

THE UNITED REPUBLIC OF TANZANIA

PRIME MINISTER'S OFFICE

LABOUR, YOUTH, EMPLOYMENT AND PERSONS WITH DISABILITY



OCCUPATIONAL SAFETY AND HEALTH

AUTHORITY (OSHA)

Workplace Information Management System

(OSHA - WIMS)

Quick Start Guide for Workplace Owners

Version 1.0 / December 2022

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1. Introduction

1.1 WIMS overview

Workplace Information Management System (WIMS) is a web-based application developed for use by Workplace Owners and OSHA to facilitate the registration of workplaces, OHS training request, reporting accidents and other incidents occurring at workplaces, managing compliance license, requesting and conducting Workplace Inspections, generation of bills from different services provided by OSHA and ability of workplace owners to settle bills by using control number obtained from the system.

1.2 Key features of WIMS

The Workplace Information Management System (WIMS) has the following key features:

- i) User management.
- ii) Workplace Registration
- iii) OHS Trainings Request and Management
- iv) Billing generation and payment using the control number
- v) Accidents and Incidents Reporting
- vi) Inspections Reports
- vii) Compliance License Management

1.3 Objectives of WIMS

In order to bring OSHA services close to Workplace Owners for a smooth and easy way of submitting and retrieving information regarding safety and health issues at workplaces; OSHA launched a user-friendly software application named WIMS, which incorporates all the elements and aspects of occupational safety and health for all workplace owners to adhere to OSH policies and guidelines during the submission and retrieval of workplace information, view and settle bills generated from provided OHS services by OSHA, Comply to all requirements for Workplace Compliance License and updating Workplace register as managed by OSHA.

Since its release, most workplaces have been using the system for the registration of their workplaces, requesting OHS training, reporting accidents,

viewing and settling bills using a control number obtained from the system and retrieving Inspection reports.

1.4 This Quick Start Guide

This Guide has been prepared to assist Workplace Owners to register their accounts in WIMS as required by Occupational Safety and Health Laws, and perform other related functions including the following:-

- i) Register Workplaces and project online;
- ii) Create users etc;
- iii) Obtain Workplace Inspection Reports;
- iv) Report accident to the Authority online;
- v) Obtain bill (Invoices) and Account statements online;
- vi) Request Occupational Health and Safety (OHS) training offered by the Authority;
- vii) Obtain Workplace and project reports online; and
- viii) Apply to participate in OHS events

2. Getting Started

2.1 User Access, Roles and Privileges

The application users are the selected members or employees of the workplace to whom they assigned roles and permission to manage all safety and health issues regarding their workplaces through the system. These users are referred as Members in the system and they can be either workplace administrator, workplace health manager, operation officer or any workplace employee given mandate to manage safety and health issues through the system.

The system gives the capability to add more than one member in order to extend usability of the system in case one member of the workplace is not available to access workplace information. The provision to remove the member from accessing workplace information is provided when the need arise.

All workplace information regarding Occupational Safety and Health is managed by these registered members.

2.2 How to Access WIMS /Create accounts / Log out /Reset password

2.2.1 How to access WIMS

Steps:

- i) Open any web-browser of your choice, which can be *Internet Explorer, Chrome, Mozilla Firefox, Safari, Edge*, etc.
- ii) In the browser address bar, type ***https://wims.osha.go.tz***.
- iii) When successful, the landing page of the system displays feature options including, OHS trainings, Informal sector Registration, Create WIMS Account and Login for registered users, as shown in the Figure 1 below.

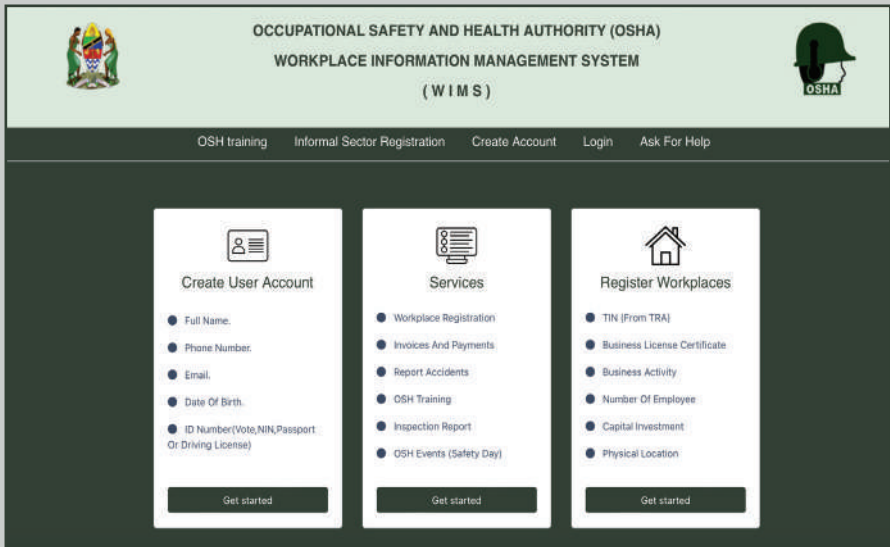


Figure 1: Landing page

2.2.2 How to Create User account

Before accessing the system, user is required to have an active account. Workplace users will be required to fill in the registration form in order to be registered as valid system users called *Members*. Upon submitting the user registration form; user will receive an email with a link to activate his/her account. After the account is successfully activated, user will be able to

login with his credentials in order to access different system features based on roles and permissions assigned.

Steps:

- i) Click on Create Account link in the landing page in Figure 1 above;
- ii) Fill all fields with required information in the displayed registration form shown in Figure 2;
- iii) Click **Register** button to submit your details

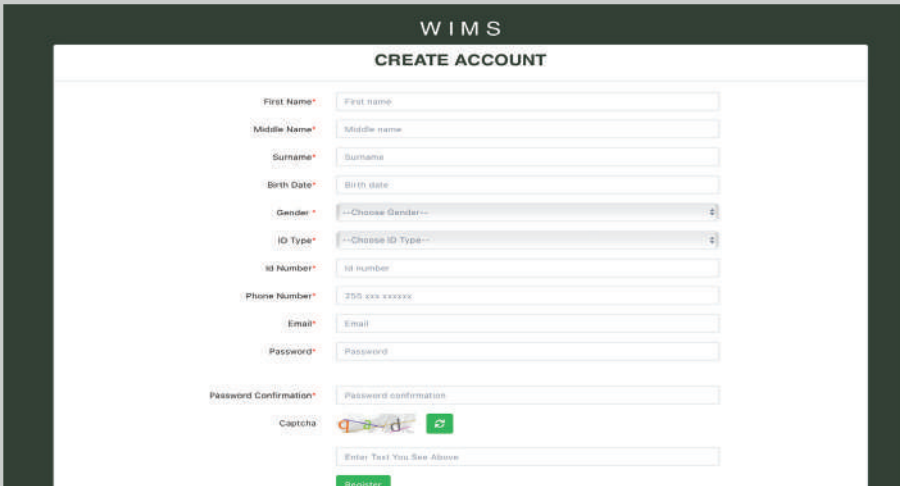


Figure 2: User Create account page

2.2.3 How to log in WIMS

Before login into the system, you must have an active user account. User will be required to login using their **registered email** and **password**. Only activated users will be allowed to login.

Steps:

- i) Click 'Login' link as shown on the landing page in Figure 1;
- ii) Enter your email (registered user ID) and password in the form displayed as Figure 3, noting that both fields are mandatory;
- iii) Click "Login" to be redirected to User's Home Page which is set based on users' assigned roles and permissions;



Figure 3: Log in page

2.2.4 How to reset Forgotten Password

A user who has forgotten password can reset it using the steps below;

Steps:

- i) Click '*Forgot your password?*' link on the login page (Figure 3); and a *forgot password page* will be displayed as shown in Figure 4;
- ii) Enter your email registered in WIMS, then click '*Send Password Reset Link*'.



