

**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,

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

## **1.4 This Quick Start Guide**

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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**

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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.

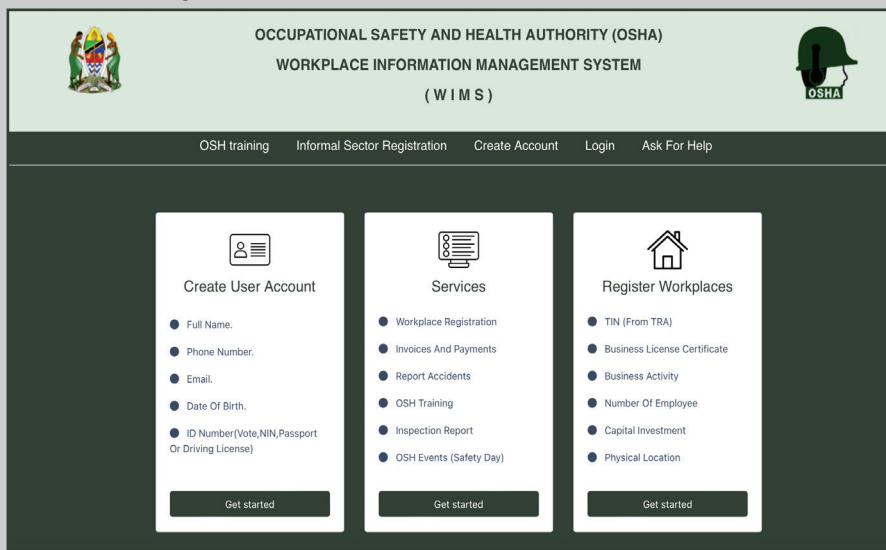


Figure 1: Landing page

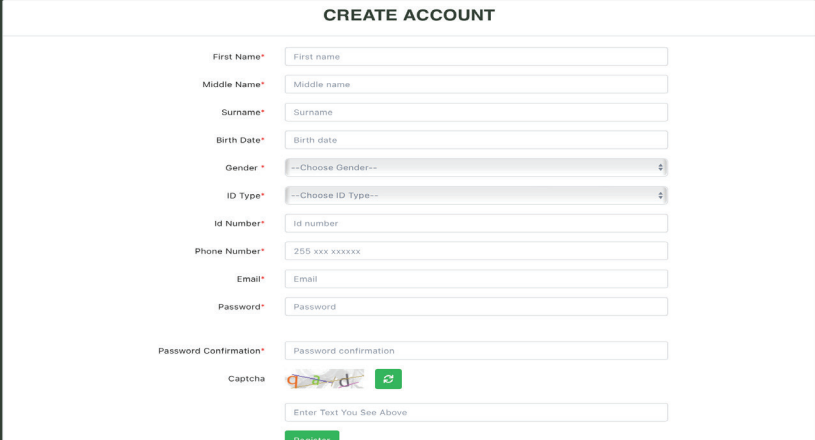
### 2.2.2 How to Create User account

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



The screenshot shows the 'WIMS' logo at the top, followed by the 'CREATE ACCOUNT' heading. The form contains the following fields and controls:

- First Name\* (text input)
- Middle Name\* (text input)
- Surname\* (text input)
- Birth Date\* (text input)
- Gender\* (dropdown menu with '--Choose Gender--')
- ID Type\* (dropdown menu with '--Choose ID Type--')
- Id Number\* (text input)
- Phone Number\* (text input with placeholder '255 xxx xxxxxx')
- Email\* (text input)
- Password\* (text input)
- Password Confirmation\* (text input)
- Captcha (image with text 'Enter Text You See Above' and a green 'Register' button below it)

**Figure 2: User Create account page**

## 2.2.3 How to log in WIMS

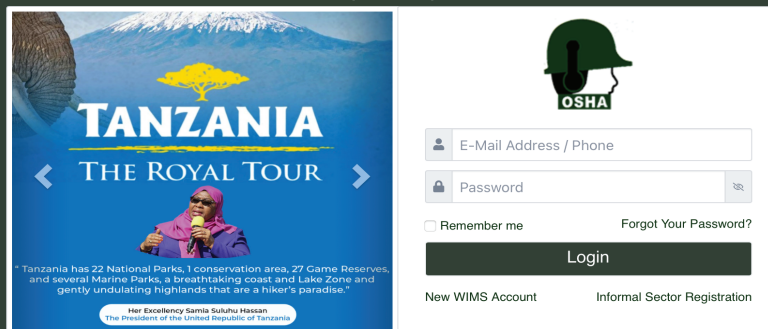
Before login into the system, you must have an active user account. User will be required to login using their **registered email** and **password**. Only activated users will be allowed to login.

### 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)



**TANZANIA**  
**THE ROYAL TOUR**

"Tanzania has 22 National Parks, 1 conservation area, 27 Game Reserves, and several Marine Parks, a breathtaking coast and Lake Zone and gently undulating highlands that are a hiker's paradise."

Her Excellency Samia Suluhu Hassan  
The President of the United Republic of Tanzania

E-Mail Address / Phone

Password

☐ Remember me [Forgot Your Password?](#)

Login

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

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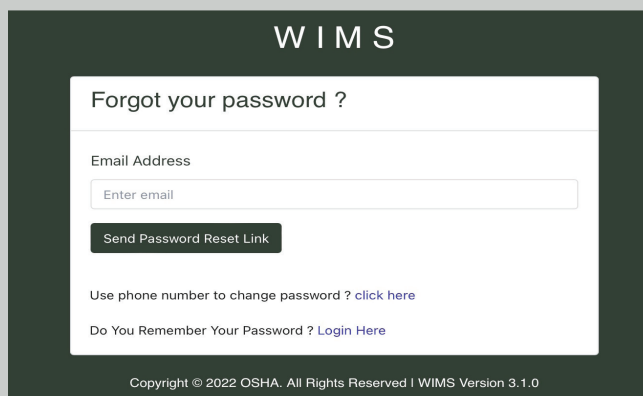
Figure 3: Log in page

## 2.2.4 How to reset Forgotten Password

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

### Steps:

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



**WIMS**

Forgot your password ?

