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

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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, Edg*e, 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.
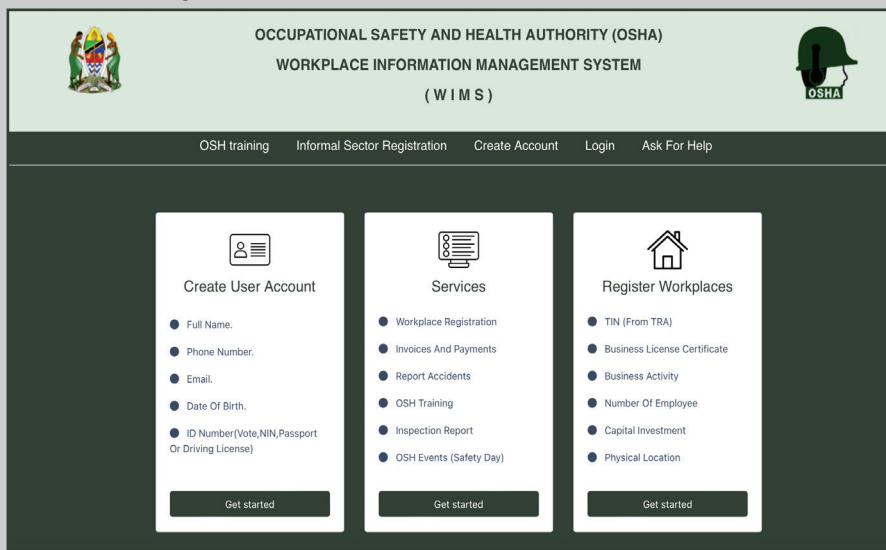

Figure 1: Landing page
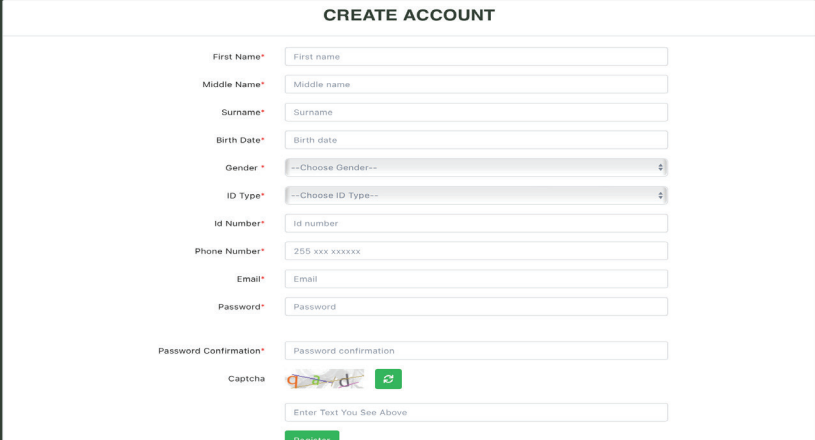
2.2.2 How to Create User account

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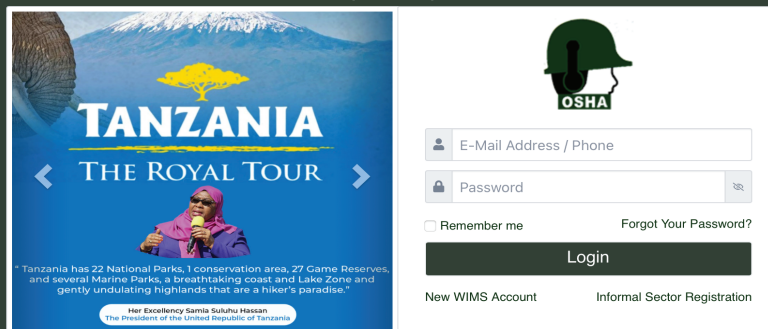
Before login into the system, you must have an active user account. User will be required to login using their *registered email* and *password*. Only activated users will be allowed to login.

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;

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

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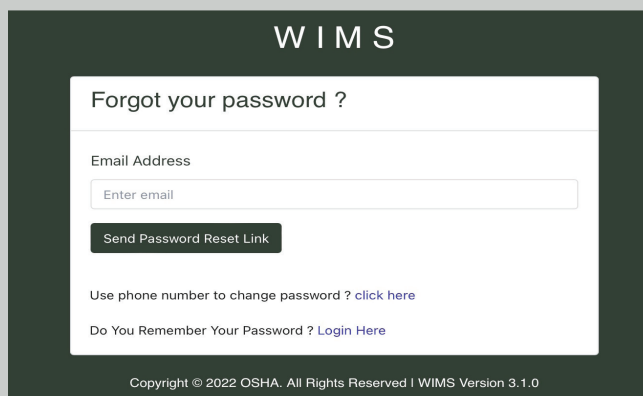
Figure 3: Log in page

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***'.