Figure 4: Forgot password page

- iii) Alternatively, in Figure 4, you can select ***‘Use phone number to change password’*** whereas the page that will display is as in Figure 5; and you will be required to enter your mobile number registered in WIMS, then click ***‘Send password Reset Code’***;

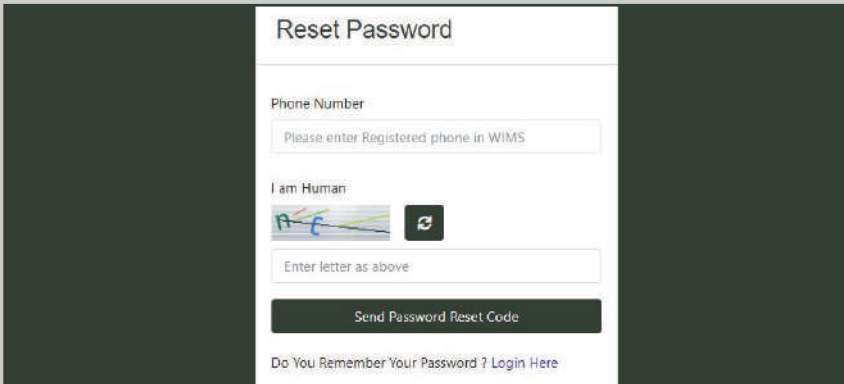


Figure 5: Reset password page for phone number

- iv) Password recovery link will be sent to your email account; or alternatively if one opted to use a mobile phone number, a reset code will be sent to the registered mobile phone number;
- v) For password reset using email option, Click on the link received by email, Enter the New Password and Confirm it as shown on Figure 6;
- vi) For password reset using phone number, Enter reset code received on the phone, enter password and confirm it, then click “Reset Password” as shown on Figure 7;




Figure 6: email reset page

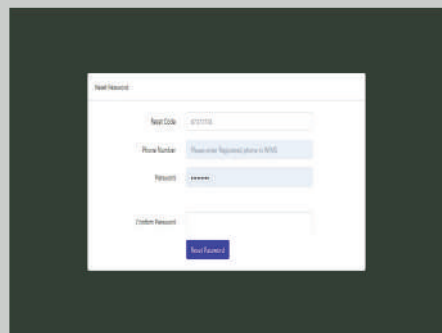


Figure 7: Phone number reset page:

2.2.5 Home Page

Upon successful login in WIMS, the user shall be able to access different pages or features through the menu options as shown on Figure 8. Menus are accessible to WIMS users based on **Roles** and **Permissions** assigned.

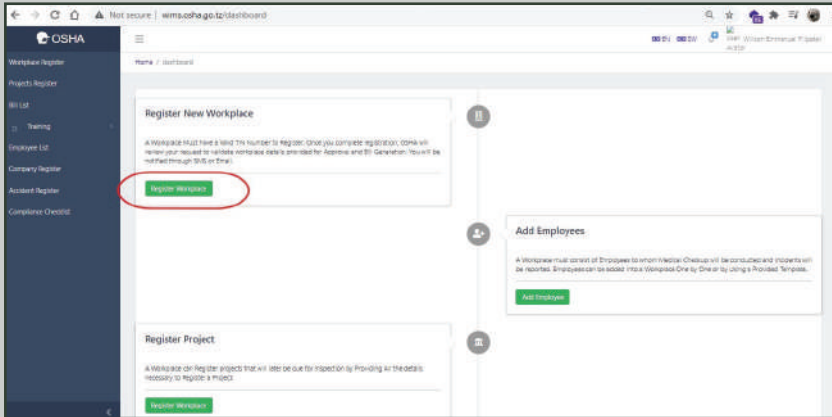


Figure 8: Home page

NOTE:

- i) The dashboard menu on WIMS client side only appears to users that have not yet registered any workplace, simply to guide them around the system on how to interact with the system, in order to perform functions such as register workplaces, projects and employees; book training; report accidents and other incidents; and make payments against generated bills;
- ii) The system provides access for user to perform action including change password, logout, View profiles etc as shown in Figure 9.

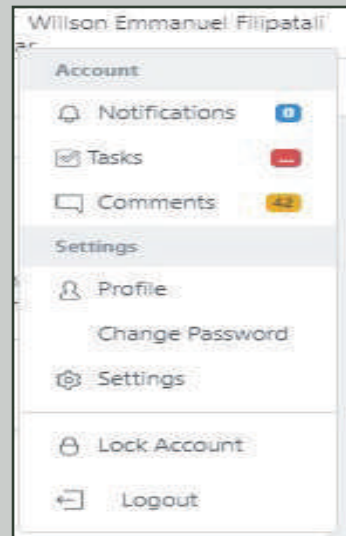


Figure 9: Quick links

3. Registrations related to Workplaces

3.1 How to register a new Workplace

As a new user with no record of workplace; you are required to follow the steps below to successfully register your workplace by starting with TIN verification from TRA, followed by simple steps to complete your registration.

Steps:

- i) To register workplace, click **Register Workplace** Button as shown in the Figure 10 below or use Workplace Register menu on the upper left corner;

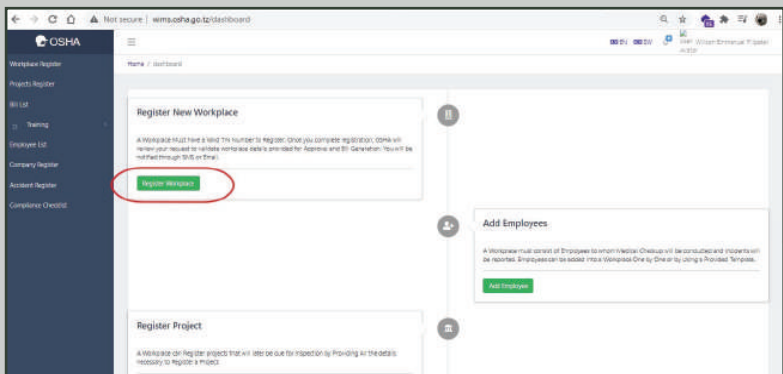


Figure 10: New workplace registration page

- ii) Enter Workplace TIN Number as shown on Figure 11 and click NEXT button to proceed. Note also that fields marked ‘*’ are mandatory, and hence should not be left blank;

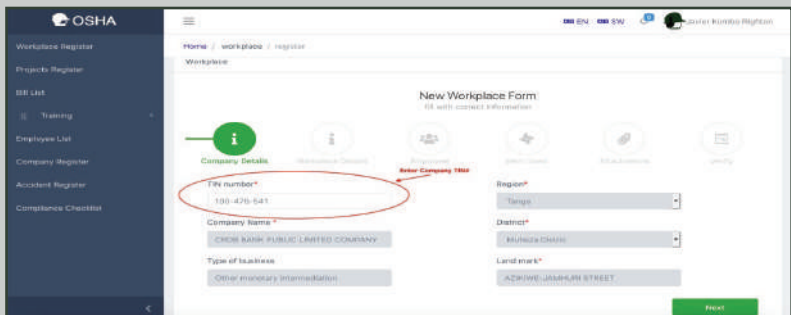


Figure 11: Enter TIN page

iii) Enter Workplace details as shown on Figure 12 and click NEXT.

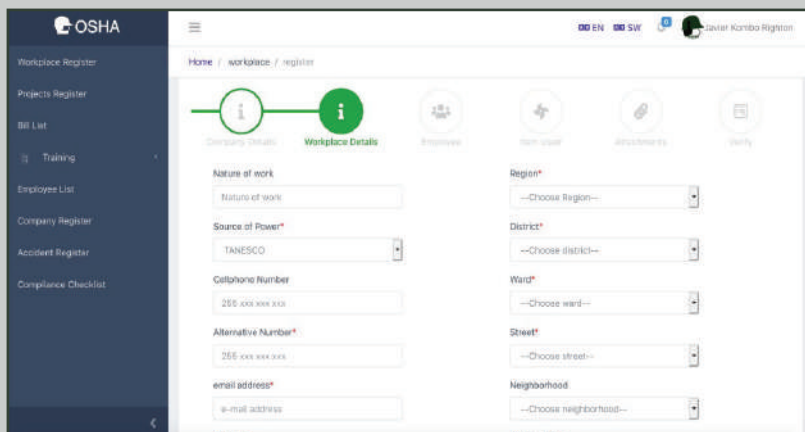


Figure 12: Enter workplace detail page

iv) Fill in Workplace Employee Details as shown on Figure 13, and click 'NEXT' button to proceed.

