



**Directorate of Occupational Safety
and Health Services**

Link Workplace(s)

User Guides



Workplace Renewal

If your Workplace Certificate is expired click on the button shown below to initiate renewal process.

Directorate of Occupational Safety and Health Services

New Registration
Workplace Listing
Link Workplace

Workplace

Add Workplace

Advanced Search Search

OSHA Reg. no	Name	Email	Phone No	Status	Payment Status	Renewals	License Expiry Date	Close/Reopen Status	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Approved	Unpaid	1	Expired 15 February 2024	Request close branch	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Approved	Paid	3	12 February 2024	Request close branch	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Approved	Paid	2	12 February 2024	Request close branch	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Approved	Paid	4	06 March 2025	Request close branch	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Approved	Paid	3	06 March 2025	Close request rejected Request close branch	

Showing 1 to 5 of total 5 entries





Workplace Renewal

Complete the prompted forms for Renewal and Self Assessment as presented and submit.

After submission you will be prompted to make payment to receive your certificate

Directorate of Occupational Safety and Health Services

New Registration
Workplace Listing
Link Workplace

Renewal Workplace

Renewal | Self Assessment

Name* Phone Number*

Number of Employees
Male Female

OSH (Occupational Safety and Health) Audit
Date of Last Audit*

Fire Safety Audit
Date of Last Audit*

Air Quality Monitoring
Date of Last Audit*

Designated Health Practitioner
Date of Last Audit*

Directorate of Occupational Safety and Health Services

New Registration
Workplace Listing
Link Workplace

Workplace

Advanced Search Search

OSHA Reg. no	Name	Email	Phone No	Status	Payment Status	Renewals	Close/Reopen	Action
			254-0712345678		Unpaid	1	Request close branch	👁️ 📄 🗑️ 🔄
			254-0712345678		Paid	3	Request close branch	👁️ 📄 🗑️ 🔄
			254-0712345678		Paid	2	12 February 2024 Request close branch	👁️ 📄 🗑️ 🔄
			254-0712345678		Paid	4	06 March 2025 Request close branch	👁️ 📄 🗑️ 🔄
			254-0712345678		Paid	3	06 March 2025 Close request rejected Request close branch	👁️ 📄 🗑️ 🔄

