.hse.ie/eng/staff/safetywellbeing/>



2. Select type of user.

3. Select request you want to make: Advice/Training.



4. Complete all fields.

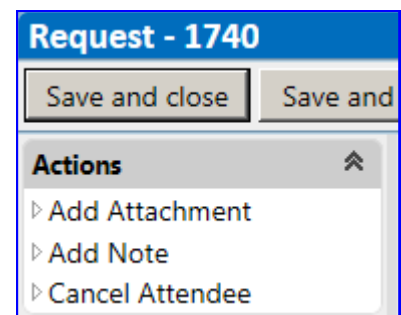
5. "Save and View".

6. Your request number will appear.

7. Once saved, you can
"Add Attachments" (certs, audit reports etc.),
"Add Note"
"Cancel Training".

8. Click "Save and Close" and your request will be viewed by Helpdesk personnel.

9. You will receive updates, advice & training dates by email.



For support with helpdesk, call
1850 420 420
between
10:30-12:00 and 14:00-15:30