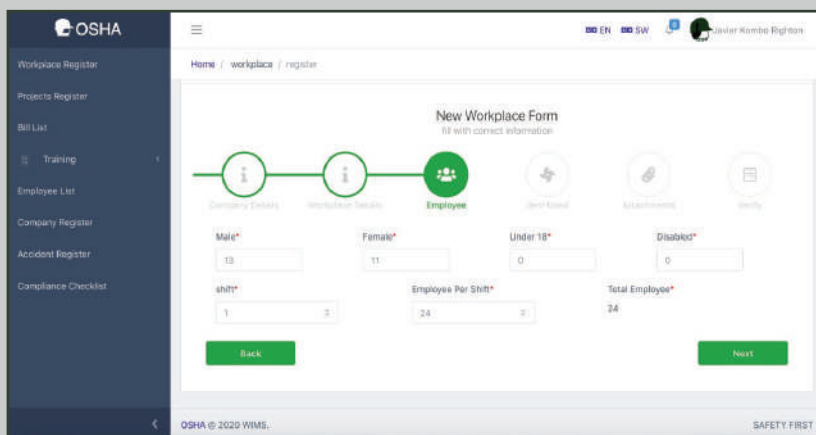


Figure 13: Workplace employee page

NOTE:

- v) Specify the number of male, female, under 18 and Disabled Employees working at your workplace. Total employee MUST be greater than ZERO.
- vi) Click “Add Equipment” button to enter equipment details, If the workplace has no items and equipment used, click NEXT.

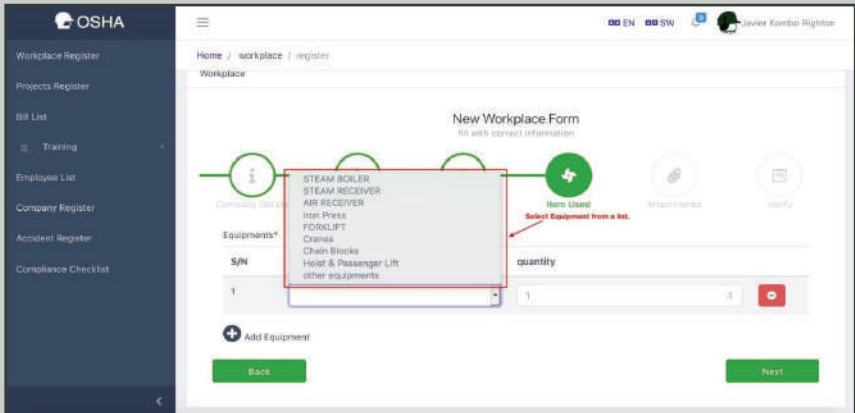


Figure 14: Workplace equipment page

vii) Attach scanned document for business license and regulatory authority in jpeg, PNG, jpg or PDF Format with maximum of 2MB in size each, as shown on Figure 16, the click NEXT.

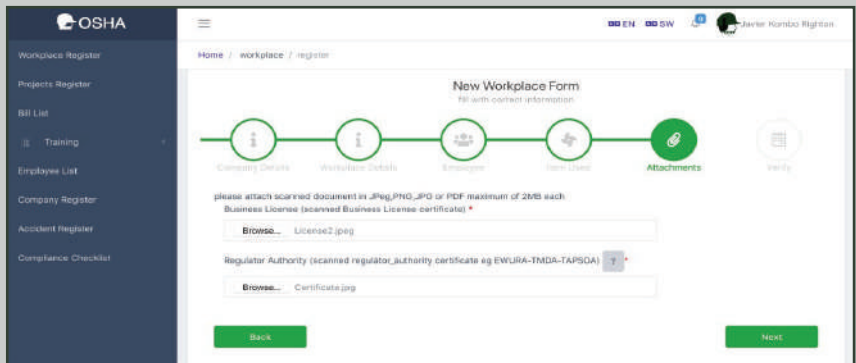


Figure 15: Attachment upload form

viii) Verify if entered details are correct then Click FINISH whereas the confirmation will be as shown on Figure 167; otherwise Click BACK Button to correct.

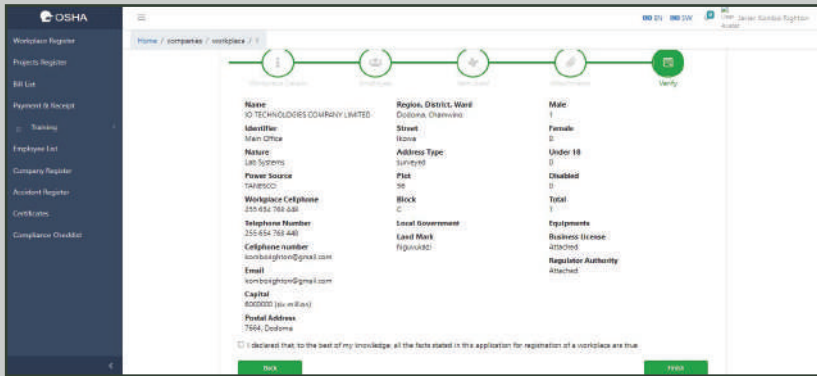


Figure 16: Workplace details verification page

- ix) User will receive mail and Mobile SMS on receipt of application and control number for OHS publications, General and Ergonomics inspections. Upon submission, the confirmation will be displayed as shown on Figure 17.

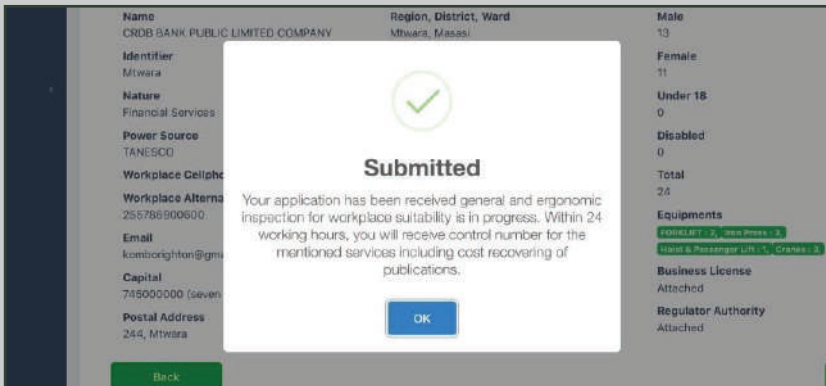


Figure 17: Submission of workplace confirmation message

3.2 How to register more Workplaces forming a Company

User can register more than one workplace using the same TIN number forming a group of workplaces called company or further corporate.

After successfully registering of the first workplace; System enables registering more than one workplace using steps similar to the previous one.

Steps:

- i) While on the list of registered workplaces or by clicking Workplace Register menu on top left corner of the home page; click on Register Existing Workplace button to register more workplaces, as shown on Figure 18.

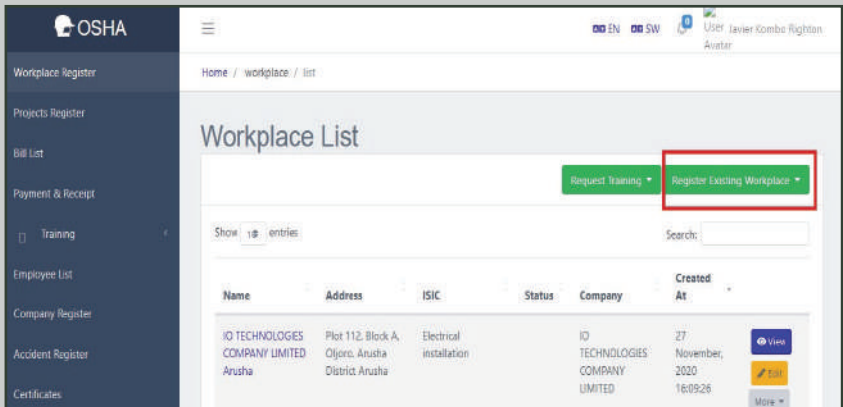


Figure 18: Adding more Workplace form

- ii) Select the company name displayed after clicking the button in Figure 18.

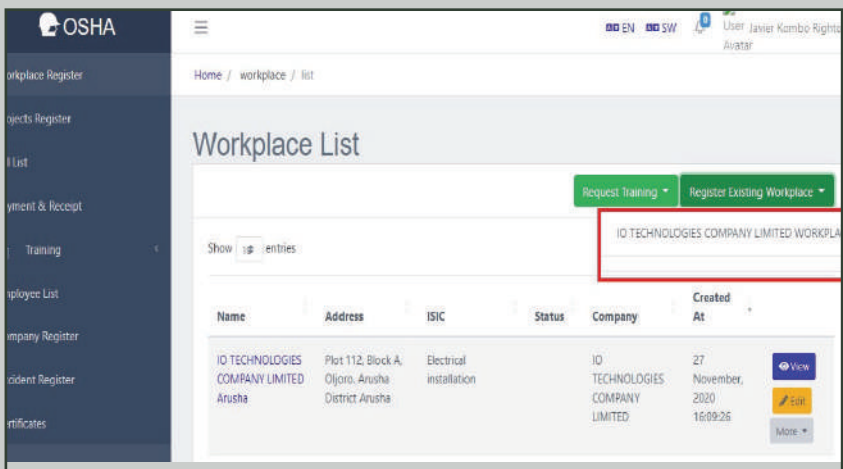


Figure 19: Selecting and adding more workplace page

- iii) Click name of the company and follow the steps as described in the previous process of workplace registration as shown in previous Figures.