Email Address

Enter email

Send Password Reset Link

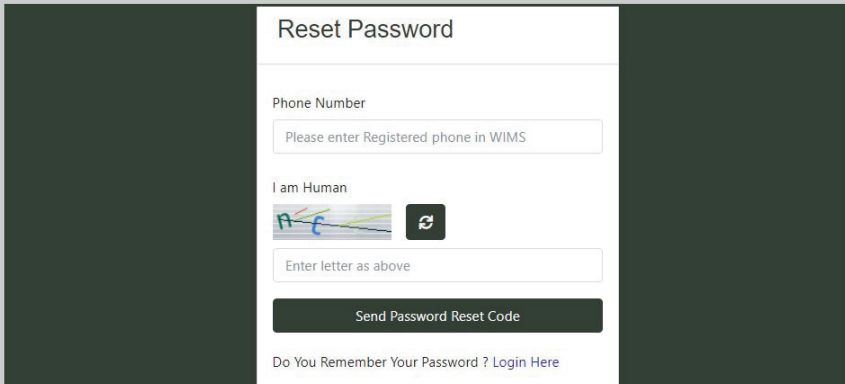
Use phone number to change password ? [click here](#)

Do You Remember Your Password ? [Login Here](#)

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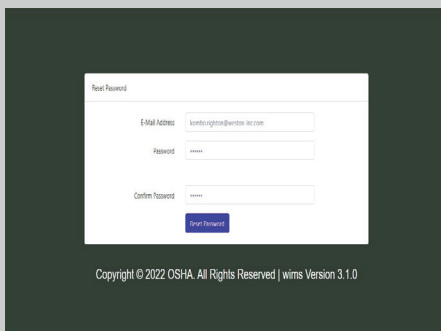
Figure 4: Forgot password page

- 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**';

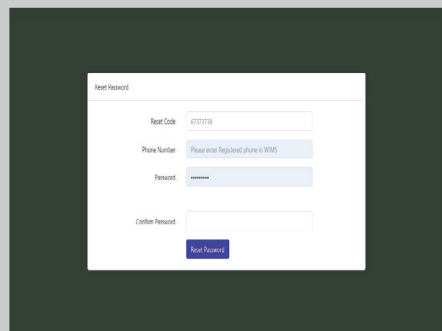


**Figure 5: Reset password page for phone number**

- 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.

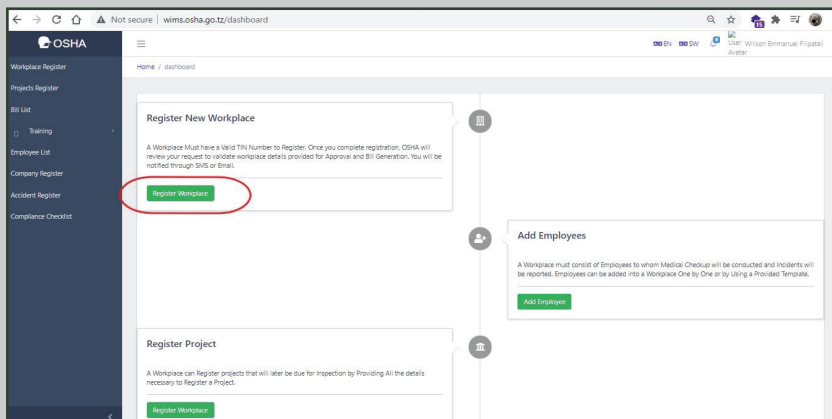


Figure 8: Home page

### 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.

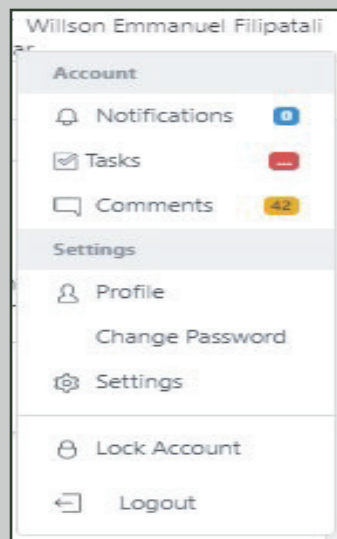


Figure 9: Quick links

## 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;

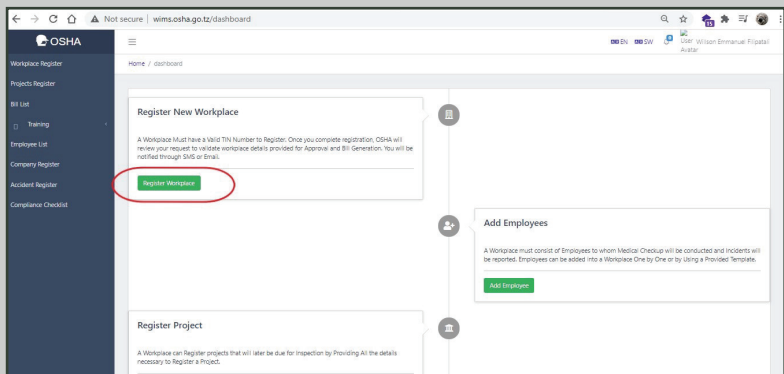


Figure 10: New workplace registration page

- 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;

A screenshot of the 'New Workplace Form' on the OSHA Zimbabwe portal. The form is divided into several tabs: 'Company Details', 'Workplace Details', 'Employee', 'Item Used', 'Attachments', and 'Verify'. The 'Company Details' tab is active, and the 'TIN number\*' field is highlighted with a red circle. The form includes fields for 'Company Name' (pre-filled with 'CRDB BANK PUBLIC LIMITED COMPANY'), 'Type of business' (pre-filled with 'Other monetary intermediation'), 'Region\*' (pre-filled with 'Tanga'), 'District\*' (pre-filled with 'Muheza District'), and 'Land mark\*' (pre-filled with 'AZIKWE-JAMHUR STREET'). A green 'Next' button is located at the bottom right of the form.

