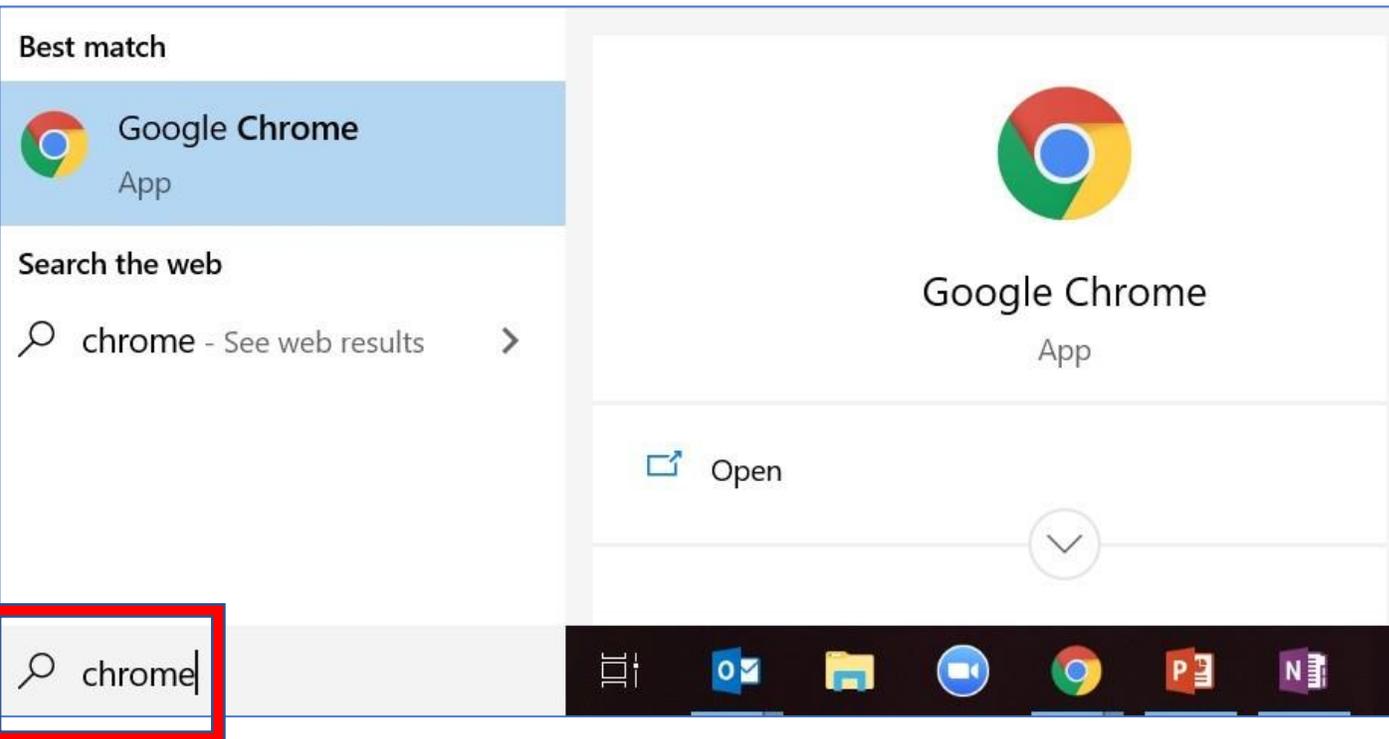


OSHS: Basic Navigation – Using the Chrome browser

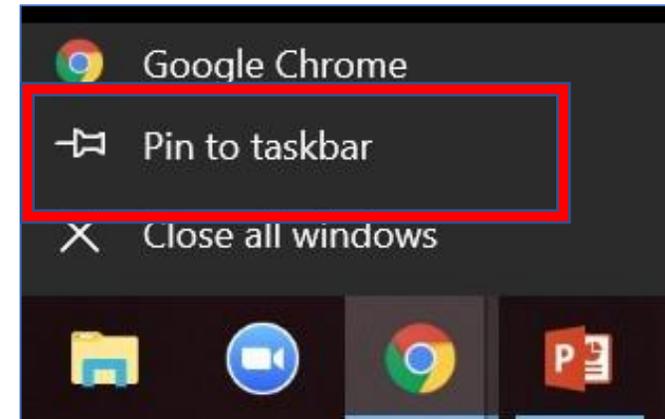


Google
Chrome

Chrome is the preferred browser to use OSHS. (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".