3.3 How to register Workplace Employees

After successful registration of workplace; system navigates to the interface showing several options to user to submit more workplace data including employees of the workplace. Workplace admin can register Workplace Employees by following steps below.

Steps:

- i) Click on the view button or workplace name on the displayed workplace list as Shown on Figure 20.

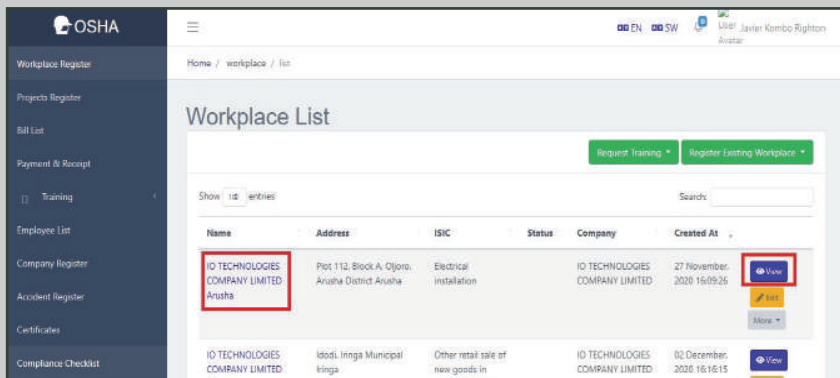


Figure 20: Viewing workplace details

- ii) The system displays workplace details including an option for employees' details. Click on Employees Tab to register workplace employees as shown on Figure 21;

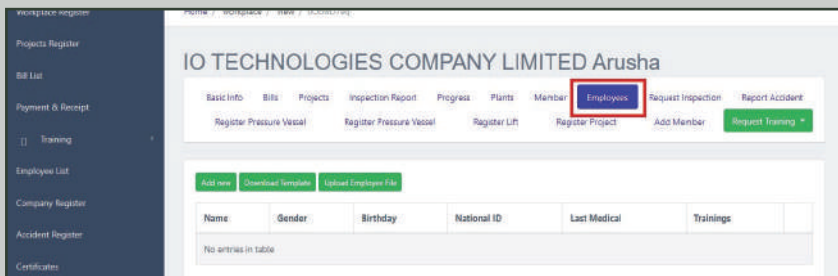


Figure 21: Accessing employee registration page

- iii) Click on Add new button to access the employee registration page to register employee one-by-one; as illustrated on Figure 22.

The screenshot shows the OSHA web interface for registering a new employee. The page title is "IO TECHNOLOGIES COMPANY LIMITED Arusha". The form contains the following fields:

- First Name:
- Middle Name:
- Last Name:
- Gender:
- Birth Date:
- Marital Status:
- Phone:
- National ID:
- Email:
- Tin Number:
- Contract Type:
- Entry Date:
- Job Title:
- Job Sector:

Figure 22: Filling employee page

- iv) Click the Download Template button to download an excel template to fill in many employees at once, THEN click on the Upload Employee File button to upload a filled excel employee file to register a group of employees - as shown on Figure 23.

The screenshot shows the OSHA web interface for managing employees. The page title is "IO TECHNOLOGIES COMPANY LIMITED Arusha". The page has a navigation menu on the left and a main content area. The main content area has a header with "Basic info", "Bills", "Projects", "Inspection Report", "Progress", "Plans", "Member", and "Employees". Below the header, there are buttons for "Register Pressure Vessel", "Register Pressure Vessel", "Register LRT", "Register Project", "Add Member", and "Request Training". The "Employees" button is highlighted in blue. Below the buttons, there is a table with columns for "Name", "Gender", "Birthdate", "National ID", "Last Medical", and "Trainings". The table is currently empty. The "Add new" button is highlighted in red.

Figure 23: Uploading employee details

3.4 How to register Equipment

If the registered workplace possesses pressure vessels or lifting equipment; then workplace admin Must register such equipment into the system so that they can be subjected to statutory inspection.

Steps

- i) Click on the view button or workplace name on the displayed workplace list as shown on Figure 24.

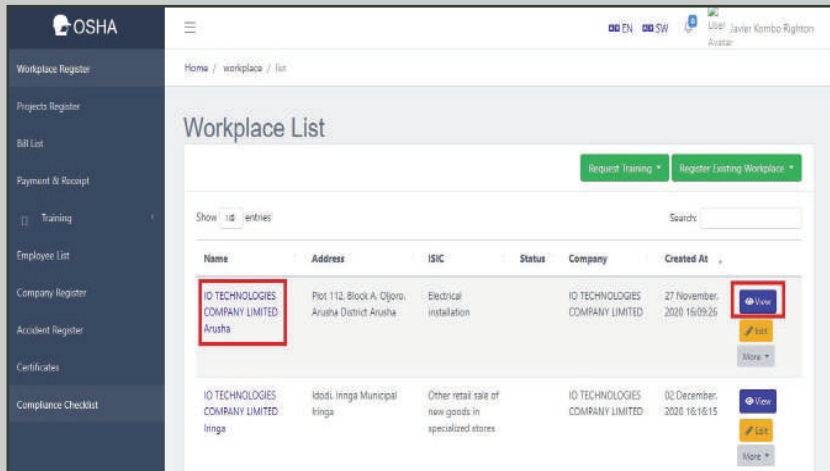


Figure 24: Viewing workplace details

- ii) System displays workplace details including an option for pressure vessel and lifts registration. Click on either Plants or Register Pressure Vessel or Register Lift button to view registration portal for equipment and fill in all required fields to register plant successfully.

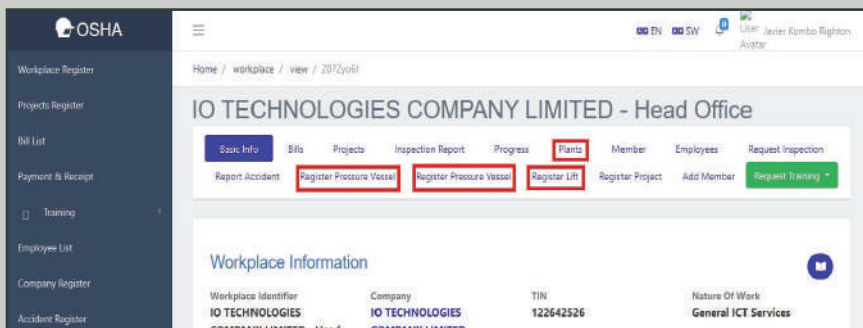


Figure 25: Accessing plan registration page

3.5 How to register Projects

Workplace admin can register construction projects associated with the registered workplace. Construction projects are also subjected to statutory inspection.

Steps

- i) Click on the Project Register menu access option for project registration as shown on Figure 26 .

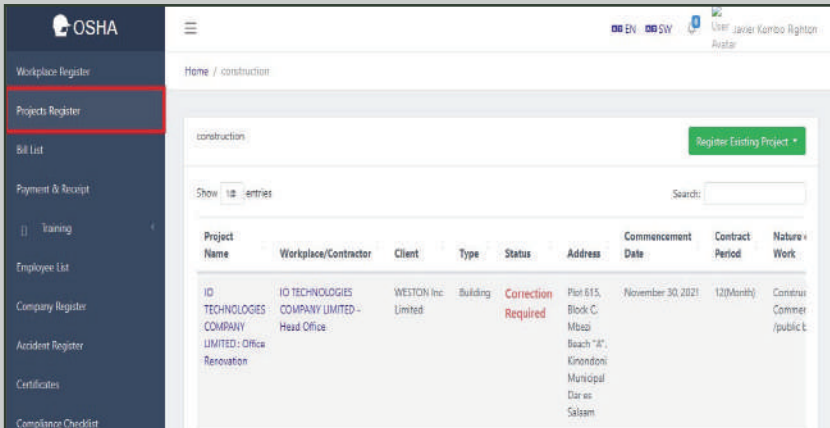


Figure 26: Accessing options for project registration

- ii) Click on Register Existing Project button to choose workplace managing the project and display project registration portal.