Showing 1 to 5 of total 5 entries

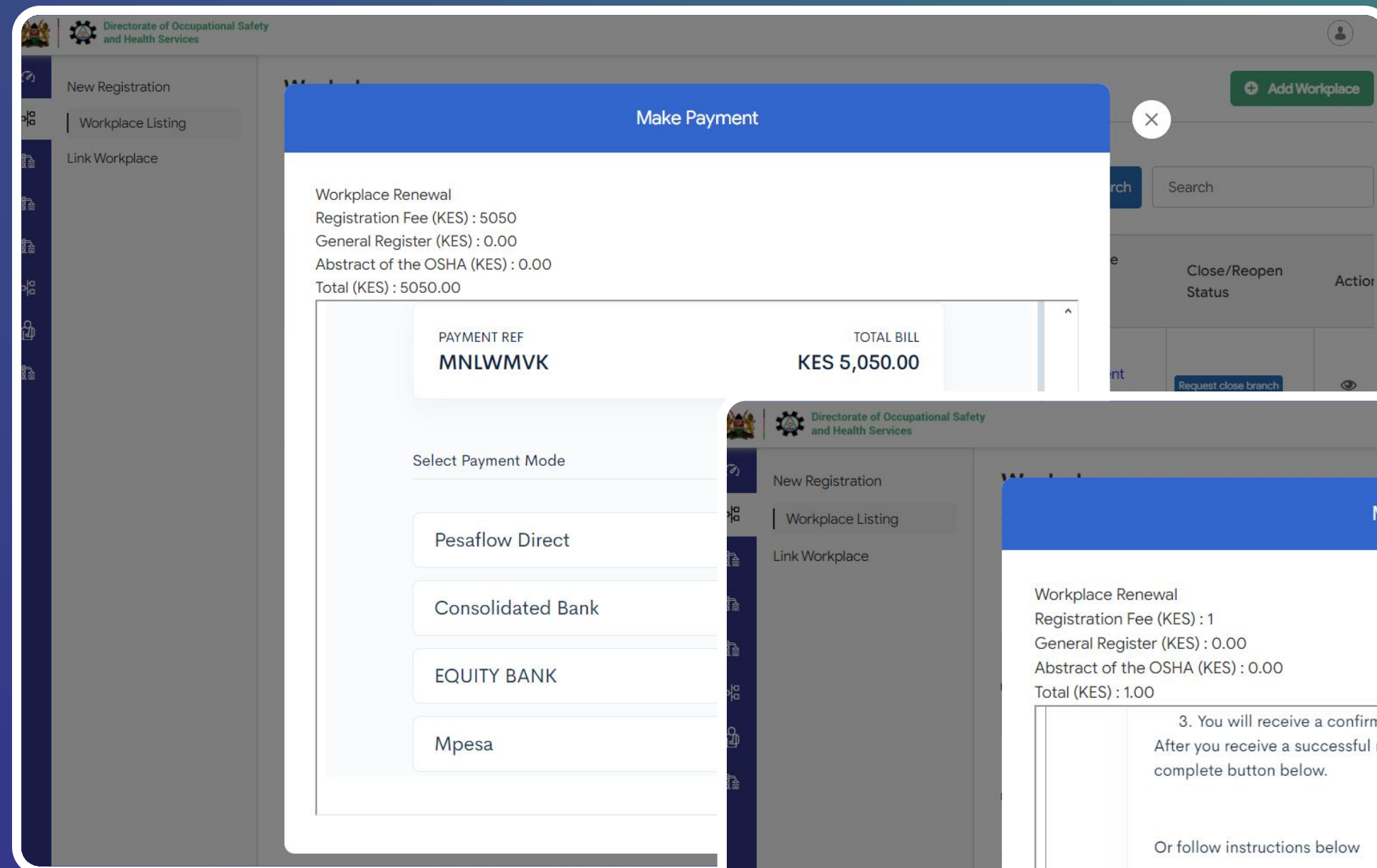
Make Payment for renew workplace



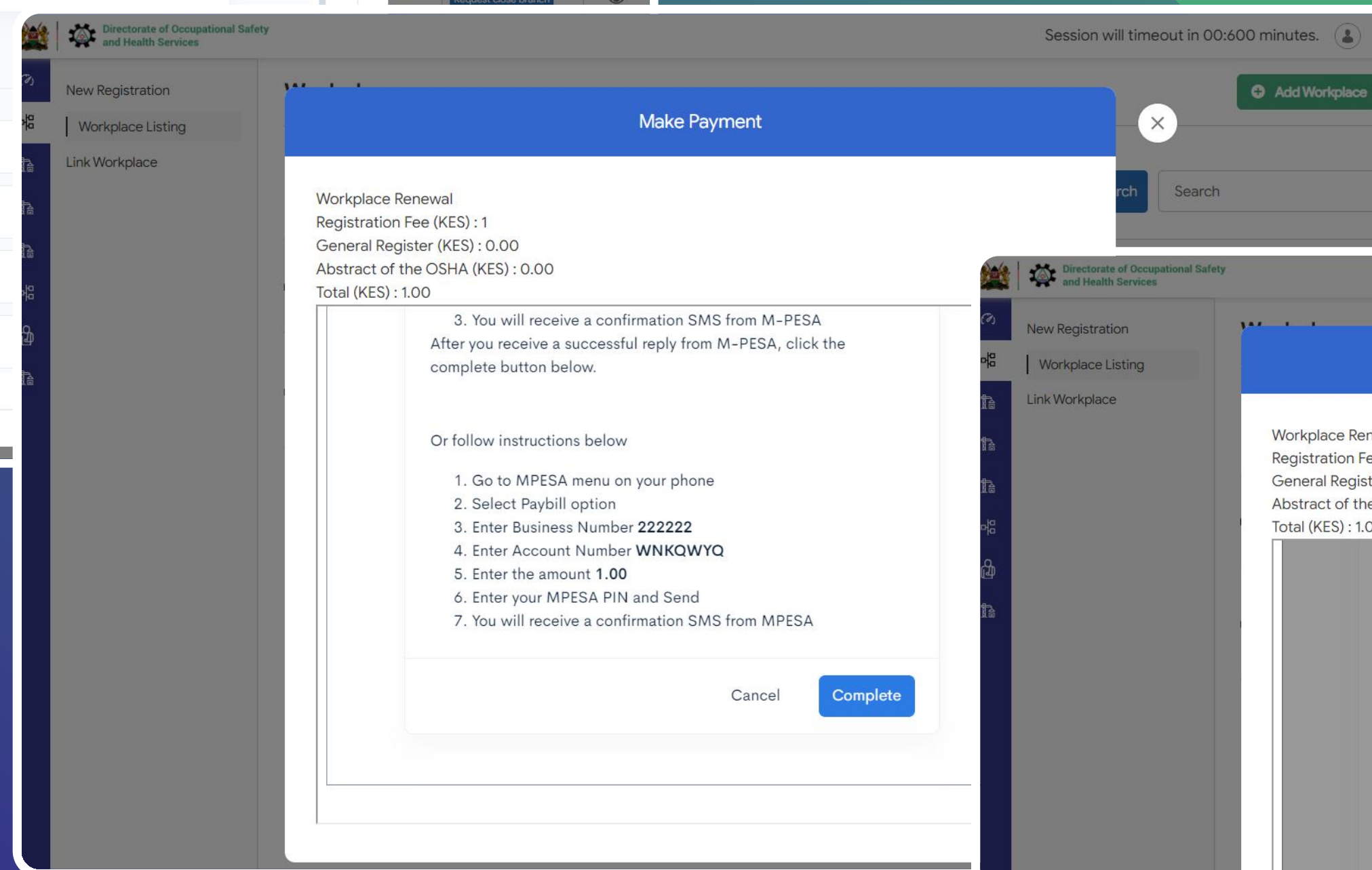


Workplace Renewal

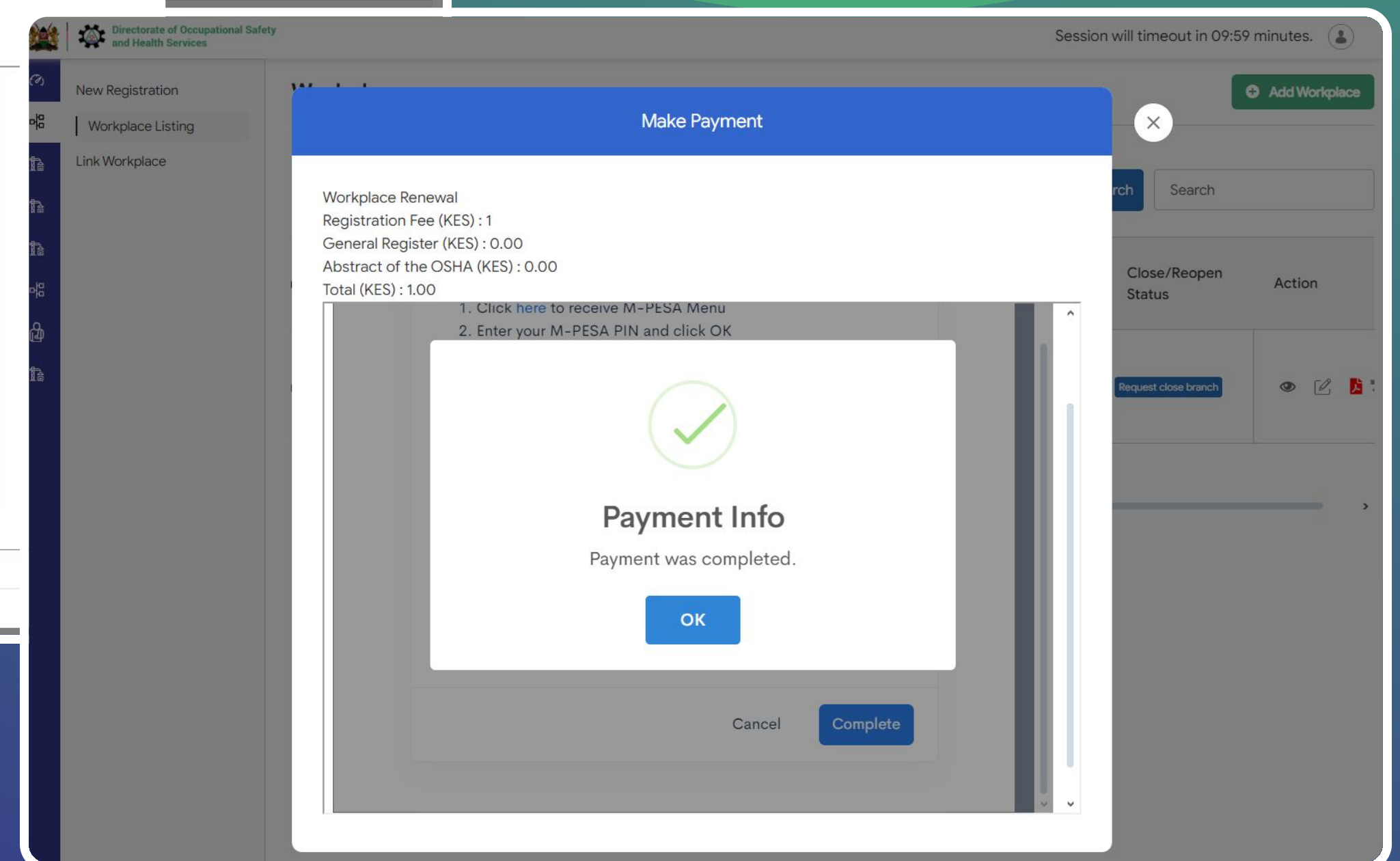
Step 1



Step 2



Step 3



E-Citizen will prompt for payment upon clicking on Make Payment for renew workplace

1. Select your Mode of Payment
2. Make your payment
3. Remember to click on the 'Complete' button after receiving payment confirmation message





Workplace Renewal

To download your certificate just click on the illustrated icon with a pdf image as shown below

The screenshot shows the 'Workplace' management interface. On the left is a navigation menu with options: 'New Registration', 'Workplace Listing', and 'Link Workplace'. The main area