



Occupational Health & Safety Information Service (OHSIS) Online Training Guide

Produced in conjunction with Hascom Network Ltd, OHSIS provides an up-to-date reference source of key Health and Safety documentation relevant to the workplace. Retrieve information instantly on Health and Safety issues such as safety training, first aid, electrical safety, manual handling and dangerous substances.

OHSIS is available with optional supplements on environmental health, fire safety, offshore and British Standards. Searching the system is easy and the image you see is of the original document in Portable Document Format (PDF) or is produced from a high quality scan of the original source material, ensuring that the information you see is 100% accurate.

The advanced image viewer allows you to manipulate and enhance the document and full Windows functionality means that you can cut and paste into other applications (copyright permitting).

Starting OHSIS

Open up your Internet browser and type in the web address, <http://www.tionestop.com> Insert your user name and password, left click on **submit**, and then select the title of Occupational Health & Safety Information Service to enter the product. The numbers of licences available is on the side of the title.

Supplement Screen

The next page you see is the supplement selection screen and this allows you to choose which of the supplemental databases you will have access to. By default the Core supplement will always be selected, as will the British Standards supplement if you subscribe to it.

For your convenience a **Select All Supplements** button has been included. If you click on to this it will allow you to view the bibliographic data of all the documents, even those you do not subscribe to. Now select **Continue**.

Searches

There are a number of different types of searches that can be conducted in OHSIS.

Search by Text

The text search enables retrieval of documents by locating words contained within the text of a document. Search terms may be entered in one of three fields. Search terms are entered by selecting a field and typing in the required search word(s) with spaces between each word in a field. In this case the spaces act as Boolean AND operators, e.g. air water treatment is interpreted by the search engine as air AND water AND treatment.

Search by Key Word in the Title

The title search enables retrieval of documents by locating words contained within the title of a document. Search terms may be entered by selecting the field and typing in the required word(s) with spaces between each word, where the spaces act as Boolean AND operators, e.g. regulation guideline safety is interpreted by the search engine as regulation AND guideline AND safety. Wildcard searches can be used to find documents with titles containing words matching a specified pattern.

Search by Organisational Acronym

Enter the words required from the name of the publishing organisation, or the acronym, if known in to the publisher field. This will ensure that the results reflect the publishing organisation that you are interested in.

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New & Revised

The new or revised search enables retrieval of documents by locating documents that are new or have been updated in the current issue. Simply tick the new & revised box to conduct this search.

Wildcard Searching

Use the suffix * to find alternative word endings, e.g. vent * will find vent, vents, ventilation, ventilated, etc.

After entering search terms on the search screen select **search** and OHSIS will start to search for matching documents. These are then displayed on the result screen. To view a document either select **i**. to view the summary of the document or select the pages icon to view the document straight away.

Viewing Document Pages

You can access the full document from the document summary page. Select **view document**, accept the copyright message, and then **Agree** to download the file. Right clicking over the **Agree** command will allow you to save the document to your C Drive (copyright permitting).

Printing

You can print hard copies of the document titles lists, document summaries and the document images themselves (subject to the copyright restriction). Simply select the print icon on the tool bar.

Exiting from OHSIS Online

Once you have viewed the documents it is important to select the **Logout** icon on the top of the page. This ensures that the licence is returned after use. If you simply use the X to close down the window, or if your connection to the Internet is lost then the licence will remain in use. OHSIS is set with an automatic logout if the system is inactive for more than 20 minutes, and so will return the licence after this period.

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