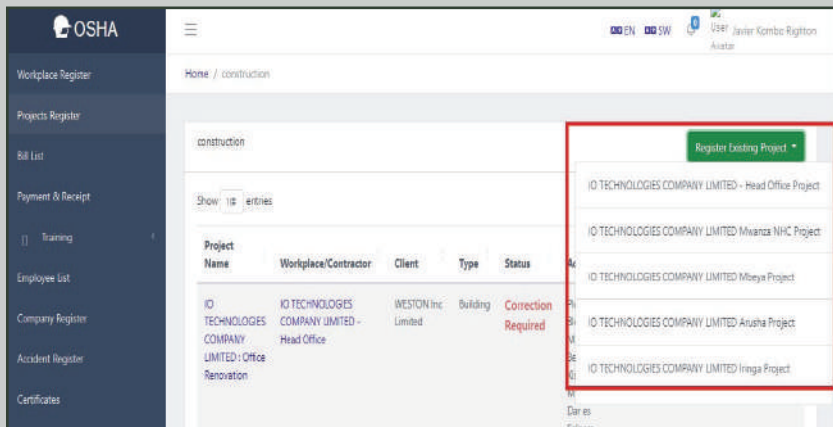


Figure 27: Selecting workplace and managing projects

- iii) Click on the workplace name. The system will will load construction project registration portal. Fill in all required fields in project basic details form THEN click NEXT to continue - as illustrated on Figure 28.

The screenshot shows the OSHA portal interface. The left sidebar contains navigation options: Workplace Register, Projects Register, Bill List, Payment & Receipt, Training, Employee List, Company Register, Accident Register, Certificates, and Compliance Checklist. The main content area displays the 'Basic Information' tab of a project registration form. The form is filled with the following data:

Project Name	fdjdrkms	Region	Dar es Salaam	Male	2
Project Contractor	IO TECHNOLOGIES COMPANY LIMITED - Head Office	District	Kigamboni	Female	3
Project Client	kjknkjm	Ward	Kigamboni	Under 18	0
Project Consultant	kjknkl	Street	Ferry	Disabled	0
Project Main Contractor	IO TECHNOLOGIES COMPANY LIMITED - Head Office	Neighbour Hood		Total	5
Project Commencement Date	2022-11-15	Plot	6	Nature of Work	Maintenance of Industrial Building
		Block	u	Items Used	Back hoe, Crane, Cranes
		Local Government			

Figure 28: Filling construction page

- iv) Fill in all required fields in Construction project supportive details THEN click NEXT to continue;

The screenshot shows the 'Project Supportive Details' tab of the project registration form. The form contains the following input fields:

Male*	<input type="text" value="0"/>	Contract Sum*	<input type="text" value="TZS 0"/>
Female*	<input type="text" value="0"/>		zero
Under 18*	<input type="text" value="0"/>	Project Commencement Date*	<input type="text"/>
Disabled*	<input type="text" value="0"/>	Contract Period*	<input type="text" value="Contract Period In Month"/>
Total			In Month
		Expected End Date*	Sat Nov 26 2022

Figure 29: Filling construction project supporting details

- v) Verify all details provided for Construction Project Registration THEN click FINISH to submit project registration details as illustrated in Figure 30.

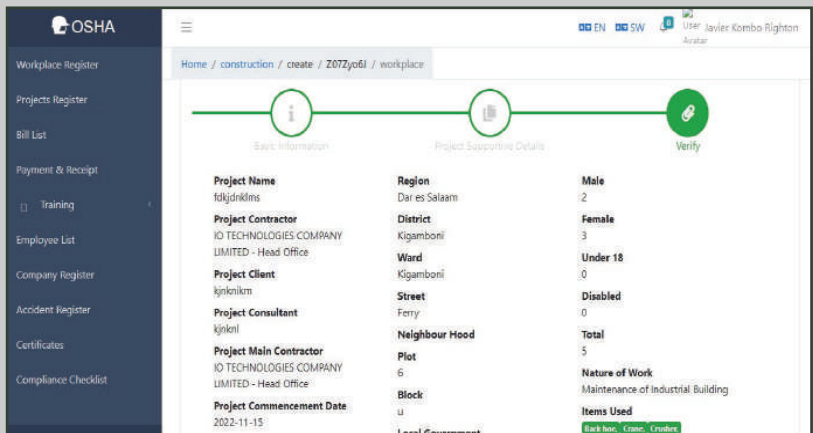


Figure 30: Verify submitted details page

- vi) Construction project is registered successfully, with confirmation as shown on Page 31 and system navigates to registered project details.

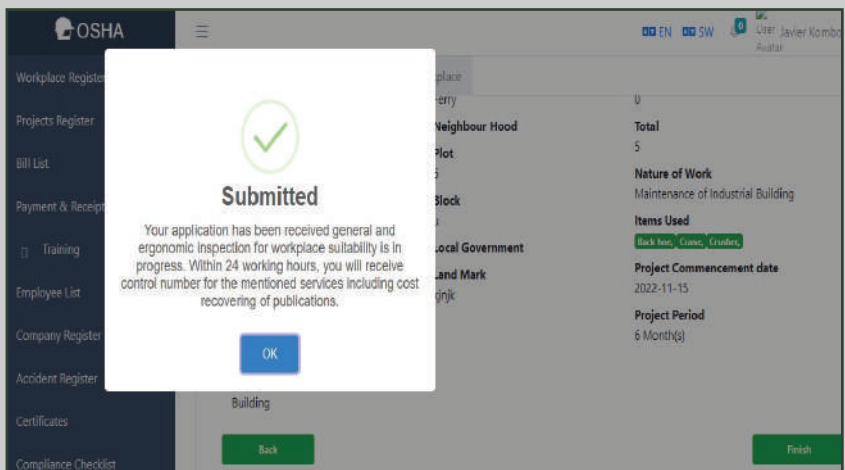


Figure 31: Project submission confirmation page

4. Inspections

4.1 How to access Inspection Reports

Steps

- i) Click on the view button or workplace name on the displayed workplace list as illustrated on Figure 32.

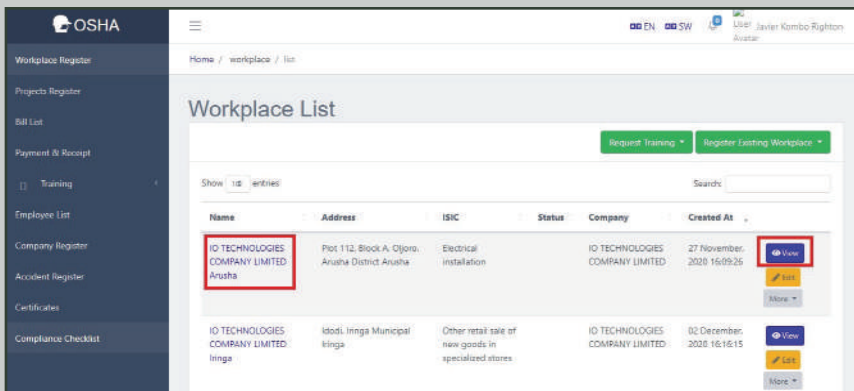


Figure 32: Viewing workplace details page

- ii) System displays workplace details, as shown on Figure 33, including an option for Inspection reports. Click on Inspection Report Tab to view approved workplace inspection reports THEN click on report link to preview inspection report;

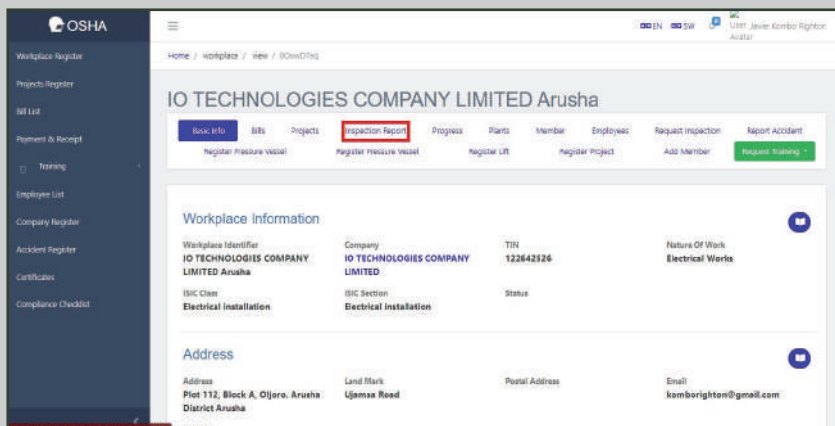


Figure 33: Accessing workplace inspection report page

5. OSH Trainings

5.1 How to book for Individual Training

Training applicants can apply for individual training through the system by selecting their desired course on the trainings schedule. The applicant will be able to preview the course. Each course is accompanied by respective course fees.

