



**Directorate of Occupational Safety
and Health Services**

Link Workplace(s)

User Guides



Link Workplace

On the Link Workplace page you can search your workplace using your OSHA Reg No./ Certificate No. or your Workplace Name

Upon searching and getting desired results, click on the 'Link' button to initiate the linking process

The screenshot shows the 'Link Workplace' interface. At the top left, there is a navigation menu with 'New Registration', 'Workplace Listing', and 'Link Workplace'. The main content area has a header 'Link Workplace' and a status indicator 'Linked Workplace: 0 | Unlinked Workplace: 1'. Below this is a search form with fields for 'OSHA Reg. no.', 'Name', and 'Status' (set to 'Not Linked'). There are 'Submit' and 'Clear' buttons. Below the search form is a table with one entry:

OSHA Reg. no.	Name	Status
[Redacted]	[Redacted]	Not Linked

Below the table, it says 'Showing 1 to 1 of total 1 entries'. A green 'Link' button is highlighted with a circular callout and an arrow pointing to it from the text on the right.





Link Workplace

Upon clicking the 'Link' button, you will be prompted to update your workplace details. Fill all the required fields to link your workplace/branch.

NOTE: Use the grayed out Workplace Details to assert that the workplace you are linking is yours.

Directorate of Occupational Safety and Health Services

New Registration
Workplace Listing
Link Workplace

Update Workplace Details

Basic Detail | Chemical Substances | Machines/Equipment | Lifting Equipment | Steam Boilers | Gas Cylinders | Refrigeration Plants

Name*

Email*

Country Code*

Phone Number*

County*

Sub County*

P.O. Box* Code*

Town*

Plot No.*

Street/Road*

Building Name*

Manager Name*





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
				Approved	Unpaid	1	Expired 15 February 2024	Request close branch	
				Approved	Paid	3	12 February 2024	Request close branch	
				Approved	Paid	2	12 February 2024	Request close branch	
				Approved	Paid	4	06 March 2025	Request close branch	
				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

