

## Frequently Asked Questions on OSHIS

### Q. What is OSHIS?

OSHS is the software system BPA uses to report incidents, assign and track corrective actions, manage medical surveillance and administer industrial hygiene requests.

OSHS is used to report all incident types such as:

- Injuries & Illnesses
- Motor Vehicle & Mobile Equipment incidents
- Contractor Incidents (only applicable to contractors not managed by the Supplemental Labor Office aka SLMO)
- Near Hits & Safety Concerns.

OSHS also tracks and shares metrics using dashboards.

### Q. I have an incident, how do I report it?

Click the OSHIS graphic on Safety's website to access the tool (image below). In addition, assistance is available from your local safety manager.



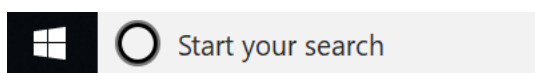
### Q. I'm having trouble logging in or reporting an incident, what should I do?

Contact the Support Desk for technical troubleshooting. Contact [OSHS@bpa.gov](mailto:OSHS@bpa.gov) for Safety-related policy and procedure questions as they relate to the OSHIS system.

### Q. What browser should I use?

It is recommended to use the Chrome browser. Note that the links in the system-generated email messages open OSHIS with Internet Explorer ("IE") as IE is BPA's standard browser. OSHIS will work in IE, but Chrome is recommended.

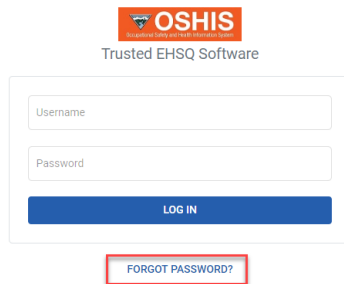
To find Chrome, type "Chrome" into the Windows search bar on your desktop.



### Q. Can I reset my own password?

Yes. Click the Forgot Password hyperlink on the OSHIS homepage (underneath the Log In button --- pictured below). The password rules are as follows:

- A minimum of 8 characters
- A mixture of three of the following four categories – lower case letters, upper case letters, numbers, special characters (!@#\$%, etc.)
- The previous 24 passwords cannot be reused
- Cannot contain part or all of the login ID. Part is defined as three or more consecutive alphanumeric characters from the login ID



### Q. Another password to remember...?

To keep BPA data as safe as possible, we need to ensure it is password protected. With that said, you can utilize Password Safe. [Instructions here.](#)

OSHS is also in the IT pipeline to be added to BPA's Single Sign-On (SSO)

### Q. Can I still report anonymously?

Yes. Near Hits and Safety Concerns can still be reported anonymously in OSHIS using the [Anonymous Near Hit and Safety Concern reporting link](#). However it is recommended that you log in to make the report so you can monitor and track the progress of your concern.

### Q. Why is there now going to be a designated scheduler? Will this will make it harder to coordinate our schedules?

Safety is not in a position to tell the districts how to schedule their appointments, only to require that the appointments be tracked and documented in Cority by the designated Schedulers. How they choose to accomplish that will be up to the districts to determine.

### Q. Why is Safety implementing this system now?

As part of BPA's vision to be the safest utility in North America, Safety is implementing a system to support the collection and processing of a larger volume of information associated with modern and responsive safety systems. The software will also close compliance gaps, provide

efficiencies through automation and enable end users to be more interactive in managing people's safety through system processes and data.

### **Q. What's changing for everyone?**

There are two main changes for everyone at BPA.

1. Everyone will use a new software system to report safety concerns and all incidents (as mentioned above). The new interface will look, feel and function differently than the current reporting systems and processes used today. SharePoint will no longer be used to manage major Safety functions at BPA.
2. Everyone will have the ability to login to the new system to report incidents. However, not everyone is required to login to the system to report.

### **Q. What's changing for Managers and Supervisors?**

The new system will streamline manager and supervisor review and processing of injury/illness and motor vehicle/mobile equipment incident information, allowing managers and supervisors an electronic review and approval of safety reports. During the manager and supervisor review of an incident, the electronic process will make it easier for the supervisor to review, correct and approve information, replacing the written form process. Managers and supervisors will also be allowed additional functionality to manage incident reports (e.g. injuries, motor vehicle, etc.), corrective actions, medical surveillance and employee clearance information.

### **Q. What other changes result from the launch of the new software system?**

The way BPA manages corrective actions, the medical surveillance and industrial hygiene programs and safety data/dashboards will change. The new software will automate many processes that are handled manually today.