Steps:

- i) Access landing page then click on OSH training link to view scheduled trainings as illustrated on Figure 34.

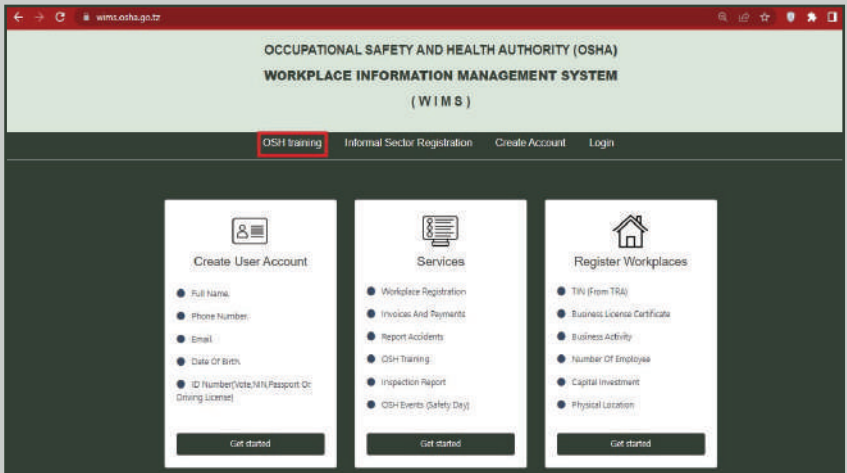


Figure 34: Accessing individual training booking page

- ii) Applicant choose desired course shown on Figure 35; and click on the course to see further details; click on Apply Now then click on REQUEST CONTROL# to receive control number for selected course, settle payment and attend training.

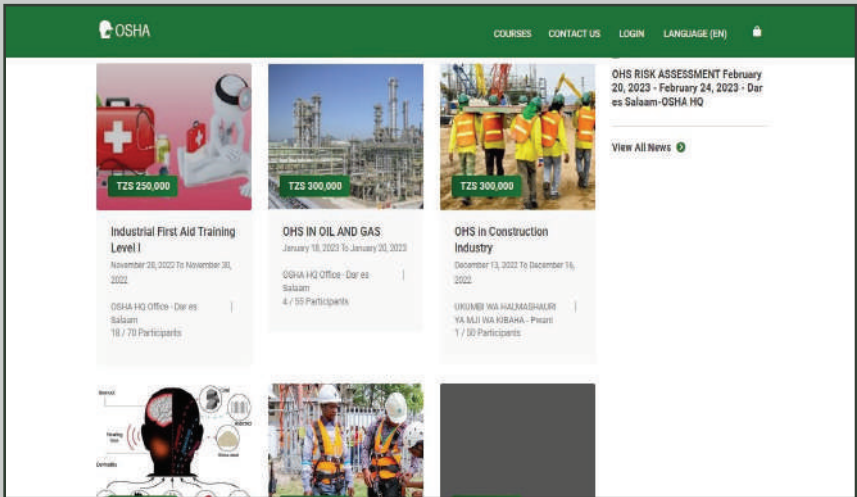


Figure 35: Course details preview page

5.2 How to book for Workplace In-house Training

These are trainings that can be conducted at workplaces' preferred location be either at workplaces' own office or other chosen venue.

Steps

- i) Click on Workplace Register to access menu to request for In-house training. Click on Request Training button and choose In House Training option to book for training as shown on Figure 36.

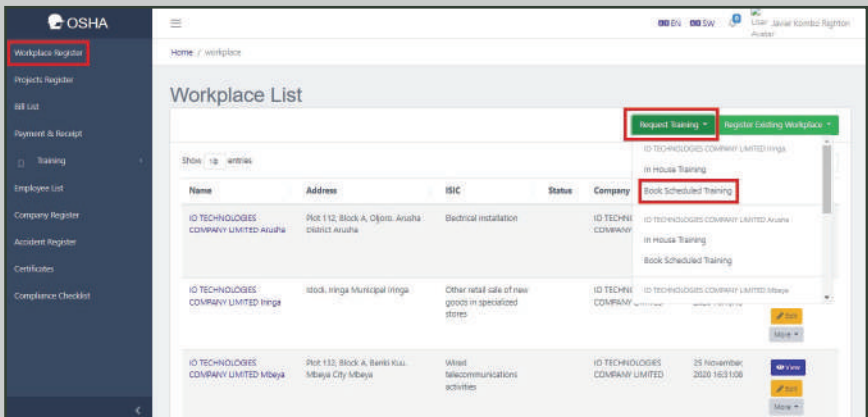


Figure 36: Accessing inhouse training page

- ii) Upon clicking In House Training system loads In-house training portal. Fill in all required fields and click Submit to save the details as illustrated in Figure 37.

The screenshot shows the OSHA In-house Training registration form. The form is titled "Workplace" and "IO TECHNOLOGIES COMPANY LIMITED Intra". It includes a "Total Employee" field with a value of 0. A note states: "In house Training : OSHA Staff will conduct training in your workplace, Only employees to IO TECHNOLOGIES COMPANY LIMITED Intra will be eligible". The form has several input fields: "Training" (a dropdown menu with "Select Training" selected), "Start Date" (2022-12-27), "Venue Name", "Venue Location" (a dropdown menu with "Select Venue Location" selected), and "Training Participants Number". A green "submit" button is at the bottom right. The left sidebar shows the OSHA logo and a menu with "Workplace Register" highlighted. The right sidebar shows a calendar view with dates from 27 November to 25 November.

Figure 37: Filling inhouse training page

5.3 How to book for Workplace Scheduled Training

These training are scheduled by OSHA and are conducted at OSHA's premises.

Steps:

- i) Click on Workplace Register to access the menu to request scheduled training. Click on the "Request Training" button and choose Book

The screenshot shows the OSHA Workplace List page. The left sidebar has "Workplace Register" highlighted. The main content area is titled "Workplace List" and shows a table of workplaces. The table has columns for Name, Address, SIC, Status, Company, and a dropdown menu. The dropdown menu is open, showing options: "In House Training", "Book Scheduled Training", "In House Training", and "Book Scheduled Training". The "Book Scheduled Training" option is highlighted. The table contains three rows of data. The first row is for IO TECHNOLOGIES COMPANY LIMITED Anzhe, with address "Plot 112, Block A, Cijuri, Anzhe District, Anzhe". The second row is for IO TECHNOLOGIES COMPANY LIMITED Intra, with address "Isokh Intra Municipal Intra". The third row is for IO TECHNOLOGIES COMPANY LIMITED Malye, with address "Plot 132, Block A, Banki Kuu, Malye City Malye". The right sidebar shows a calendar view with dates from 27 November to 25 November.

Figure 38: Accessing scheduled training page

Scheduled Training option to book for training. This is illustrated in Figure 38 above.

- ii) On clicking Book Scheduled Training system loads Scheduled training portal. Fill all required fields and click Submit to save the details. This is illustrated in Figure 39.

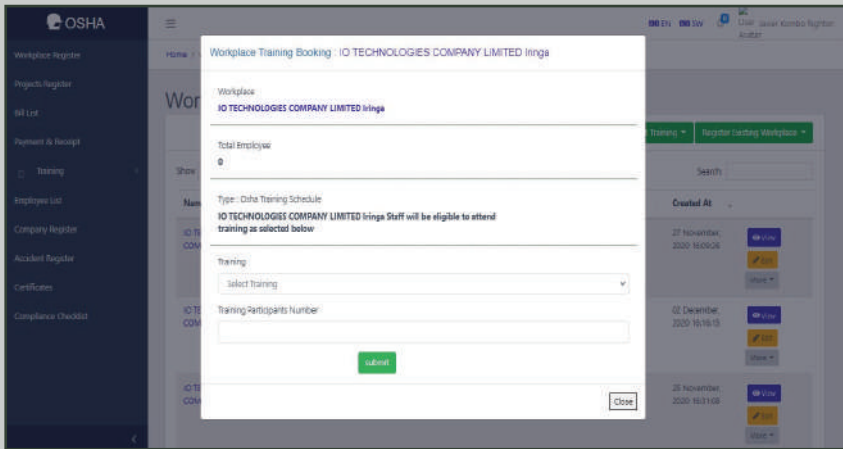
The image shows a web application interface for OSHA. A modal window titled "Workplace Training Booking : IO TECHNOLOGIES COMPANY LIMITED (Inga)" is open. The form inside the modal has the following fields: "Workplace" with the value "IO TECHNOLOGIES COMPANY LIMITED (Inga)", "Total Employee" with a value of "0", "Type" with the value "Doha Training Schedule" and a note "IO TECHNOLOGIES COMPANY LIMITED (Inga) Staff will be eligible to attend training as selected below", "Training" with a dropdown menu showing "select training", and "Training Participants Number" with an empty input field. At the bottom of the modal are a green "Submit" button and a "Close" button. The background shows a sidebar with navigation options like "Workplace Register", "Projects Register", "Bill List", "Payment & Receipt", "Training", "Employee List", "Company Register", "Accident Register", "Certificates", and "Compliance Checklist". The main content area shows a table of training courses with columns for "Created At", "Date", "Time", and "Status".