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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***';
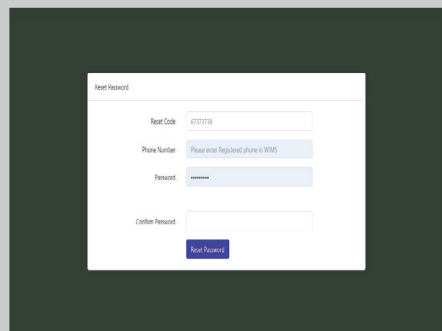
Figure 5: Reset password page for phone number

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.
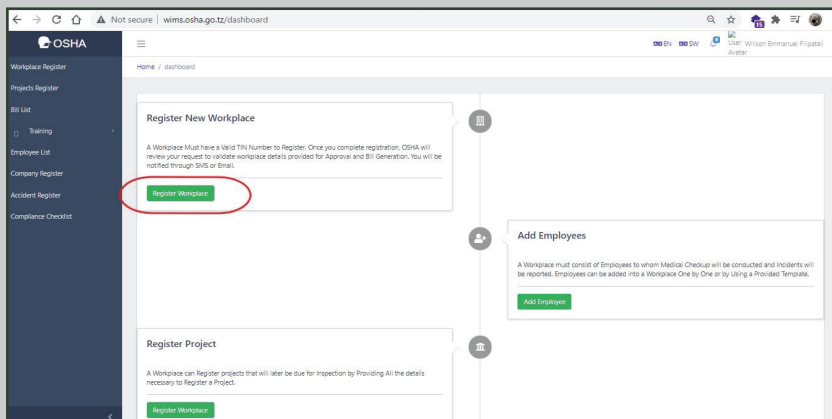
Figure 8: Home page

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.
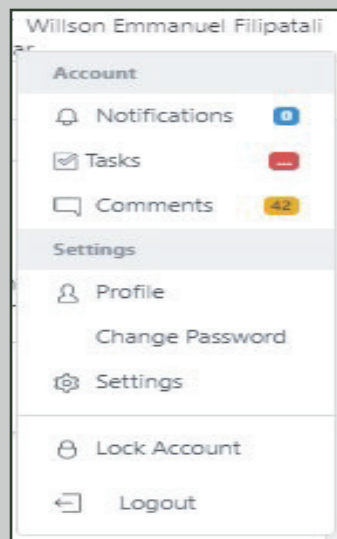
Figure 9: Quick links

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;
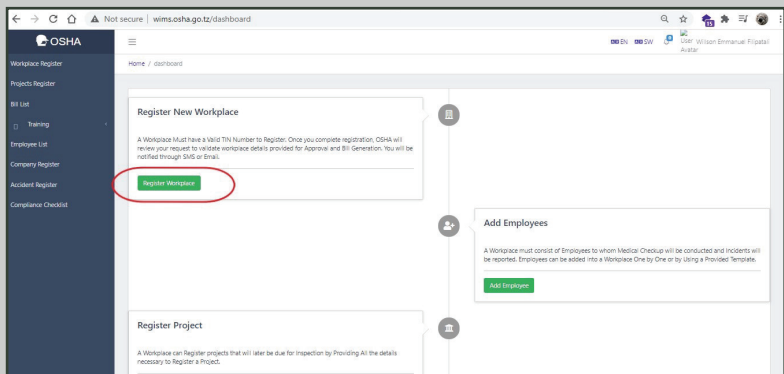
Figure 10: New workplace registration page

