

OCCUPATIONAL SAFETY AND HEALTH AUTHORITY



WORKPLACE INFORMATION MANAGEMENT SYSTEM

QUICK GUIDE FOR OHS SAFETY EVENTS APPLICATION

Version. 1.0

HOW TO APPLY FOR WORLD DAY FOR SAFETY AND HEALTH AT WORK EVENTS (AWARDS AND EXHIBITIONS)-2023

TO PARTICIPATE IN OSH DAY EVENTS THROUGH ONLINE SYSTEM (WIMS) PLEASE FOLLOW BELOW STEPS;

NOTE

1. Applicant must have a user account <https://wims.osha.go.tz/user/guide>
2. Applicant must have a registered workplace in the system <https://wims.osha.go.tz/user/guide>

STEP 1

Go to your web browser and place the following address (<https://wims.osha.go.tz/>), the below page will appear.

The screenshot displays the homepage of the Occupational Safety and Health Authority (OSHA) Workplace Information Management System (WIMS). The header includes the OSHA logo and the system name. A navigation menu contains links for OSH training, Informal Sector Registration, User Guide, Create Account, Login, and Ask For Help. Below the menu are three main service cards: 'Create User Account' (with fields for Full Name, Phone Number, Email, Date Of Birth, and ID Number), 'Services' (with options like Workplace Registration, Invoices And Payments, Report Accidents, OSH Training, Inspection Report, and OSH Events), and 'Register Workplaces' (with fields for TIN, Business License Certificate, Business Activity, Number Of Employee, Capital Investment, and Physical Location). Each card has a 'Get started' button. Two callout boxes provide instructions: Box 1 points to the 'Create Account' link and the 'Create User Account' card, stating 'Click here to create Account for Login and continue applying'. Box 2 points to the 'Login' link and the 'Register Workplaces' card, stating 'If you have a User Account Please Login here to continue'.

For those who do not have user account in the system choose **create account** in the above figure and a form like the specimen bellow will appear where you will be required to provide minimum person details for your account to be created. and for more user account creation, use the guide in this link- (<https://wims.osha.go.tz/user/guide>).

staging.osha.go.tz

CREATE ACCOUNT

First Name*

Middle Name*

Surname*

Birth Date*

Gender*

ID Type*

Id Number*

Phone Number*

Email*

Password*

Password Confirmation*

Captcha 

[Register](#)

Click here to create Account

STEP 2

Login and continue Applying for award, exhibition or both
 To login use your username (email) and Password registered in **STEP 1**

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OCCUPATIONAL SAFETY AND HEALTH AUTHORITY WORKPLACE INFORMATION MANAGEMENT SYSTEM (W I M S)



**MAADHIMISHO
 YA WIKI YA SHERIA 2023**
 KUANZIA TAREHE: 22 - 29 JANUARI

KAULI MBIU

LIMUHIMU WA UTATUZI WA MISOGOORO KWA NJA YA USULUHISHI KATIKA KURUGA LICHUMI ENDELEU - WAJIBU WA MAHAKAMA NA WADAU.

Tunawakaribisha wote katika vionjani vya **Nyerere Square Jijini Dodoma (Banda No: 18)** mipate huduma mbalimbali kutoka OSHA kowemo: Elimu na Ushauri wa Kitalam, vizi mwaandaa ya Usalama na Afya Kazini pamoja na elimu kuhusu Sheria No:5 ya Usalama na Afya Mahali ga Kazi ya Mwaka 2003.

MUDA NI KUANZIA:
 SAA 9:00 ASUBUHI HADI SAA 11:00 JIONI



E-Mail Address / Phone

Password

Remember me [Forgot Your Password?](#)

[Login](#)

[New WIMS Account](#) [Informal Sector Registration](#)

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Click here to login and continue

STEP 3 – Applying for the OSH events

IF YOU HAVE NOT REGISTERED YOUR WORKPLACE IN THE SYSTEM, PLEASE FOLLOW THIS GUIDE TO REGISTER WORKPLACE USING THE LINK BELOW.

<https://wims.osha.go.tz/user/guide> or you may contact our Support Team by calling Number: 0652922691/0767590820 if you face any difficulties

BUT IF YOU HAVE ALREADY REGISTERED YOUR WORKPLACE IN THE SYSTEM CONTINUE WITH THE BELOW

The screenshot shows the OSHA WIMS dashboard. The left sidebar menu has 'Safety Day' highlighted. A callout box with arrows points to 'Awards', 'Exhibition', and 'Awards and Exhibition' under the 'Safety Day' menu. The main content area displays a table of upcoming training events.