Figure 39: Filling scheduled training form

5.4 How to enroll Workplace Employees into training courses

Workplace Admin may enroll all employees on the course selected and its bill shall be settled so that they can attend such courses. The number of employees enrolled should be equal to the number of participants specified on the training application form.

Steps

- i) Click on the Training menu to access the option for enrolling employees into training. Click on Enroll Employee sub-menu to view and fill the form for Training Employee Enrollment. This is illustrated in Figure 40.

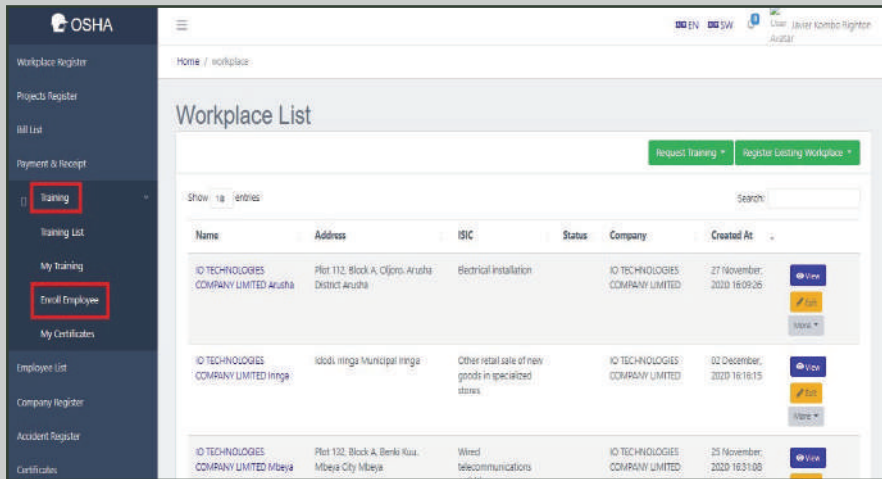


Figure 40: Accessing employee enrollment page

- ii) On clicking Enroll Employee system loads Employee Enrollment portal. Fill all required fields and click Enroll Now to save the details as illustrated in Figure 41.

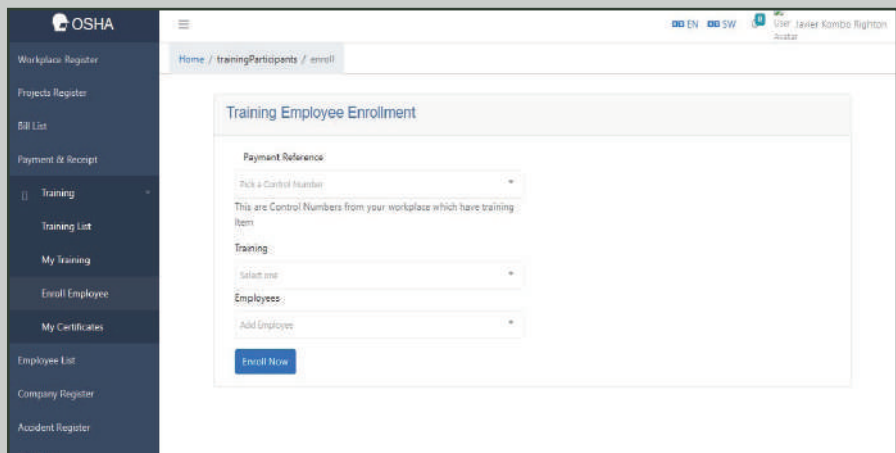


Figure 41: Filling employee enrollment page

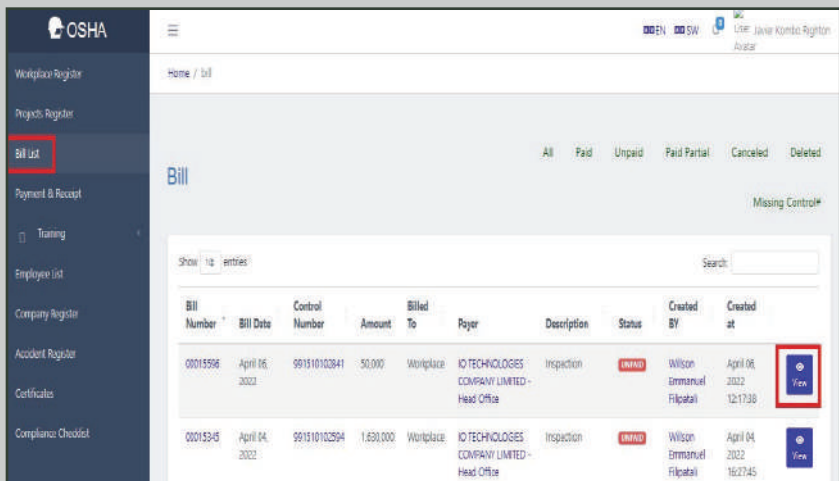
6. Billing and Payments

6.1 How to view Billing Details

Bills for workplace are generated from different services offered by OSHA including Inspection services and trainings. Workplace admin is provided with an interface to view billing details and settle such bills by using the control number obtained from the system.

Steps:

- i) Click on Bill List menu to access all bill lists for the respective workplace. Click on View button to view particular bill details for further actions including payment, as illustrated in Figure 42.



The screenshot shows the OSHA Workplace Register interface. The left sidebar contains a menu with 'Bill List' highlighted. The main content area is titled 'Bill' and shows a table of bills. The table has the following columns: Bill Number, Bill Date, Control Number, Amount, Billed To, Payer, Description, Status, Created By, and Created at. Two bills are listed, both with a 'View' button highlighted in a red box.

Bill Number	Bill Date	Control Number	Amount	Billed To	Payer	Description	Status	Created By	Created at
00015596	April 06, 2022	991310102841	50,000	Workplace	IO TECHNOLOGIES COMPANY LIMITED - Head Office	Inspection	UNPAID	Wilson Emmanuel Filipetali	April 06, 2022 12:17:38
00015345	April 04, 2022	991310102594	1,630,000	Workplace	IO TECHNOLOGIES COMPANY LIMITED - Head Office	Inspection	UNPAID	Wilson Emmanuel Filipetali	April 04, 2022 16:27:45

Figure 42: Accessing bill list page

- ii) On Clicking View button, system loads bill particulars showing all the necessary details for the respective bill including option to print invoice and print fund transfer form.

CN 991510102594	
2022-04-04 16:27:45	
amount	1,630,000
Paid amount	0
Outstanding balance	1,630,000
Control Number	991510102594
Bill Status	UNPAID
Bill Number	00015345
Payment Method	Full Payment
Penalty Days	204
Penalty Amount	16,626,000

S/N	CODE	SERVICES	AMOUNT(TZS)	INSPECT
1	080009	Air current test@5	200,000	Wilson E
2	080005	Dust detection@1	60,000	Wilson E
3	080004	dust sampling@1	120,000	Wilson E
4	080006	gas detection@1	350,000	Wilson E
5	080003	Heat stress@1	60,000	Wilson E
6	080011	Indoor air quality@humidity@1	200,000	Wilson E
7	091002	ergonomics@2	480,000	Ereaberr
8	080003	heat stress@1	60,000	Wilson E
Total			1,630,000	

Figure 43: Viewing bill particulars page

6.2 How to view Payment and Receipts details

After settling Bills generated from different services offered by OSHA including Inspection services and trainings. Workplace admin is provided with an interface to view payment details.

Steps:

- i) Click on Payment & Receipt menu to access all bill payment list for respective workplace. Click on View button to view payment particulars as illustrated in Figure 44.