Figure 11: Enter TIN page

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

The screenshot shows the OSHA Workplace Register interface. The left sidebar contains a menu with options: Workplace Register, Projects Register, Bill List, Training, Employee List, Company Register, Accident Register, and Compliance Checklist. The main content area is titled 'Home / workplace / register'. It features a progress bar with five steps: Company Details, Workplace Details (active), Employee, Item Used, Attachments, and Verify. The 'Workplace Details' section includes the following fields:

- Nature of work:
- Source of Power\*: TANESCO (dropdown)
- Cellphone Number: 255 xxx xxx xxx (text)
- Alternative Number\*: 255 xxx xxx xxx (text)
- email address\*: e-mail address (text)
- Region\*: --Choose Region-- (dropdown)
- District\*: --Choose district-- (dropdown)
- Ward\*: --Choose ward-- (dropdown)
- Street\*: --Choose street-- (dropdown)
- Neighborhood: --Choose neighborhood-- (dropdown)

Figure 12: Enter workplace detail page

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

The screenshot shows the OSHA Workplace Register interface, specifically the 'New Workplace Form' section. The progress bar indicates the 'Employee' step is active. The form includes the following fields:

- Male\*: 13 (text)
- Female\*: 11 (text)
- Under 18\*: 0 (text)
- Disabled\*: 0 (text)
- shift\*: 1 (dropdown)
- Employee Per Shift\*: 24 (text)
- Total Employee\*: 24 (text)

At the bottom, there are 'Back' and 'Next' buttons. The footer of the page reads 'OSHA © 2020 WIMS.' and 'SAFETY FIRST'.

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.

OSHA

Home / workplace / register

Workplace

New Workplace Form  
fill with correct information

Company Details Workplace Details Employee Item Used Attachments Verify

Equipments\*

S/N	quantity
1	1

Back 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.

OSHA

Home / workplace / register

New Workplace Form  
fill with correct information

Company Details Workplace Details Employee Item Used Attachments Verify

please attach scanned document in JPeg,PNG,JPG or PDF maximum of 2MB each

Business License (scanned Business License certificate) \*

Browse... License2.jpeg

Regulator Authority (scanned regulator\_authority certificate eg EWURA-TMDA-TAPSOA) ? \*

Browse... Certificate.jpg

Back 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.

Workplace Details		Region, District, Ward	Male
Name	IC TECHNOLOGIES COMPANY LIMITED	Dodoma, Charming	1
Identifier	Main Office	Street	Female
Nature	Lab Systems	Address Type	0
Power Source	TANESCO	Plot	Under 18
Workplace Cellphone	255 654 768 448	Block	0
Telephone Number	255 654 768 448	Local Government	Disabled
Cellphone number	komborbrighton@gmail.com	Land Mark	0
Email	komborbrighton@gmail.com	Equipment	Total
Capital	6000000 (in million)	Business License	1
Postal Address	7664, Dodoma	Attached	Regulator Authority
<input type="checkbox"/> I declared that, to the best of my knowledge, all the facts stated in this application for registration of a workplace are true		Attached	Attached

Back Verify

**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.

**Submitted**

Your application has been received general and ergonomic inspection for workplace suitability is in progress. Within 24 working hours, you will receive control number for the mentioned services including cost recovering of publications.

OK

Back

**Figure 17: Submission of workplace confirmation message**

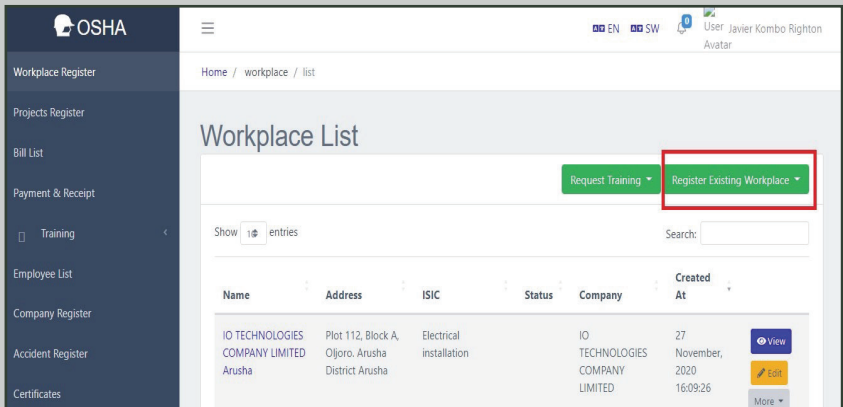
### 3.2 How to register more Workplaces forming a Company

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.