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*

Workplace

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	👁️ 📄 🗑️

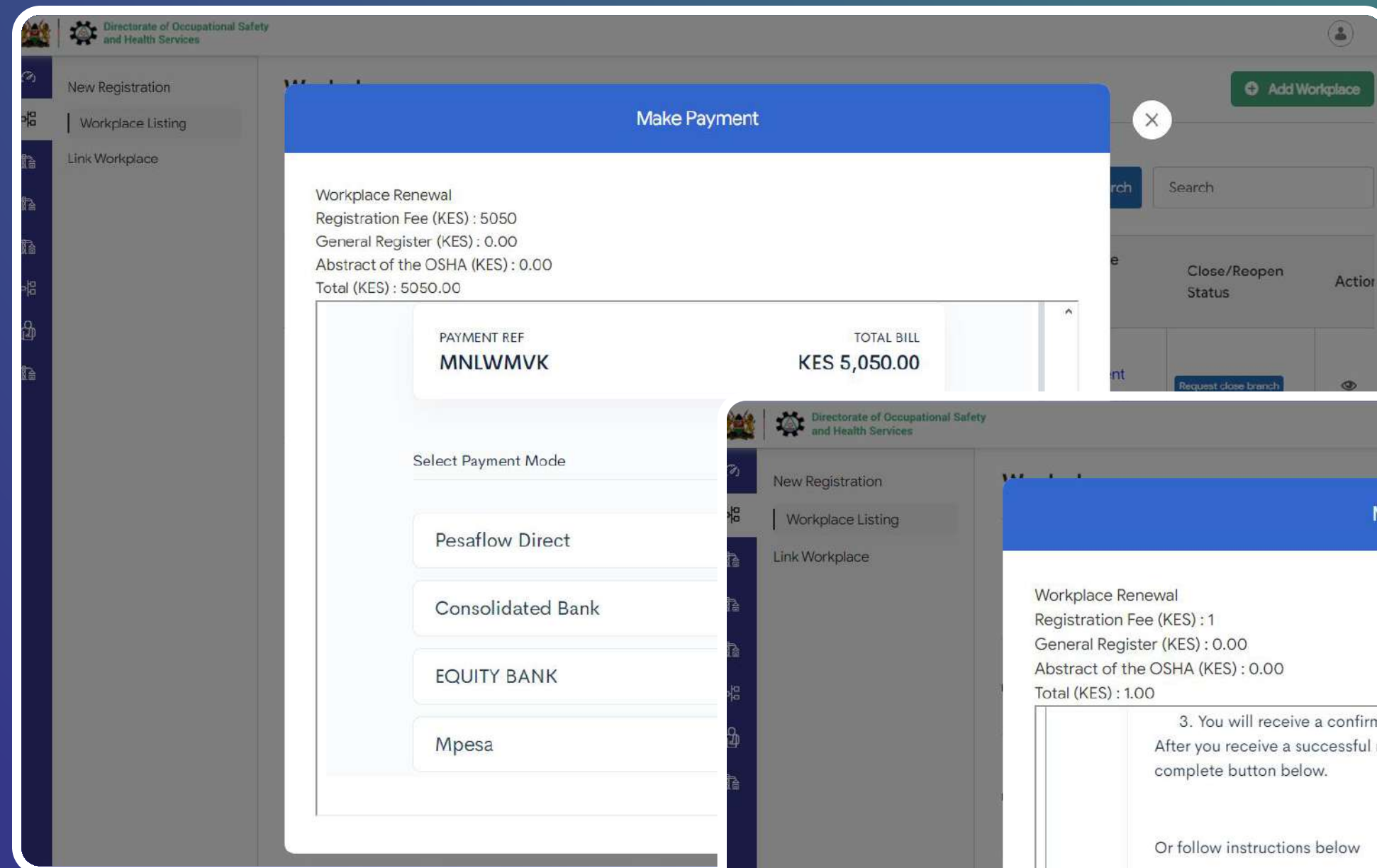
Showing 1 to 5 of total 5 entries



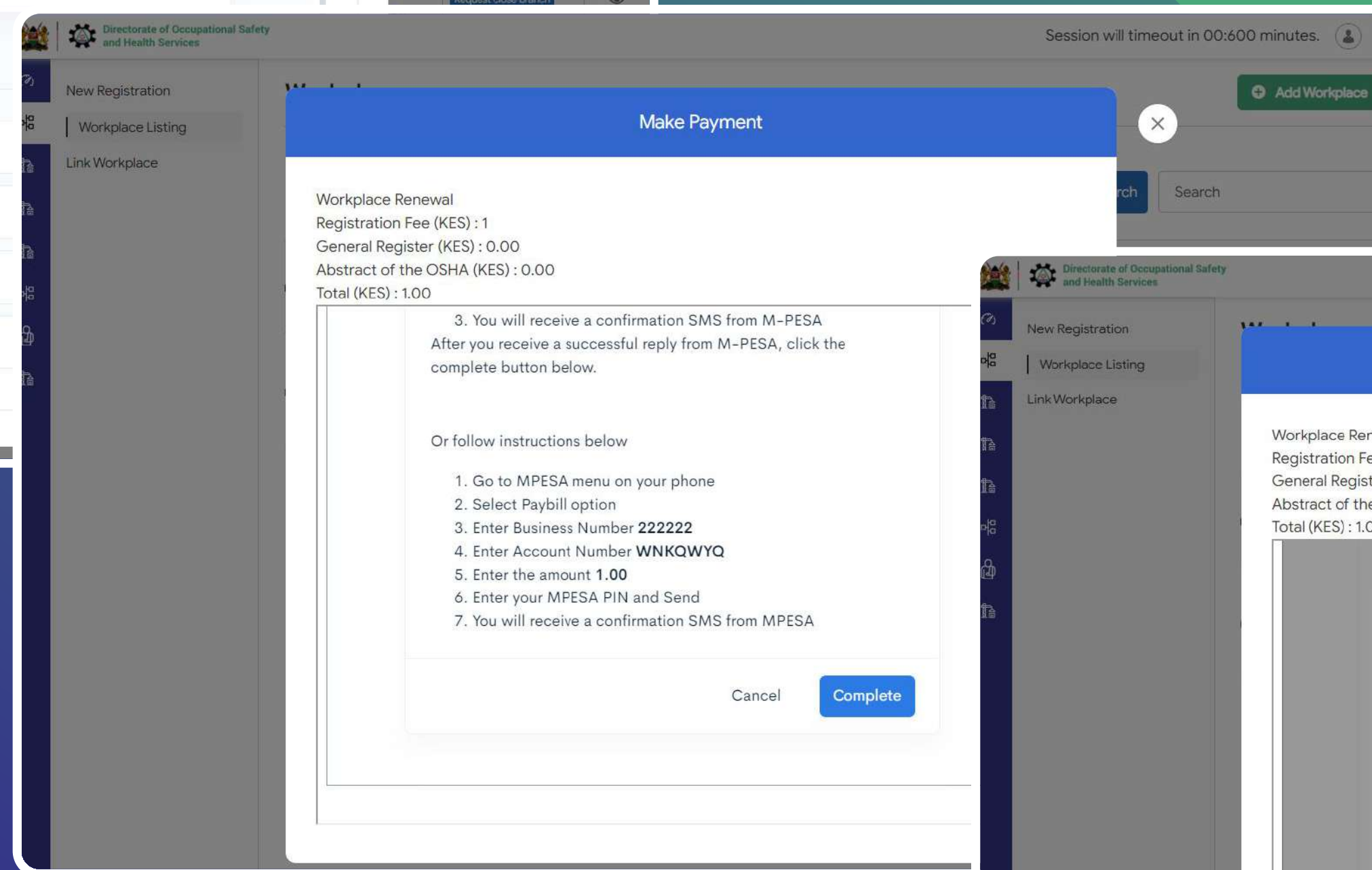


Workplace Renewal

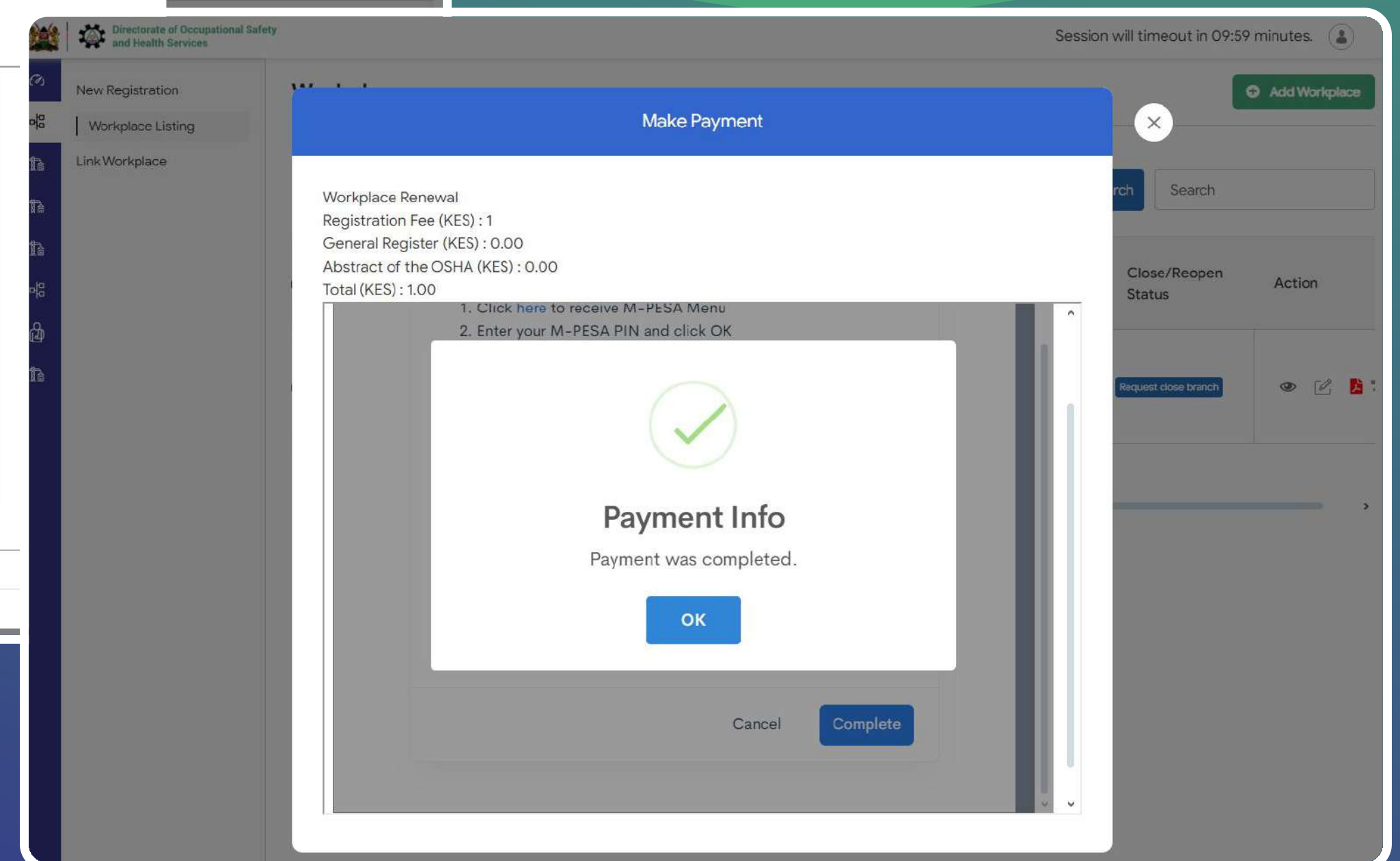
Step 1



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 displays a table of workplaces with 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 status 'Approved' and payment 'Paid', with a license expiry date of '29 April 2025'. The 'Action' column contains icons for view, edit, download certificate, and view transactions history. A 'Request close branch' button is also visible. Below the table, it says 'Showing 1 to 1 of total 1 entries'. A sidebar on the right contains a search bar and an 'Advanced Search' button. A green box labeled 'Add Workplace' is in the top right corner.

OSHA Reg. no	Name	Email	Phone No	Status	Payment Status	Renewals	License Expiry Date	Close/Reopen Status	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Approved	Paid	[Redacted]	29 April 2025	Request close branch	[View] [Edit] [Download Certificate] [View Transactions History]

Showing 1 to 1 of total 1 entries

Callouts from the image:

- Track Renewals (points to the Renewals column)
- View Button (Workplace Details) (points to the eye icon)
- Edit (Workplace Details) (points to the pencil icon)
- Download Certificate (points to the PDF icon)
- View Transactions History (points to the circular refresh icon)

