



**NATIONAL INSTITUTE FOR
OCCUPATIONAL HEALTH**

Division of the National Health Laboratory Service

Occupational Health Surveillance System (OHSS)
Business Registration Portal
Have you registered your business?
<https://www.nioh.ac.za/covid-19/occupational-health-surveillance-system-ohss-business-portal/>
IT support queries: ohssupport@nioh.ac.za
General queries: OHSworkplace@nioh.ac.za
CALL US ON: 0723215503 | 0713981169

Occupational Health Surveillance System (OHSS) :

CSV new platform and data submission demonstration

Background

- The new CSV Upload platform, replaced the Nextcloud platform which was created for employers or businesses that do not have electronic systems in place to collect their data in place.
- This CSV Upload system serves the same purpose. Employers can submit their data by using a pre-packaged CSV data file on the CSV Upload platform .
- There are four pre-scribed Excel templates to be used for uploading data on the platform. These templates are; **Return-to-work, Symptom screening, Vulnerability and Positive Case template.**
- These templates are available on the OHSS homepage <https://www.nioh.ac.za/covid-19-information-resources/occupational-health-surveillance-system-ohss-business-portal/>



Purpose

The purpose of the training is to train our Users on the new CSV platform and to also address all Queries relating to the new platform, including technical queries.

This training will cover

- Navigation on the CSV Upload system
- Give a demonstration on how to fill the pre-scribed templates.
- How to convert excel to CSV and how to upload CSV on the platform.
- How to log-in into the new CSV platform.
- Changing user password
- Completing data submission template: **1. COVID-19 positive cases**
2. Return to work **3. Vulnerability** **4. Symptom screening**

OHSS login and password reset procedure

Login

1. Navigate to the OHSS website <https://ohss.nioh.ac.za>



Occupational Health Surveillance System



OVERVIEW

Occupational Health Surveillance (OHS) is of public health importance.

According to the International Health Regulations, rapid detection of public health risks, prompt risk assessment, notification, verification and response are crucial.

Occupational Health Surveillance System (OHSS) acquires information from national, regional and local levels to:

- Timeously detect and respond to occupational health threats in order to prevent disease outbreaks;
- Estimates burden of priority diseases and identify populations at risk;
- Monitor place, person and time trends in priority diseases of occupational health importance; and
- Direct occupational health interventions and inform policy decisions.

Contacts

Email: ohssupport@nioh.ac.za

Company Registration

 Click to Register Company

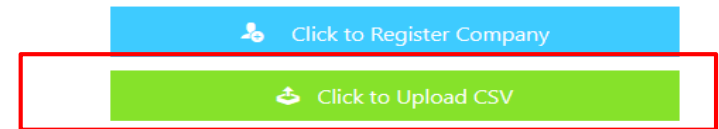
 Click to Upload CSV



OHSS login and password reset procedure

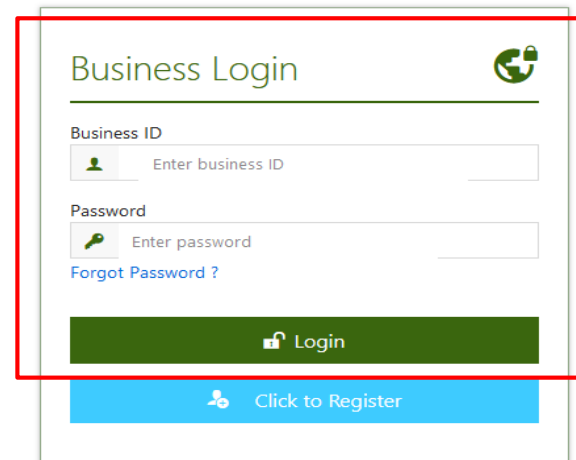
2. Click “Click to Upload CSV” button

Company Registration



3. Enter Business ID **provided during registration** and password received after registration in the login fields and click the “Login” button

NB: If you were previously using nextcloud, you need to reset your password first on the new platform before you can log in for the first time- *business ID will not change.*