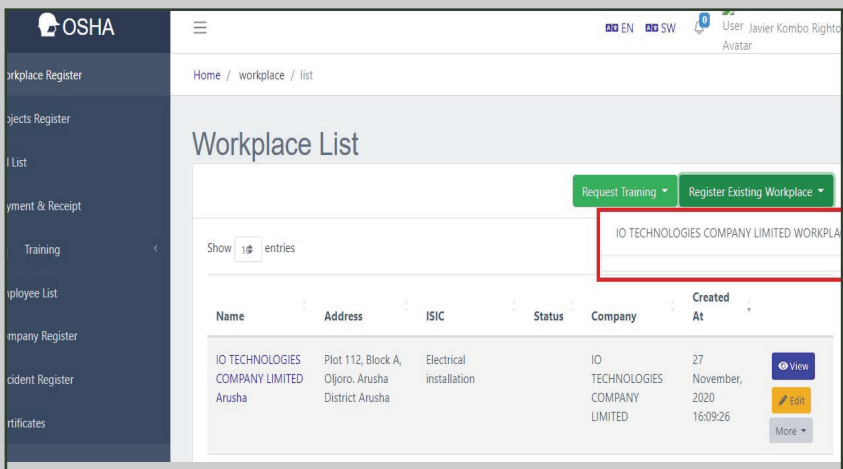
## Steps:

- 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.

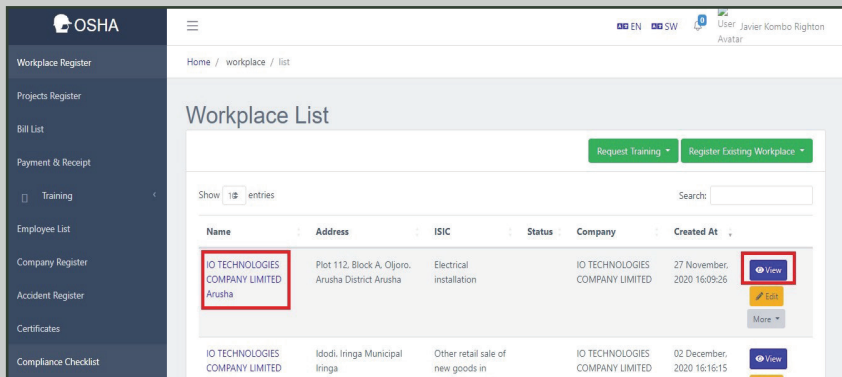


Figure 20: Viewing workplace details

- 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;

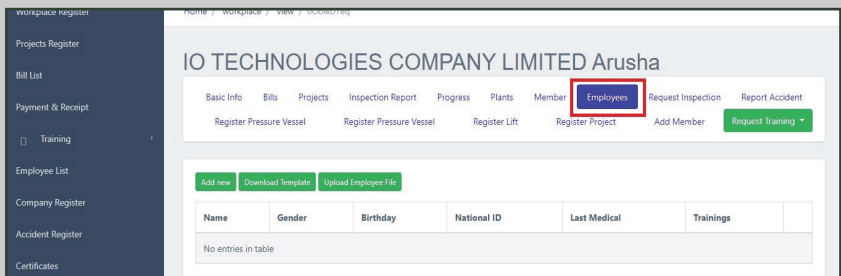


Figure 21: Accessing employee registration page

- 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 application interface. On the left is a dark sidebar with a menu: Workplace Register, Projects Register, Bill List, Payment & Receipt, Training, Employees List, Company Register, Accident Register, Certificates, and Compliance Checklist. The main content area is titled 'IO TECHNOLOGIES COMPANY LIMITED Arusha'. It contains a form for adding a new employee with the following fields: First Name\*, Middle Name\*, Last Name\*, Gender (dropdown: Select Gender), Birth Date\*, Marital Status (dropdown: Select Marital Status), Phone\*, Email\*, National ID\*, Tin Number\*, Contract Type\* (dropdown: Select Contract Type), Entry Date\*, and Job Title\*. At the top right, there are language options (EN, SW) and a user profile for Javier Kombo Righton.

**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 application interface for employee management. The sidebar is the same as in Figure 22. The main content area is titled 'IO TECHNOLOGIES COMPANY LIMITED Arusha'. It features a navigation bar with tabs: Basic Info, Bills, Projects, Inspection Report, Progress, Plants, Member, Employees (active), Request Inspection, and Report Accident. Below the tabs are buttons: Register Pressure Vessel, Register Pressure Vessel, Register Lift, Register Project, Add Member, and Request Training. Below these are three buttons: Add new, Download Template, and Upload Employee File. The Download Template and Upload Employee File buttons are highlighted with red boxes. Below the buttons is a table with the following columns: Name, Gender, Birthday, National ID, Last Medical, and Trainings. The table is currently empty, showing 'No entries in table'. At the bottom, there is a footer with 'OSHA © 2022 WIMS.' and 'SAFETY FIRST'.

**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.

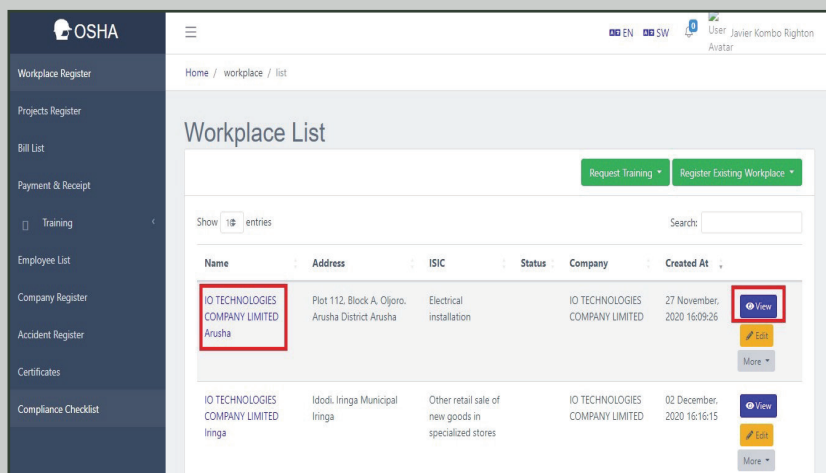


Figure 24: Viewing workplace details

- 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.

