

Getting Started with OHSN

- 1) Send Enrollment Request: <http://www.cdc.gov/niosh/topics/ohsn/enrollment.html>
 - a. Sign Data Use Agreement
 - b. Designate users

- 2) Download OHSN Tool to your computer
 - a. Go to <http://www.cdc.gov/niosh/topics/ohsn/documentation.html>
 - b. Click on OHSN Data Conversion and Mapping Tool under the Facility Tools heading
 - c. Run "Setup.exe" - see *OHSN User Manual pages 8-36 to 8-37*
 - d. The OHSN tool requires your computer to have the .NET Framework 2.0, which is found on most systems. If you do not have that Framework, you may need administrative privileges to install it. If you have questions please contact your IT department for assistance, or contact us at nioshohsn@cdc.gov

- 3) Prepare Facility Data
 - a. If your facility does not use software to track workplace injuries (e.g. if injuries are documented on hard copy):
 - i. Download OHSN Import Template from website (under OHSN Facility Tools):
<http://www.cdc.gov/niosh/topics/ohsn/documentation.html>
 - ii. Enter injury events into OHSN Import Template - See *OHSN User Manual pages 8-38 to 8-40*
 - iii. Convert the the spreadsheet to OHSN import format – See *OHSN User Manual pages 9-47 to 9-48*
 - b. If your facility uses software to track workplace injuries:
 - i. Export existing data from your software to an Excel File
 - ii. Use OHSN Tool to map existing data and convert to OHSN format.
See OHSN User Manual pages 9-49 to 9-59
 - c. If your facility uses EPINet Software:
 - i. Use the OHSN Conversion Tool to map EPINet data and convert to OHSN format.
See OHSN User Manual pages 9-60 to 9-68

- 4) Upload converted file to OHSN at <https://wwwn.cdc.gov/NIOSH-OHSN>
See OHSN User Manual pages 10-68 to 10-70

- 5) New data will be visible in existing output graphs after 7-10 days
 - a. For additional information on interpreting output graphs, see *OHSN User Manual pages 11-73 to 11-86* or contact nioshohsn@cdc.gov

- 6) View prevention ideas and resources at <http://www.cdc.gov/niosh/topics/ohsn/link.html>

At any time, contact NIOSH_OHSN@cdc.gov or 513-841-4337 with questions.