OHSS login and password reset procedure

Password Reset

1. Navigate to the OHSS: URL: <https://ohss.nioh.ac.za>
2. Click “Forgot Password” link

Business Login

Business ID
Enter business ID

Password
Enter password

[Forgot Password ?](#)

Login

Click to Register

3. Enter **Business ID** and **Email** used during registration. Click “Reset Password” button- **NB: OHSS communications will be sent to the email that was used during registration, this for change of email address , need to Update details on the registration page.**
4. Should you not receive an email with the reset link, kindly send an email to OHSworkplace@nioh.ac.za

Create Password

Business ID
Enter Business ID

Registered Email Address
Enter Email address

Reset Password

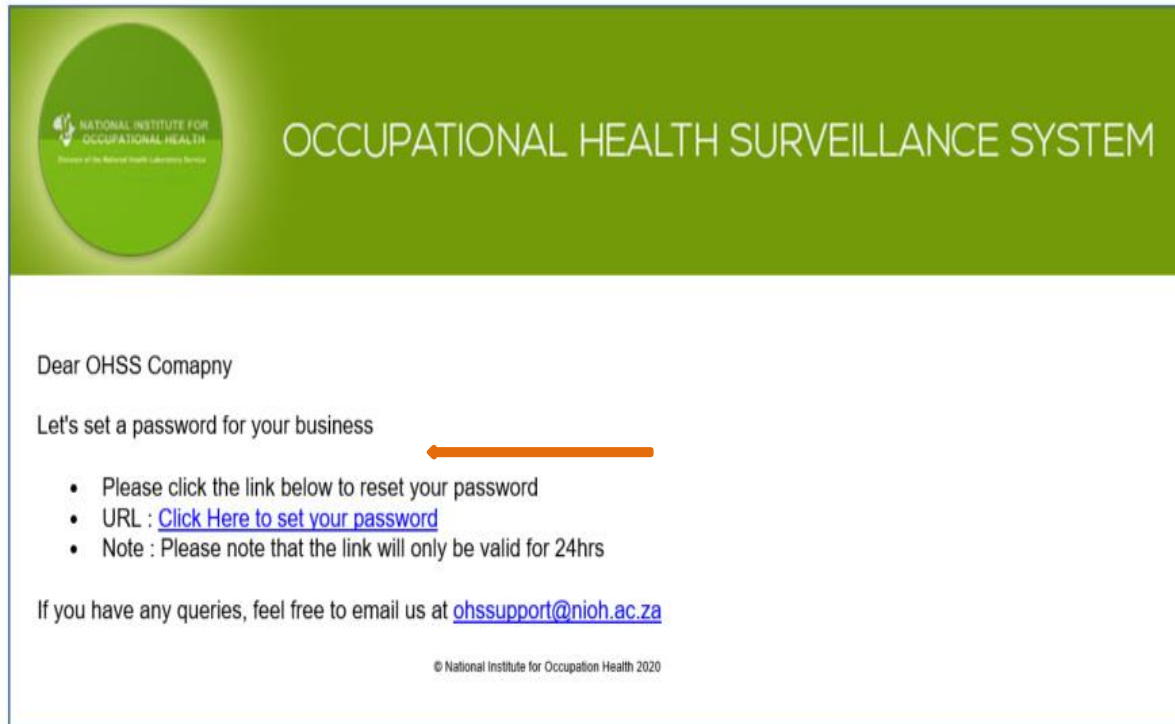
Click to Login

Click to Register



OHSS login and password reset procedure

4. Receive Password Reset email





5. Click on the Password reset link in the email





OHSS login and password reset procedure

6. Create a password that meets the OHSS password requirements







Set Login Password 

 Set password