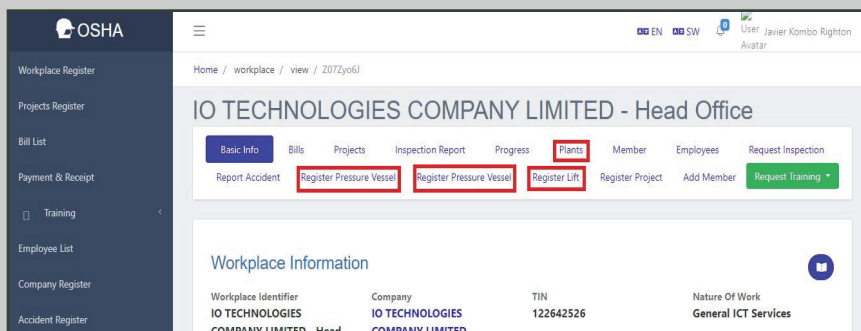


Figure 25: Accessing plan registration page

## 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 .

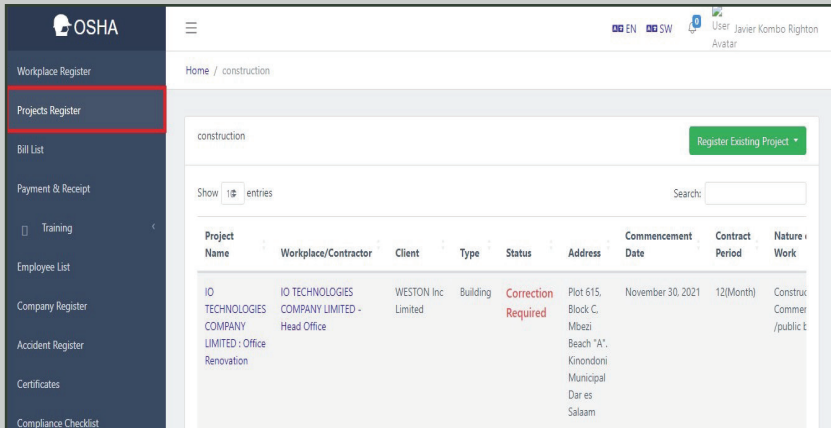


Figure 26: Accessing options for project registration

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

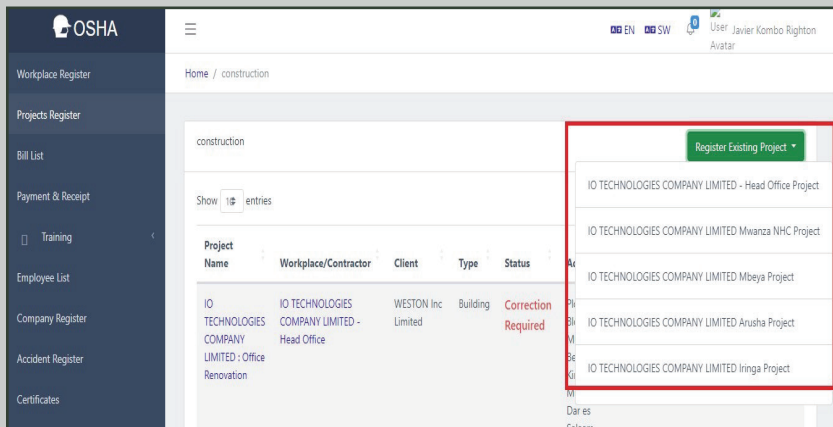


Figure 27: Selecting workplace and managing projects

- 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.

**OSHA** | Home / construction / create / Z07Zyo6J / workplace

**Basic Information** | Project Supportive Details | Verify

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

**Figure 28: Filling construction page**

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

**OSHA** | Home / construction / create / Z07Zyo6J / workplace

**Basic Information** | **Project Supportive Details** | Verify

<b>Male*</b>	<b>Contract Sum*</b>
0	TZS 0
<b>Female*</b>	zero
0	<b>Project Commencement Date*</b>
<b>Under 18*</b>	
0	<b>Contract Period*</b>
<b>Disabled*</b>	Contract Period in Month
0	In Month
<b>Total</b>	<b>Expected End Date*</b>
	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.

Basic Information		Project Supportive Details		Verify	
<b>Project Name</b>	fdkjdnklms	<b>Region</b>	Dar es Salaam	<b>Male</b>	2
<b>Project Contractor</b>	IO TECHNOLOGIES COMPANY LIMITED - Head Office	<b>District</b>	Kigamboni	<b>Female</b>	3
<b>Project Client</b>	kjknklm	<b>Ward</b>	Kigamboni	<b>Under 18</b>	0
<b>Project Consultant</b>	kjknkl	<b>Street</b>	Ferry	<b>Disabled</b>	0
<b>Project Main Contractor</b>	IO TECHNOLOGIES COMPANY LIMITED - Head Office	<b>Neighbour Hood</b>		<b>Total</b>	5
<b>Project Commencement Date</b>	2022-11-15	<b>Plot</b>	6	<b>Nature of Work</b>	Maintenance of Industrial Building
		<b>Block</b>	u	<b>Items Used</b>	Back home, Crane, Crusher
		<b>Local Government</b>			

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.



**Submitted**

Your application has been received general and ergonomic inspection for workplace suitability is in progress. Within 24 working hours, you will receive control number for the mentioned services including cost recovering of publications.

[OK](#)

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.