Navigate to the Safety page on BPA Connection.

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

The OSHS login page features the OSHIS logo at the top, followed by the text "Trusted EHSQ Software". Below this are two input fields for "Username" and "Password", and a blue "LOG IN" button. At the bottom, a link for "FORGOT PASSWORD?" is highlighted with a red rectangular border.The password reset page shows the OSHIS logo and "Trusted EHSQ Software". A light blue message box states: "A link to reset your password will be sent to your email account. The link will expire in 24 hours." Below this, it says "Please enter your username:" followed by an input field containing "your BPA email address". A blue "RESET" button is highlighted with a red rectangular border. A "CANCEL" link is visible at the bottom.

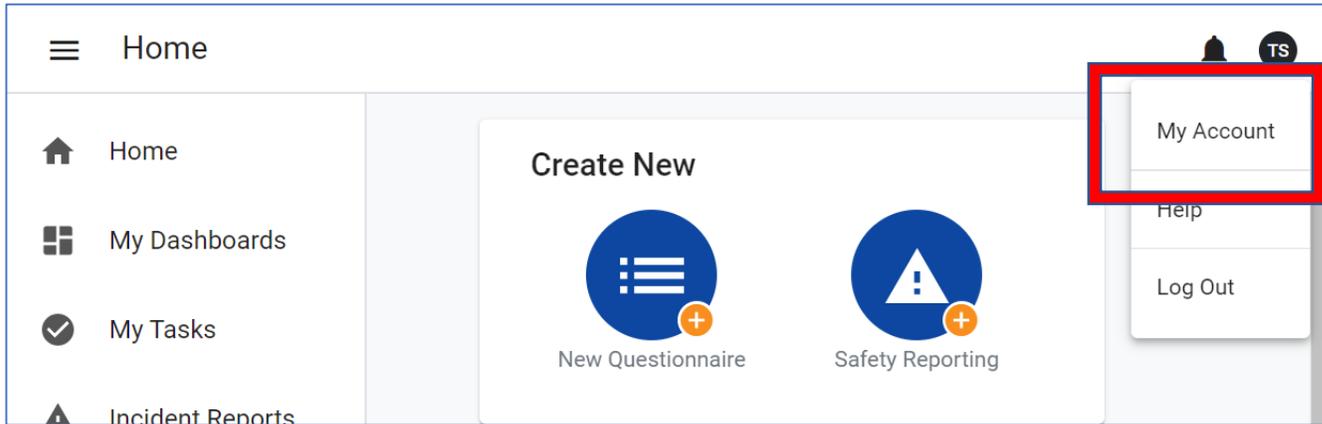
Press the Forgot Password.

Enter your BPA email address and press Reset.