 Confirm password

 Reset Password

Mandatory Password Requirements * ⓘ

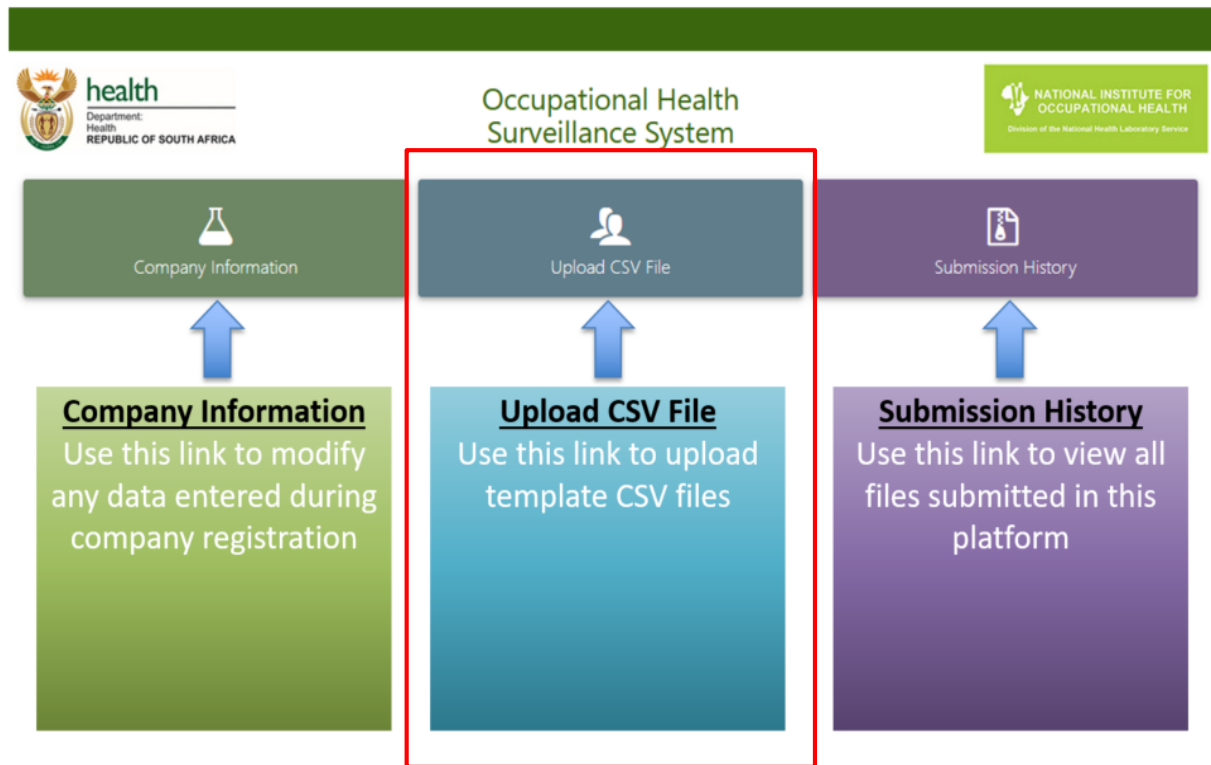
 8 Characters Long	 One Lowercase Letter
 One Uppercase Letter	 One Number
 Passwords Match	 Special Character

7. Proceed to Login page as mentioned in the “Login” procedure above



OHSS CSV Upload procedure

CSV Dashboard





OHSS CSV Upload procedure

CSV File Upload



Templates Headers	Template Data Type	Expected data
Age	Number	42
AgeAbove60years	Text	YES / NO
Asthma	Text	YES / NO
BusinessID	Text	22918AA6-FB55-431C-85DA-78001281EC3D
ChronicKidneyDisease	Text	YES / NO
ChronicLiverDisease	Text	YES / NO
ChronicLungDisease	Text	YES / NO
CurrentTuberculosis	Text	YES / NO
Date	Date	2021-03-18
Diabetes	Text	YES / NO
District	Text	City of Johannesburg

Expected column headers and data type and sample

Your Header	Your data
Age	64
AgeAbove60years	Unknown
Asthma	Unknown
BusinessID	aabeaeb5-880d-4700-aa23-d8e27204fe82
ChronicKidneyDisease	Yes
ChronicLiverDisease	Yes
ChronicLungDisease	Unknown
CurrentTuberculosis	Unknown
Date	2021-02-08
Diabetes	Unknown
District	Adelaide