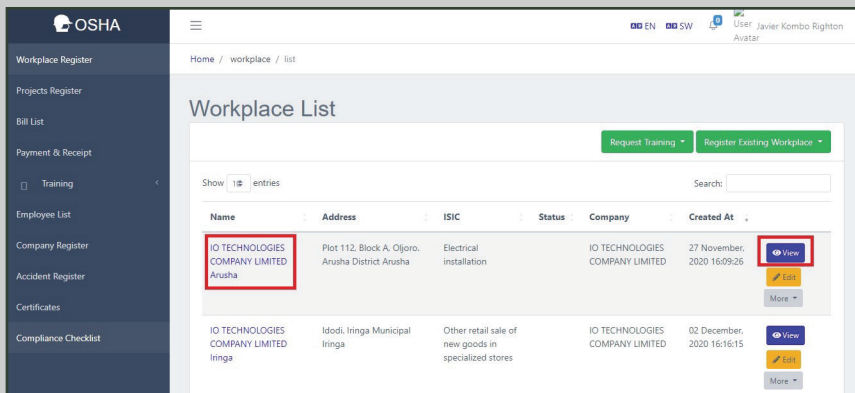


Figure 32: Viewing workplace details page

- 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;

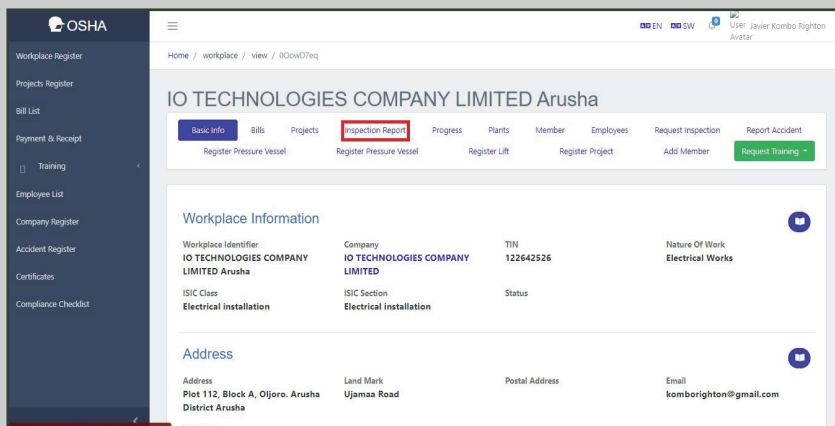


Figure 33: Accessing workplace inspection report page

## 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.



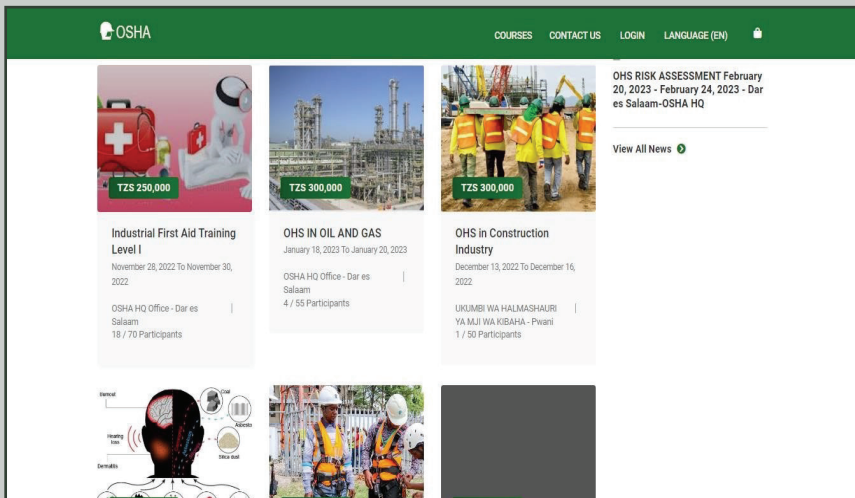


Figure 35: Course details preview page

## 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.

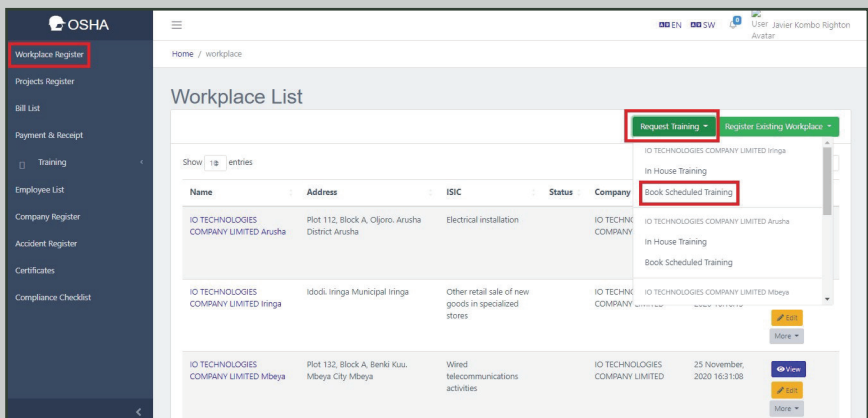


Figure 36: Accessing inhouse training page

- 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 Iringa". It includes a "Total Employee" field with a value of 0. The "Type Inhouse" section states: "In house Training - OSHA Staff will conduct training in your workplace. Only employees to IO TECHNOLOGIES COMPANY LIMITED Iringa will be eligible". The form has several input fields: "Training" (a dropdown menu), "Start Date" (a date field with "2022-12-27"), "Venue Name", "Venue Location", "Select Venue Location" (a dropdown menu), and "Training Participants Number". A green "submit" button is at the bottom right.

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 "Workplace Register" button in the left sidebar is highlighted with a red box. The "Request Training" button in the top right is also highlighted with a red box. The table below lists workplaces and their details.