Training name	Start Date	Available Seat
Health and safety for Human resources practitioners December 28, 2023 - December 30, 2023 - Dodoma-veyula	2023-12-28	34
Working at Height January 23, 2023 - January 27, 2023 - Dar es Salaam-OSHA HQ Office	2023-01-23	20
NOSHC Module II February 06, 2023 - February 20, 2023 - Dar es Salaam-OSHA HQ Office	2023-02-06	20
Occupational Safety and Health representatives Course January 10, 2023 - January 13, 2023 - Dar es Salaam-OSHA HQ Office	2023-01-10	80

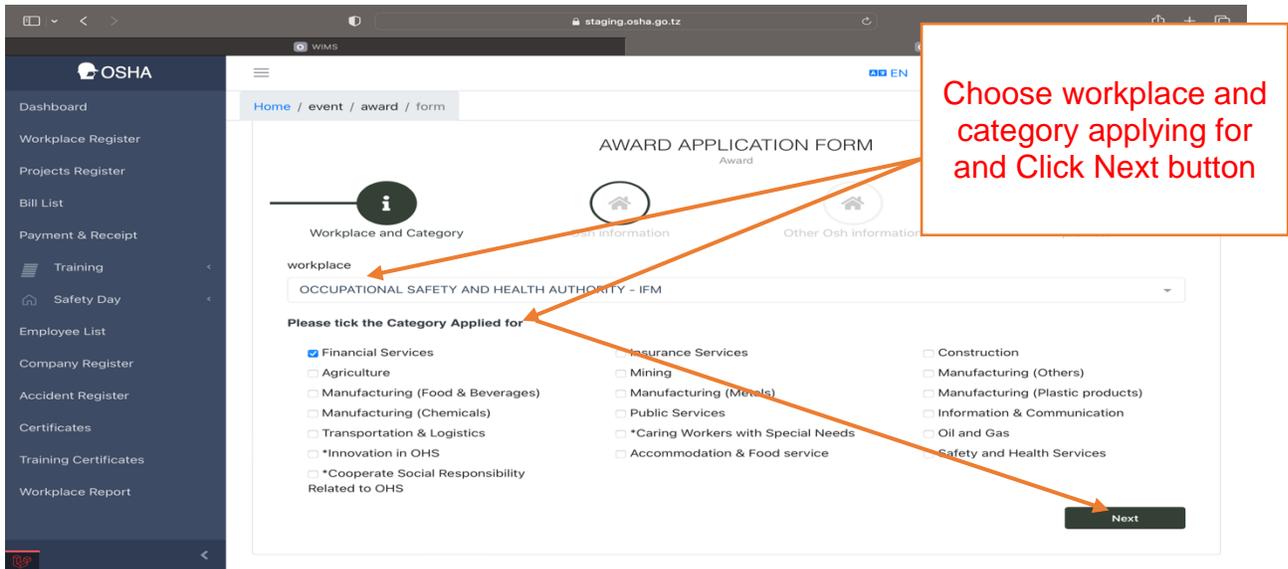
A callout box on the right contains the text: "Click Safety Day Link and choose either to apply for Award, Exhibition or Both".