Your headers and sample

OHSS CSV Upload procedure

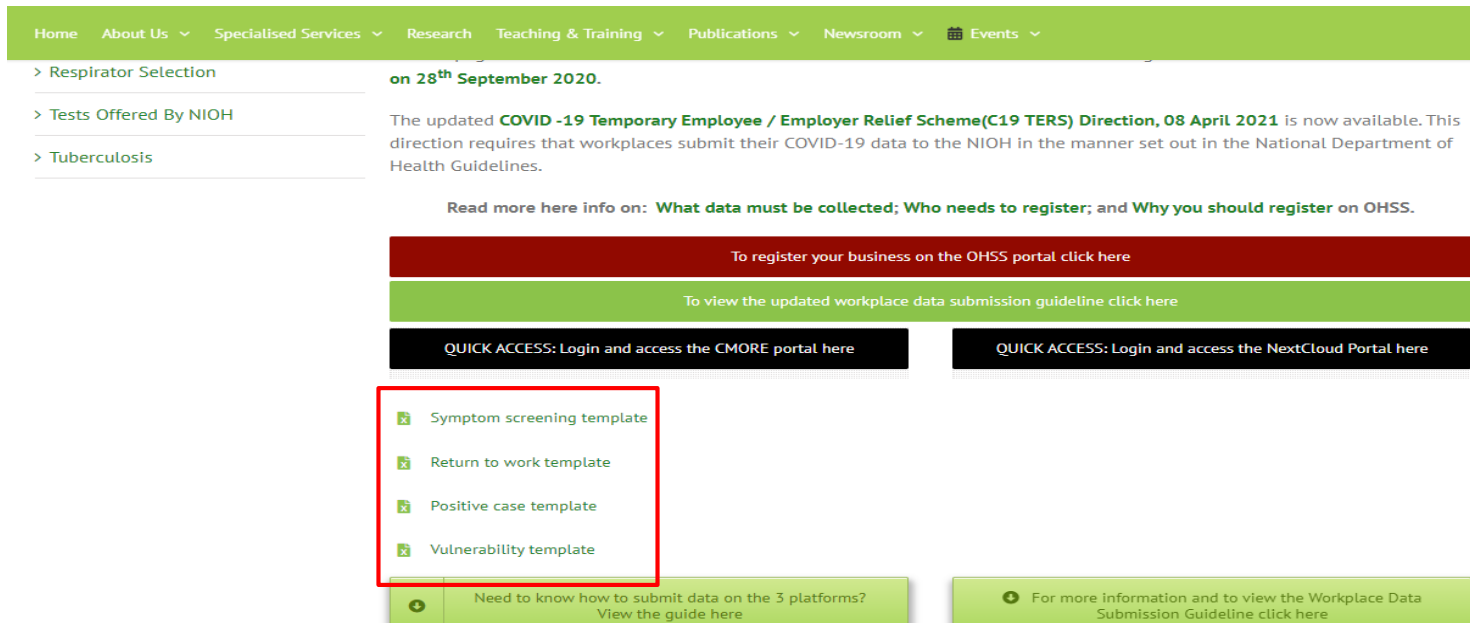
- Select a template submission type from the “**Submission type**” dropdown menu
- Browse and select your CSV file to be uploaded using “**Submission File**” option
- Enter name and surname of individual uploading the file in the “**Name and Surname**” field
- **Click “Check CSV file” button**
 - If there are no errors with your CSV file. The “Upload file for processing” button will appear
 - If any errors are detected they will be displayed in the notification area detailing any issues detected. Possible errors will be displayed later in the document.
- **Click “Upload file for processing” button.** Your file will then be processed into the OHSS data lake. You will receive a final message confirming file upload status. If the file was not successfully loaded, there will be a message that will indicate an error encountered during the upload such as “incorrect file format”

OHSS CSV Upload procedure

Prescribed CSV Templates

Please use below prescribed templates to upload your data at all times

- **NB:** Data submitted by any other template different from the prescribed ones will be automatically rejected by the system and submission of file will not be possible
- The prescribed templates are available on the OHSS homepage:
<https://www.nioh.ac.za/covid-19/occupational-health-surveillance-system-ohss-business-portal/>