Name	Address	ISIC	Status	Company
IO TECHNOLOGIES COMPANY LIMITED Arusha	Plot 112, Block A, Oljoro, Arusha District Arusha	Electrical installation		IO TECHN COMPANY
IO TECHNOLOGIES COMPANY LIMITED Iringa	Idodi, Iringa Municipal Iringa	Other retail sale of new goods in specialized stores		IO TECHN COMPANY
IO TECHNOLOGIES COMPANY LIMITED Mbeya	Plot 132, Block A, Benki Kau, Mbeya City Mbeya	Wired telecommunications activities		IO TECHNOLOGIES COMPANY LIMITED

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. On the left is a dark sidebar with a menu containing: Workplace Register, Projects Register, Bill List, Training (highlighted), Employee List, Company Register, Accident Register, Certificates, and Compliance Checklist. The main content area displays a 'Workplace Training Booking' form for 'IO TECHNOLOGIES COMPANY LIMITED Iringa'. The form fields include: 'Workplace' (IO TECHNOLOGIES COMPANY LIMITED Iringa), 'Total Employee' (0), 'Type' (Osha Training Schedule), a note stating 'IO TECHNOLOGIES COMPANY LIMITED Iringa Staff will be eligible to attend training as selected below', a 'Training' dropdown menu (set to 'Select Training'), and a 'Training Participants Number' input field. A green 'submit' button is at the bottom center of the form, and a 'Close' button is at the bottom right. In the background, a table lists training events with columns for date and time, and actions like 'View', 'Edit', and 'More'. The top right corner shows the user 'Javier Kombo Righton' with an avatar.

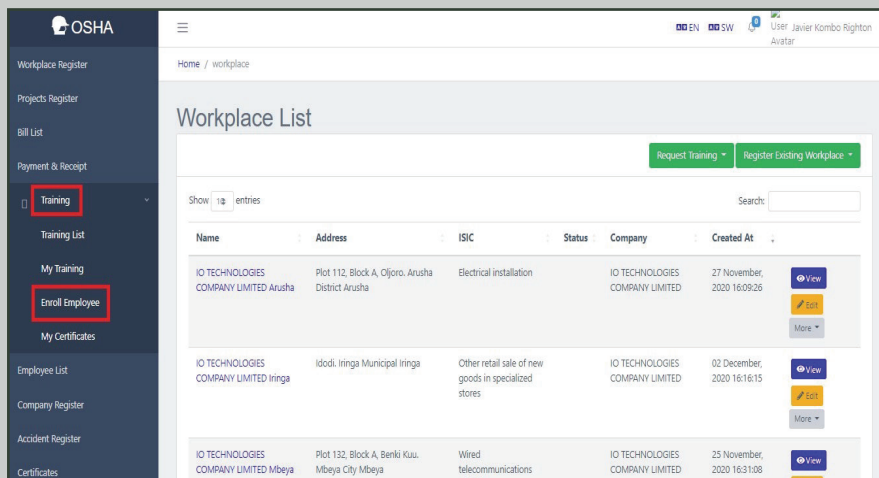
**Figure 39: Filling scheduled training form**

## **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.

The screenshot shows the 'Training Employee Enrollment' page. The form has three main sections: 'Payment Reference' with a dropdown for 'Pick a Control Number' and a note 'This are Control Numbers from your workplace which have training Item'; 'Training' with a dropdown for 'Select one'; and 'Employees' with a dropdown for 'Add Employee'. There is an 'Enroll Now' button at the bottom.

**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 Bill List page. The left sidebar contains a menu with items: Workplace Register, Projects Register, Bill List (highlighted with a red box), Payment & Receipt, Training, Employee List, Company Register, Accident Register, Certificates, and Compliance Checklist. The main content area is titled 'Bill' and shows a table of bills. The table has 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 by a red box.

Bill Number	Bill Date	Control Number	Amount	Billed To	Payer	Description	Status	Created BY	Created at
00015596	April 06, 2022	991510102841	50,000	Workplace	IO TECHNOLOGIES COMPANY LIMITED - Head Office	Inspection	UNPAID	Wilson Emmanuel Filipitall	April 06, 2022 12:17:38
00015345	April 04, 2022	991510102594	1,630,000	Workplace	IO TECHNOLOGIES COMPANY LIMITED - Head Office	Inspection	UNPAID	Wilson Emmanuel Filipitall	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

Particulars

Payments

Contacts

Preview

S/N	CODE	SERVICES	AMOUNT(TZS)	INSPEC
1	080009	Air current test@5	300,000	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	Elizabet
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:

- 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.

OSHA

Workplace Register

Projects Register

Bill List

Payment & Receipt

Training

Employee List

Company Register

Accident Register

Certificates

Compliance Checklist

Home / bill-payment

Bill Payments

Search:

sent	Payment Reference	Bill Amount	Paid Amount	Payer Cell	Payer Name	Payment Receipt	Payment Provider	Credited acc no	Created at	
st 03 104	921215061310572	1,000	500	0713127045	IO TECHNOLOGIES COMPANY LIMITED - Head Office	FA12159861233344	CRDB Bank	0150210411100	August 03, 2021 13:25:05	<a href="#">View</a>
mber 020 109	920349022857440	1,000	1,000	255713437342		EC1007690264698P	National Microfinance Bank	201011001117	December 14, 2020 12:11:16	<a href="#">View</a>
mber 020 109	920333020109480	1,000	1,000	255654768448		EC100735761206IP	National Microfinance Bank	201011001117	November 28, 2020 11:08:14	<a href="#">View</a>
mber 020 124	920333020038150	1,000	1,000	255654768448		EC1007351993189P	National Microfinance Bank	201011001117	November 27, 2020 17:32:27	<a href="#">View</a>

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.