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 author-ity in jpeg, PNG, jpg or PDF Format with maximum of 2MB in size each, as shown on Figue 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.
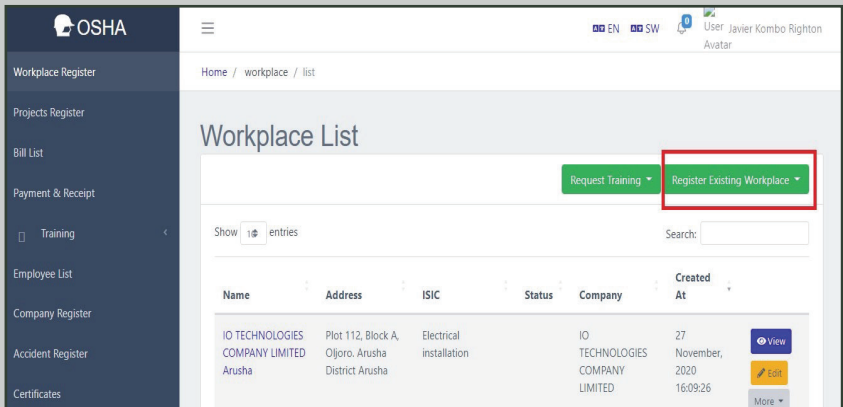
Figure 18: Adding more Workplace form

ii) Select the company name displayed after clicking the button in Figure 18.
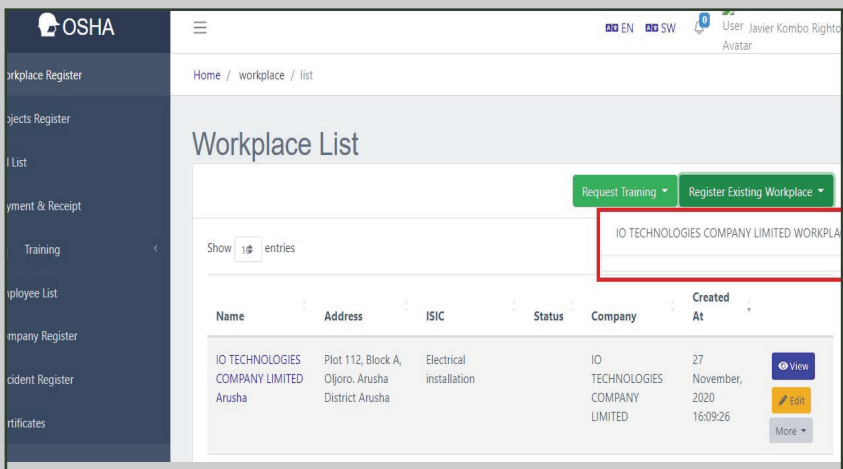
Figure 19: Selecting and adding more workplace page

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.
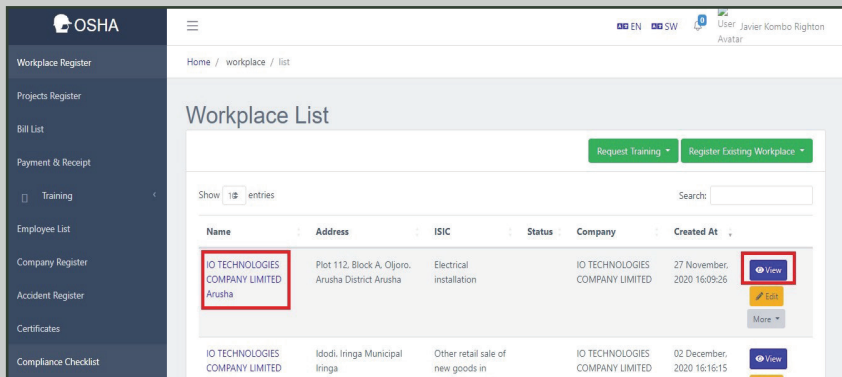
Figure 20: Viewing workplace details

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;
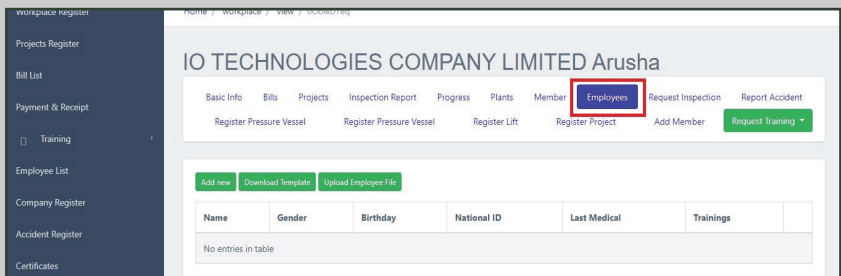
Figure 21: Accessing employee registration page

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

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.