APPLYING FOR OHS AWARD ONLY

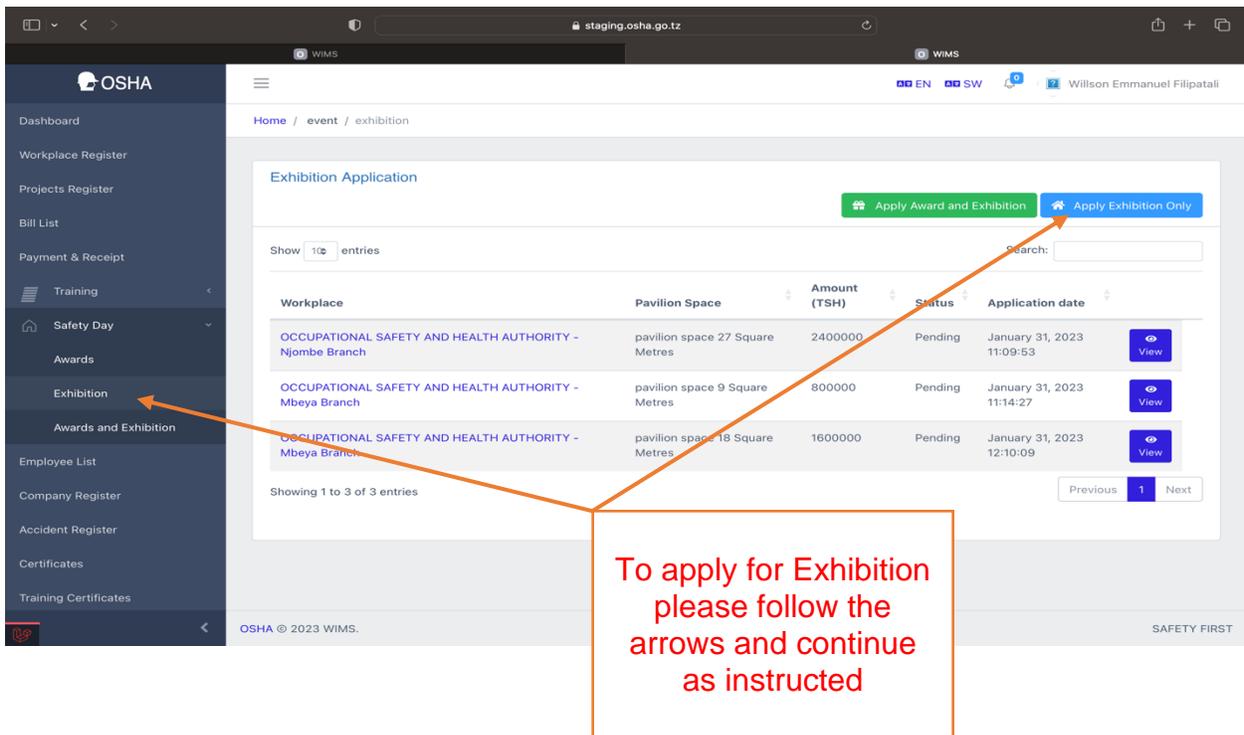
The screenshot shows the 'Award Application' page in the OSHA WIMS system. The left sidebar menu has 'Awards' highlighted. A callout box with arrows points to 'Awards' and 'Exhibition' under the 'Safety Day' menu. The main content area displays a table of award applications.

Workplace	Award category	Amount (TSH)	Status	Application date
OCCUPATIONAL SAFETY AND HEALTH AUTHORITY - Njombe Branch	["Insurance Services "]	50000	Pending	January 31, 2023 12:09:40

A callout box on the right contains the text: "To apply for only OSH Award please follow the arrows as shown in the figure".



APPLYING FOR OHS EXHIBITION ONLY



The screenshot shows the 'EXHIBITION APPLICATION' form in the OSHA system. The form includes a 'workplace' dropdown menu with 'OCCUPATIONAL SAFETY AND HEALTH AUTHORITY - IFM' selected, and a 'Pavilion Space' dropdown menu with '9 Square Metres' selected. A 'Submit' button is visible at the bottom right. A red callout box with arrows pointing to the dropdowns contains the text: 'Choose workplace, select Pavilion Space of your choice and submit'.

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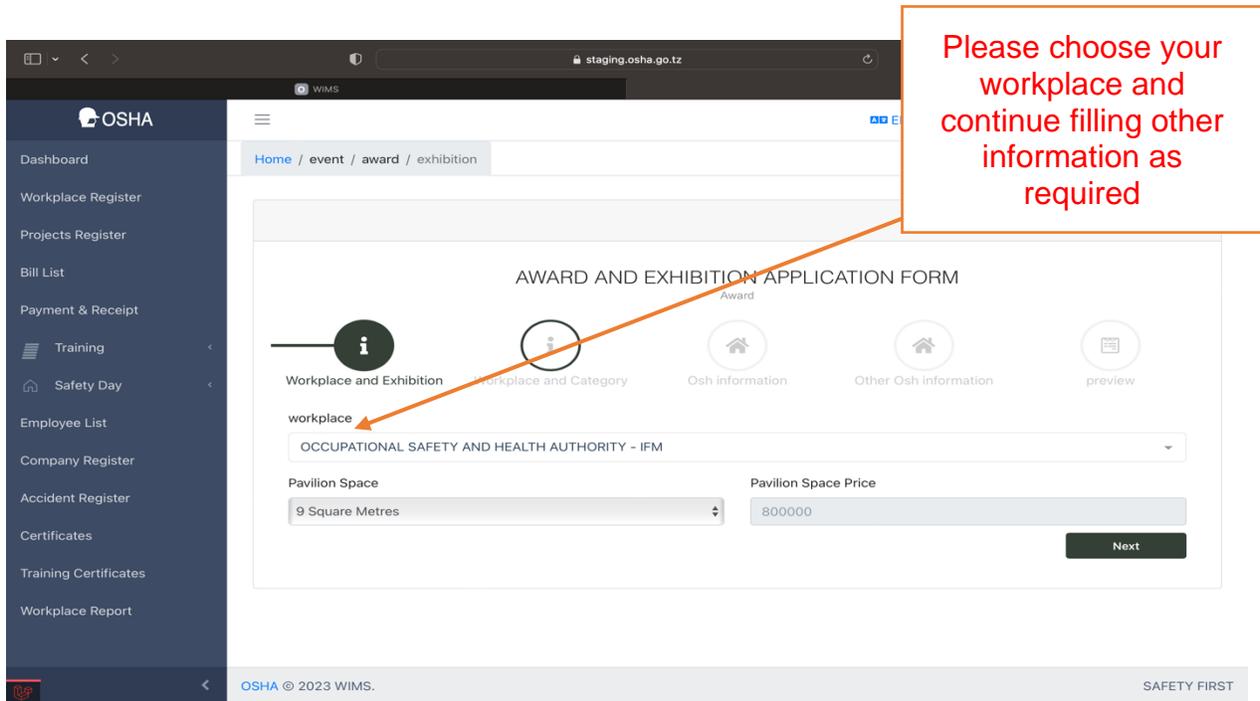
**APPLYING FOR BOTH OHS EXIBITION AND OHS AWARD
(The participation fee will be combined)**