is titled 'Workplace' and includes an 'Add Workplace' button and an 'Advanced Search' field. Below this is a table with the following columns: OSHA Reg. no, Name, Email, Phone No, Status, Payment Status, Renewals, License Expiry Date, Close/Reopen Status, and Action. A single entry is shown with the following details: OSHA Reg. no (blurred), Name (blurred), Email (blurred), Phone No (blurred), Status: Approved, Payment Status: Paid, Renewals: 1, License Expiry Date: 29 April 2025, and Close/Reopen Status: Request close branch. The Action column contains four icons: an eye (View), a pencil (Edit), a PDF icon (Download Certificate), and a circular arrow (View Transactions History). A 'Track Renewals' button is also present. Below the table, it says 'Showing 1 to 1 of total 1 entries'. Four green callout boxes with arrows point to the icons in the Action column, labeled: 'Track Renewals' (pointing to the '1' in the Renewals column), 'View Button (Workplace Details)' (pointing to the eye icon), 'Edit (Workplace Details)' (pointing to the pencil icon), 'Download Certificate' (pointing to the PDF icon), and 'View Transactions History' (pointing to the circular arrow icon).

OSHA Reg. no	Name	Email	Phone No	Status	Payment Status	Renewals	License Expiry Date	Close/Reopen Status	Action
[blurred]	[blurred]	[blurred]	[blurred]	Approved	Paid	1	29 April 2025	Request close branch	

Showing 1 to 1 of total 1 entries

Track Renewals

View Button (Workplace Details)

Edit (Workplace Details)

Download Certificate

View Transactions History