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.
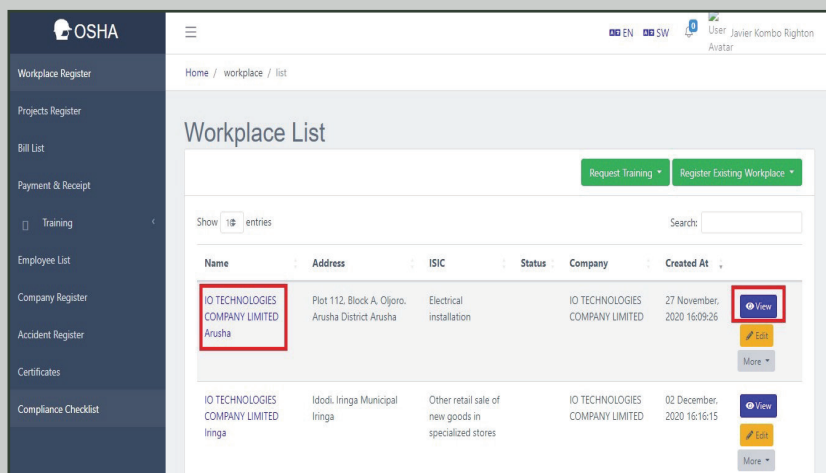
Figure 24: Viewing workplace details

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.
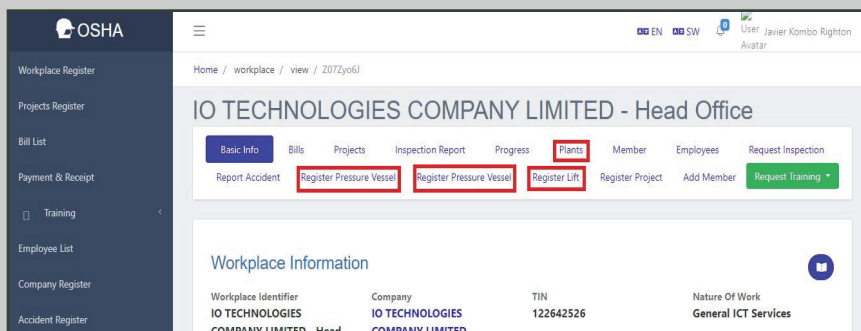
Figure 25: Accessing plan registration page

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 .
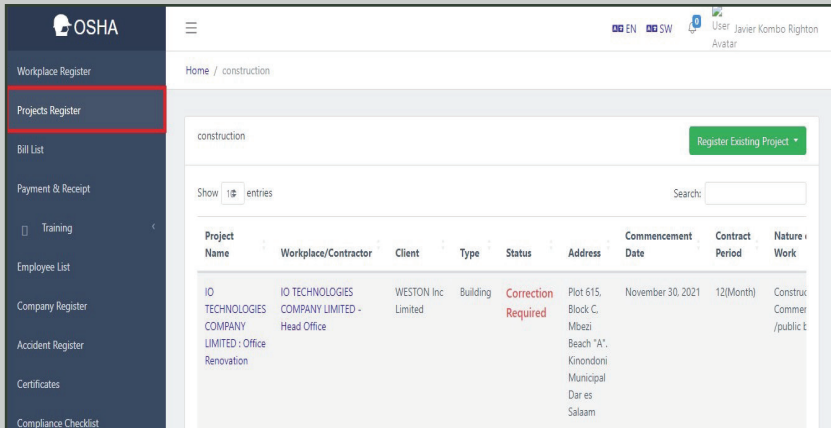
Figure 26: Accessing options for project registration

ii)   Click on Register Existing Project button to choose workplace managing the project and display project registration portal.
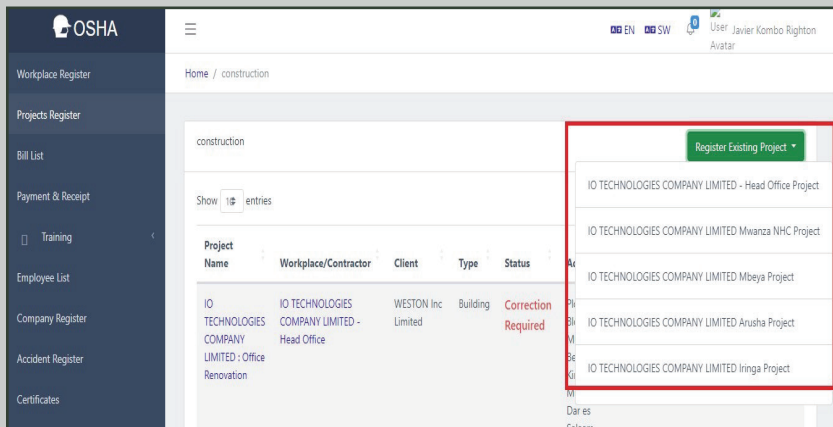
Figure 27: Selecting workplace and managing projects

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.