The screenshot shows the 'Award and Exhibition Application' list. At the top, there are three buttons: 'Apply Award and Exhibition', 'Apply Award Only', and 'Apply Exhibition only'. Below the buttons is a table with the following data:

Workplace	Pavilion Space	Exhibition Amount	Award Amount	Status	Application date
OCCUPATIONAL SAFETY AND HEALTH AUTHORITY - Mwanza NHC	pavilion space 9 Square Metres	800000	60000	Pending	January 31, 2023 12:11:17

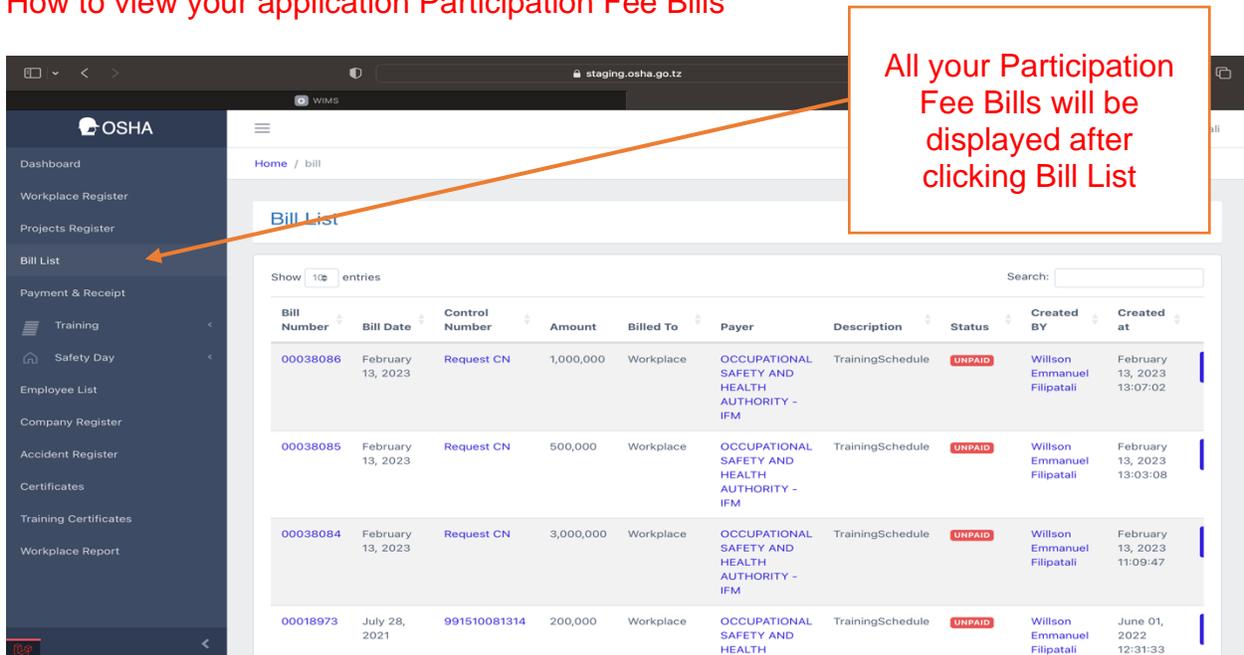
A red callout box with arrows pointing to the 'Apply Award and Exhibition' button and the 'Awards and Exhibition' menu item in the sidebar contains the text: 'To apply for both Award and Exhibition please follow the arrows'.

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After applying for OHS event, you need to wait for a while as your application will be processed and you will receive SMS and email on generation of participation fee invoice.

How to view your application Participation Fee Bills



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