Chrome is the preferred browser to use OSHIS. (left) Internet Explorer will work as well. (below)

If you don’t have Chrome on your desktop, search for it in Windows (bottom-left corner of your screen).

Once you have opened Chrome, right-click the icon and select “Pin to taskbar”.

OSHIS: Basic Navigation – Using the Chrome browser
OSHIS: Basic Navigation – First time logging in

NOTE: You must change your password during your first login! (instructions below)

Navigate to the Safety page on BPA Connection.

Press the Forgot Password.

Enter your BPA email address and press Reset.

You will receive an email with a temporary password for initial access into OSHIS.

Click the link in the email to return to OSHIS to reset your password.
OSHIS: Basic Navigation – Updating your Password

- Click your initials in the upper-right corner
- Select My Account
- Click Change Password in the pop up box
- Create a new password
- Press Save
General Use

**Safety Reporting** – this button opens the four Safety forms
- Injury or Illness
- Motor Vehicle & Mobile Equipment
- Near Hit or Safety Concern
- Contractor Incident

**Incident Reports** – shows historical record of what you have reported and incomplete (saved, but not submitted) reports

Manager Use

**My Dashboards** – Check your org to see who is due for what appointments, inspections, etc.

**Note:** Depending on your role some buttons might not appear.