Figure 28: Filling construction page

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

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.
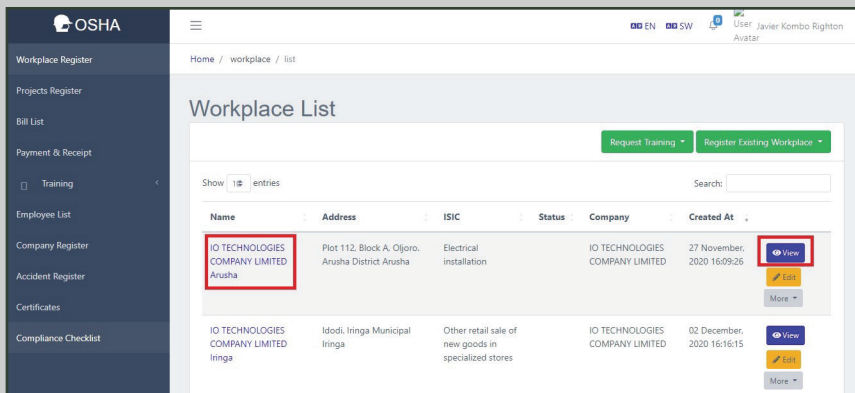
Figure 32: Viewing workplace details page

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;
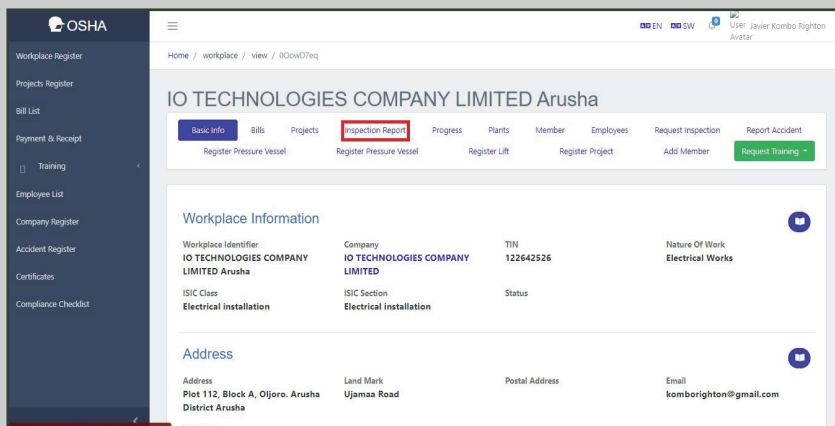
Figure 33: Accessing workplace inspection report page

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.
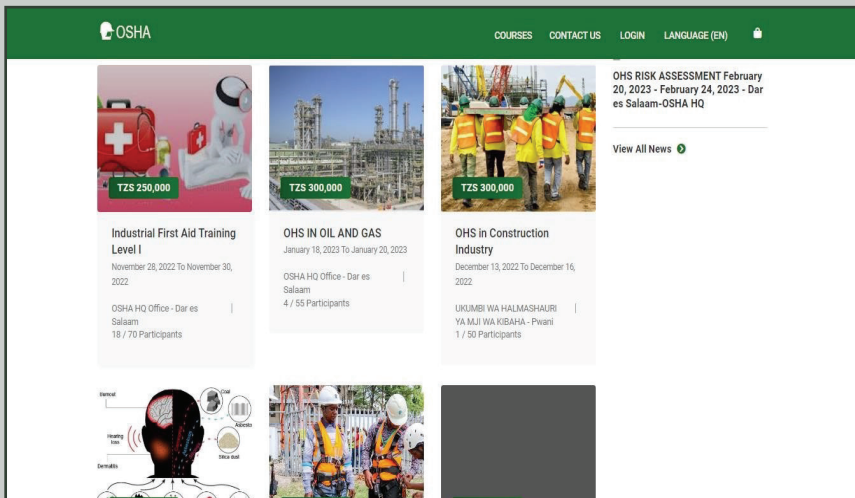
Figure 35: Course details preview page