S/N	Payment Reference	Bill Amount	Paid Amount	Payer Cell	Payer Name	Payment Receipt	Payment Provider	Credit account no	Created at	View
01	921215261310372	1,000	300	0713127045	ID TECHNOLOGIES COMPANY LIMITED - HKM Office	FA1215981232344	CFOD Bank	0150210411100	August 08, 2021 13:29:20	View
mber 2021	920549022857400	1,000	1,000	253713437342		EC100799025498P	National Microfinance Bank	20161100117	December 14, 2020 12:17:16	View
mber 2021	920333022100480	1,000	1,000	253664368448		EC100755761286P	National Microfinance Bank	20161100117	November 28, 2020 11:08:14	View
mber 2021	920333022036150	1,000	1,000	253664768448		EC110753199519P	National Microfinance Bank	20161100117	November 27, 2020 17:32:27	View

Figure 44: Accessing payment and receipt list

- ii) On Clicking View button, system loads payment particulars for respective bill including option to print receipt as shown in Figure 45.

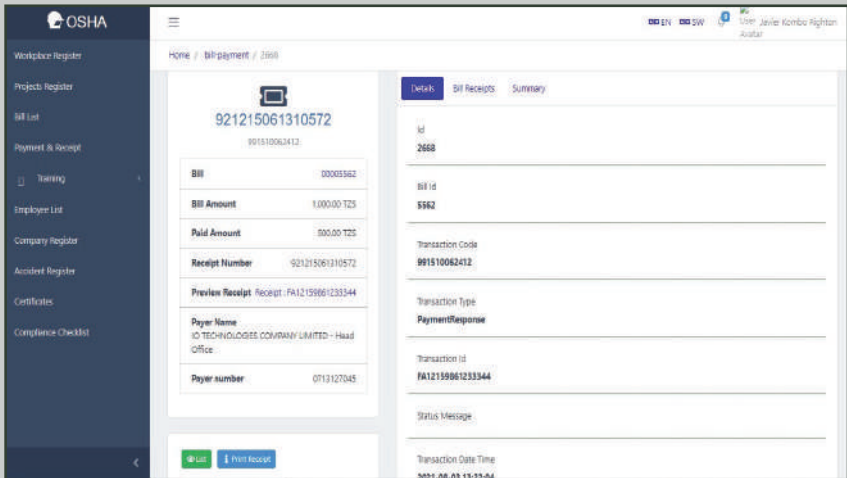


Figure 45: Viewing payment particulars page

7. Accidents and Incidents

7.1 Reporting Accidents and incidents

Workplace admin is provided with an interface to report accidents and incidents occurring at workplace. These details will be set as Accidents notification for OSHA Inspectors for further accidents investigations.

Steps:

- i) Click on the view button or workplace name on the displayed workplace list as shown on Figure 46;

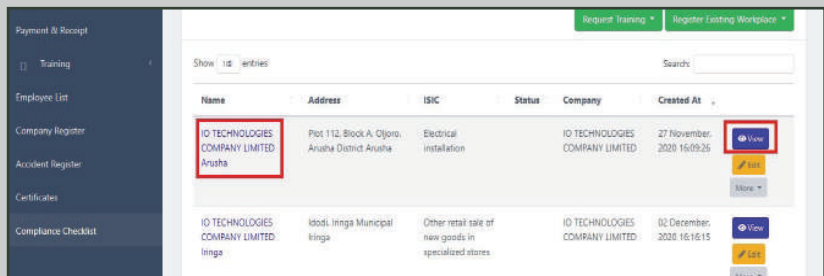


Figure 46: Viewing workplace details page

- ii) System displays workplace details including option for Accident reporting. Click on Report Accident Tab to view accident reporting portal, as shown on Figure 47.

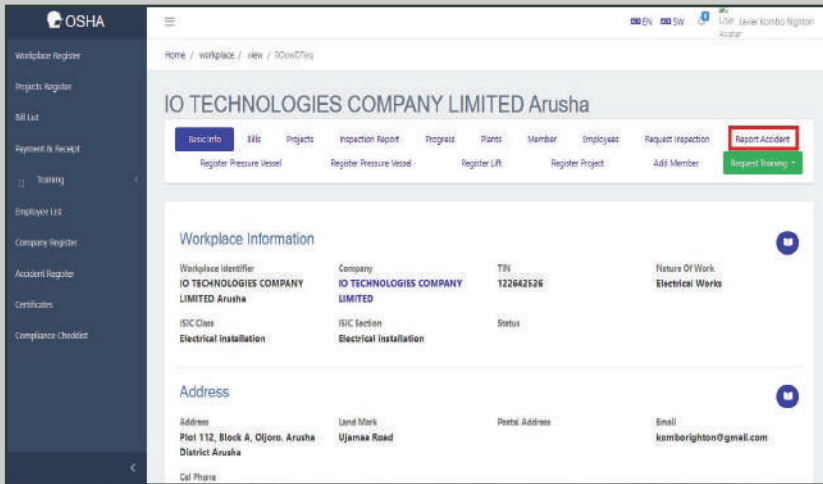


Figure 47: Accessing accident reporting page

- iii) On clicking Report Accident Tab, system displays portal for reporting accident. Fill all required accidents details and click on submit button to save accident details as shown on Figure 48

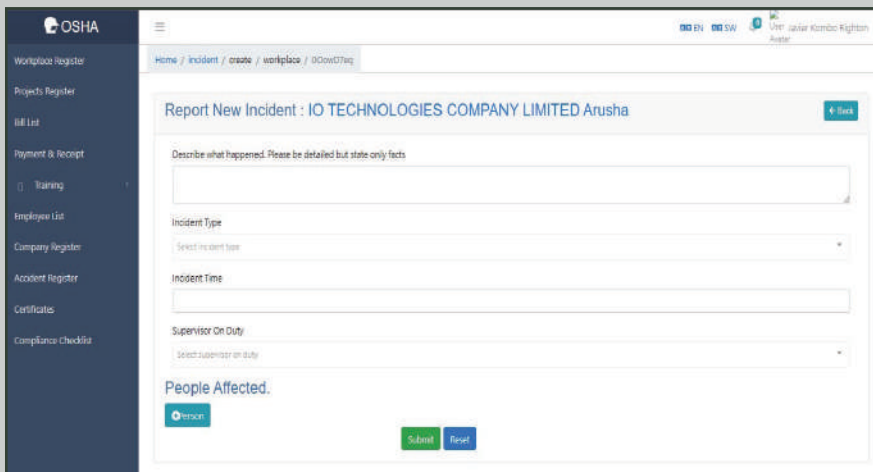


Figure 48: Filling accident reporting form

7.2 Accidents Register

Workplace admin can preview details of all registered accidents that occurred at the workplace as shown on Figure 49.

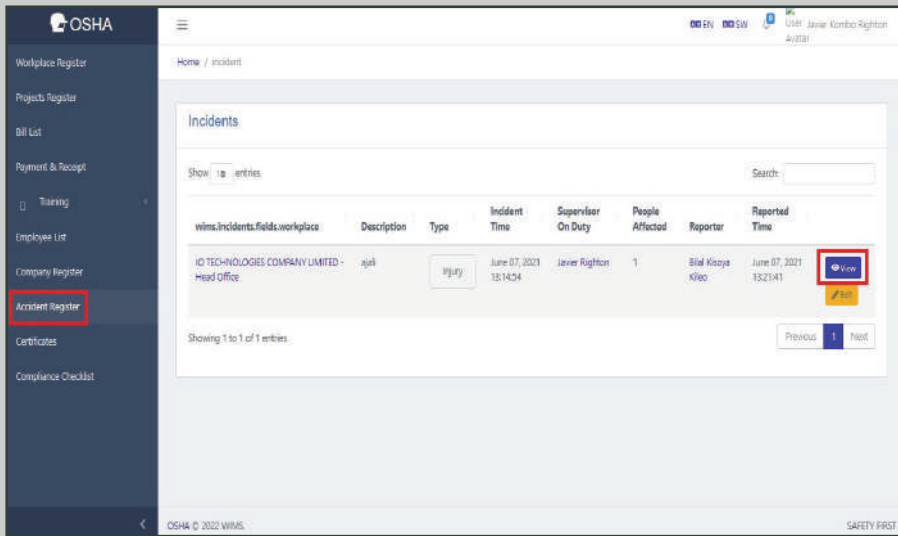


Figure 49: Accessing accident register page

8. Feedback and review

In the course of using this Guide, any comments for improvement or clarifications should be submitted to info@osha.go.tz. Furthermore, this Guide shall be reviewed on annual basis or at any time as the need arises.



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