OSHA

Home / bill-payment / 2668

921215061310572  
991510062412

Bill 00005562

Bill Amount 1,000.00 TZS

Paid Amount 500.00 TZS

Receipt Number 921215061310572

Preview Receipt Receipt: FA12159861233344

Payer Name IO TECHNOLOGIES COMPANY LIMITED - Head Office

Payer number 0713127045

Details Bill Receipts Summary

Id 2668

Bill Id 5562

Transaction Code 991510062412

Transaction Type PaymentResponse

Transaction Id FA12159861233344

Status Message

Transaction Date Time 2021-08-02 12:22:04

Get List Print Receipt

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;

Payment & Receipt

Request Training Register Existing Workplace

Show 18 entries Search

Name	Address	ISIC	Status	Company	Created At	
IO TECHNOLOGIES COMPANY LIMITED Arusha	Plot 112, Block A, Oljoro, Arusha District Arusha	Electrical installation		IO TECHNOLOGIES COMPANY LIMITED	27 November, 2020 16:09:26	<a href="#">View</a> <a href="#">Edit</a> More
IO TECHNOLOGIES COMPANY LIMITED Iringa	Idodi, Iringa Municipal Iringa	Other retail sale of new goods in specialized stores		IO TECHNOLOGIES COMPANY LIMITED	02 December, 2020 16:16:15	<a href="#">View</a> <a href="#">Edit</a> More

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.

The screenshot shows the OSHA system interface. On the left is a dark blue sidebar with a menu containing: Workplace Register, Projects Register, Bill List, Payment & Receipt, Training, Employee List, Company Register, Accident Register, Certificates, and Compliance Checklist. The main content area has a header with the OSHA logo and user information (EN, SW, User: Javier Kombo Righton). Below the header, the breadcrumb trail is 'Home / workplace / view / 00owD7eq'. The title is 'IO TECHNOLOGIES COMPANY LIMITED Arusha'. A navigation bar contains tabs: Basic Info, Bills, Projects, Inspection Report, Progress, Plants, Member, Employees, Request Inspection, and Report Accident (which is highlighted with a red box). Below the tabs are buttons: Register Pressure Vessel, Register Pressure Vessel, Register Lift, Register Project, Add Member, and Request Training. The main section is titled 'Workplace Information' and contains a table with the following data:

Workplace Identifier	Company	TIN	Nature Of Work
IO TECHNOLOGIES COMPANY LIMITED Arusha	IO TECHNOLOGIES COMPANY LIMITED	122642526	Electrical Works
ISIC Class	ISIC Section	Status	
Electrical installation	Electrical installation		

Below the table is a section titled 'Address' with a table containing the following data:

Address	Land Mark	Postal Address	Email
Plot 112, Block A, Oljoro, Arusha District Arusha	Ujamaa Road		komborighton@gmail.com

At the bottom, there is a 'Cell Phone' field.

**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

The screenshot shows the 'Report New Incident' form in the OSHA system. The breadcrumb trail is 'Home / incident / create / workplace / 00owD7eq'. The title is 'Report New Incident : IO TECHNOLOGIES COMPANY LIMITED Arusha'. The form contains the following fields:

- A text area for 'Describe what happened. Please be detailed but state only facts'.
- A dropdown menu for 'Incident Type' with the option 'Select incident type'.
- A text field for 'Incident Time'.
- A dropdown menu for 'Supervisor On Duty' with the option 'Select supervisor on duty'.
- A section titled 'People Affected.' with a 'Person' button.
- At the bottom, there are 'Submit' and 'Reset' buttons.

**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.

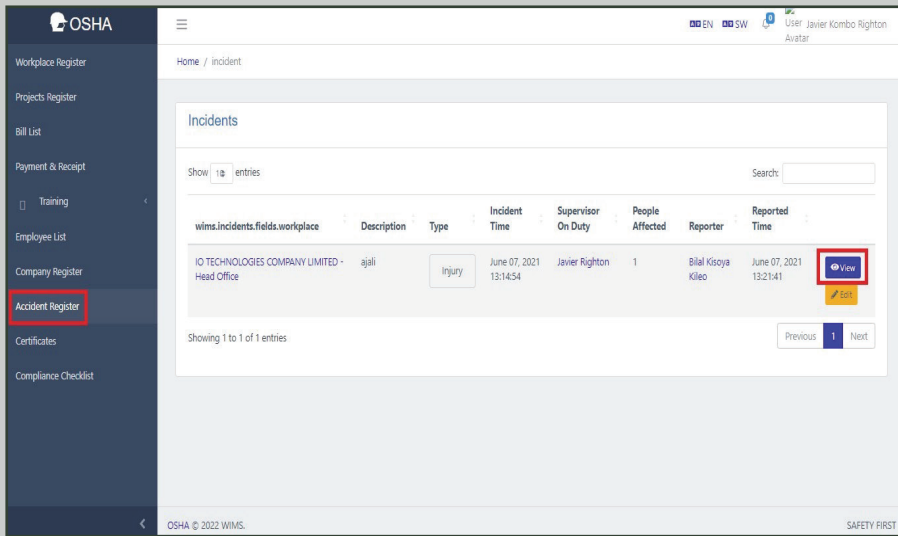


Figure 49: Accessing accident register page

## 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:-**

**Chief Executive,  
PO Box 519, Dar es Salaam - Tanzania  
Tel +255 22 (0)2760548 /2760552 | Fax: +255 (0)22 2760552  
e-mail: [info@osha.go.tz](mailto:info@osha.go.tz) | Website: [www.osha.go.tz](http://www.osha.go.tz)**

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