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.
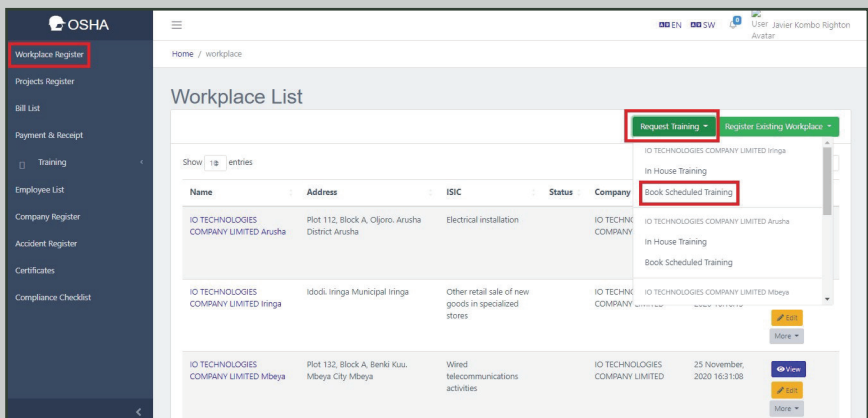
Figure 36: Accessing inhouse training page

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.

Figure 37: Fiiling 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

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.

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.
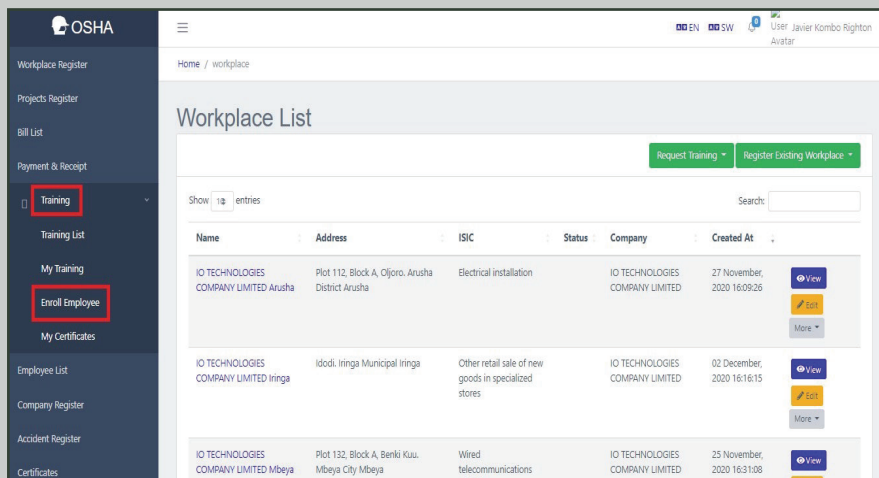
Figure 40: Accessing employee enrollment page

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.

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.

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.

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 detaiuls 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 shpown on Figure 48

Figure 48: Filling accident reporting form

7.2 Accidents Register

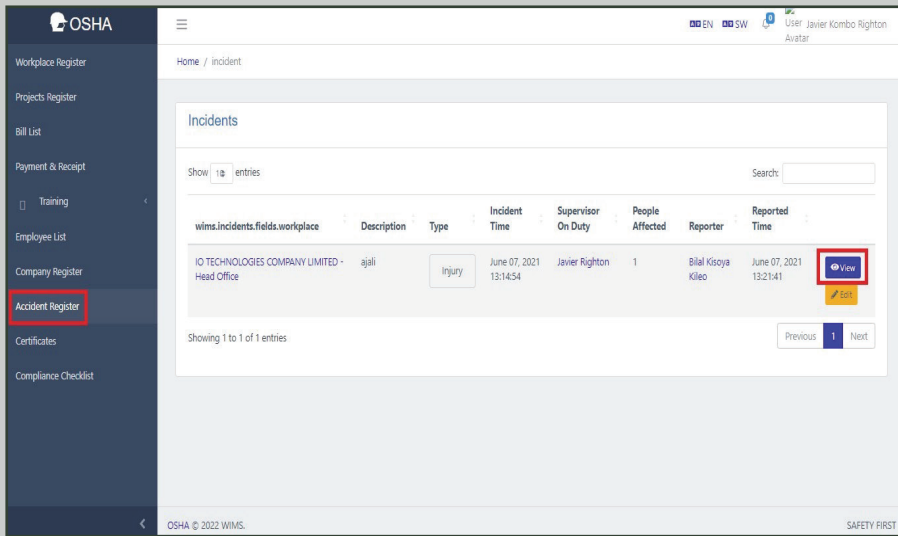Workplace admin can preview details of all registered accidents that occurred at the workplace as shown on Figure 49.

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.

For communication with OSHA, write to the address below:-

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