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

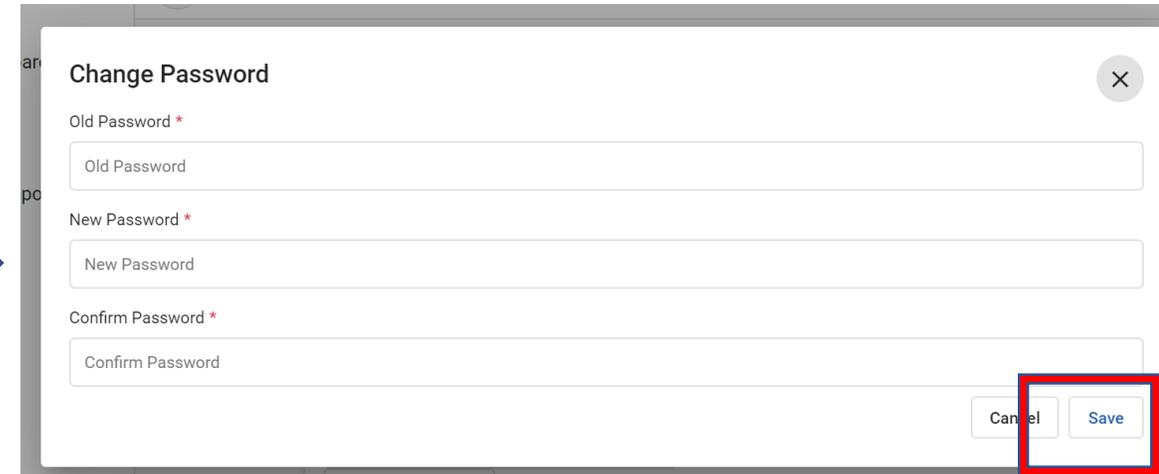
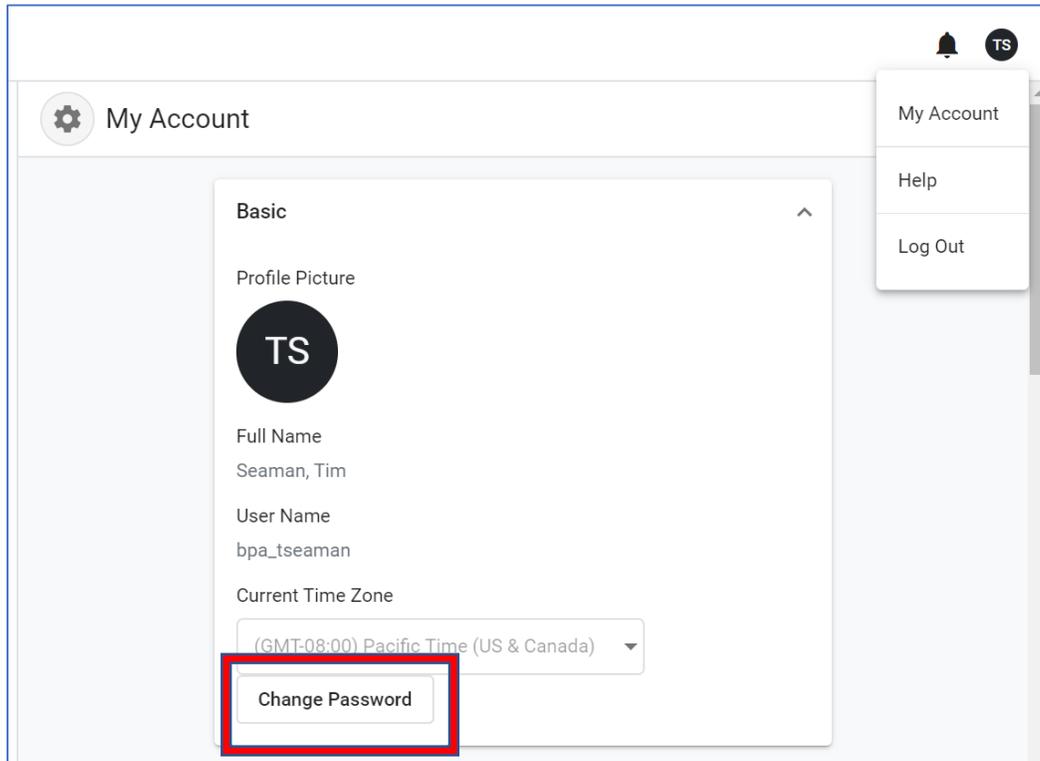
Click the link in the email to return to OSHIS to reset your password.





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



Home

Home

My Dashboards

My Tasks

Incident Reports

Create New

New Questionnaire

Safety Reporting

Filter by

Questionnaire

Inspection

Action

Incident Assessment

My Dashboards

Incident Reports



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.