The screenshot shows the OHSS business portal homepage. The navigation bar includes links for Home, About Us, Specialised Services, Research, Teaching & Training, Publications, Newsroom, and Events. A sidebar on the left lists categories like Respirator Selection, Tests Offered By NIOH, and Tuberculosis. The main content area features a news update from 28th September 2020 regarding the updated COVID-19 Temporary Employee / Employer Relief Scheme (C19 TERS) Direction, 08 April 2021. Below the news, there are several call-to-action buttons: a red button to register a business, a green button to view the updated workplace data submission guideline, and two black buttons for quick access to the CMORE and NextCloud portals. A red box highlights a list of prescribed CSV templates: Symptom screening template, Return to work template, Positive case template, and Vulnerability template. At the bottom, there are two green buttons for further guidance on data submission.

Prescribed templates

- Data submission templates are available as excel sheet on the OHSS page
- After entering the data, the templates are saved as CSV-MSDOS documents.

Users should not change any formatting on the data, add any column to the templates or move any field on the template.

The templates are used as they are for data submission.



Pre-scribed excel templates

1. Symptom Screening template

SA ID or Passport Number	Screening Date	Employee Age	Employee Gender	Job Category	Province	District	Symptom Present	Fever	Chills	Dry Cough	Sore Throat	Shortness of Breath	Tiredness	Lack of Taste	Conjunctivitis	Diarrhoea	Muscle Pains	Nausea or Vomiting	Dizziness	Headache	Screening Outcome No Action Required	Screening Outcome Referred For Self Isolation	Screening Outcome Referred For Testing	Screening Outcome Referred To The Doctor
0A219FFA-6C1E-44CE-876E-94D23C74	9309235344088	2021-08-09	27	Male	Mpumala	Ehlazen	YES	NO	NO	NO	YES	NO	UNKNOWN	NO	NO	NO	YES	NO	NO	YES	YES	YES	YES	YES

- **Daily Symptom Screening Data:**

All employers are legally required to screen all employees entering their work premises on a daily basis. This screening must be based on the prescribed set of symptoms as has been defined by the National Institute of Communicable Diseases to determine those persons likely to be presenting with a COVID19 infection, and therefore should be referred for further assessment. This daily collected data must be submitted by employers, **for those employees that are symptomatic**. **The data must be submitted on a weekly basis should there be symptomatic workers recorded during the calendar week.** The submissions should occur **before Tuesday for the previous calendar week commencing on Sunday.**



Pre-scribed excel templates

2. Return-to-work template

SAIDorPass portNumber	Employee r	WorkID	BusinessID	Date	Province	District	Industry	JobCategory	Hospitalised	HospitalType	DateAdmission	Outcome	ReturnToWorkDate	ReturnToWorkFitness	CompensationClaim	Disability	StartDateOfIllness	EndDateOfIllness	ClaimReferenceNo
950221021	8083	532896	A98	2021-08-05	Gauteng	Johannesburg	Coal mining	Clerical Support Workers	No	Public	2021-08-06	Discharge	2021-08-10	2021-08-01	Fit for Job Description		2021-07-25	Mild	2021-08-04

Return to Work Data:

Recovery from the infection will vary based on vulnerability and other risk factors. Understanding the outcomes of the infection among employees provides critical information.

All employers who indicate employees have tested positive must submit information about the outcome of the infection, and the return-to-work decision. No confidential clinical information is required. This data must be submitted once only when the employee returns to work.

The data required are listed in the Return-to-work Template.

Pre-prescribed excel templates

SAID Or Passport Number	BusinessID	Date	Province	District	Industry	Age	Sex	Job Category	Vulnera- bility Status	Asthma	Chronic Lung Disease	Diabetes	Hyperte- nsion	Serious Heart Conditions	Chronic Kidney Disease	Chronic Liver Disease	Immunoco mpromised	Previous Tuberculosis	Current Tuberculosis	HIV	Age Above 60 years	Smoking Current	Pregnanc y Above 28weeks	Obesity	Receiv d Flu Vaccin e	
7602025 149085 E	DADDC89721	2021-07-19	Gauteng	Capricorn	Other Service activities	45	Male	Technicians and Associate Profession als	Yes	No	No	No	Yes	Yes	Unknown	Unknown	Yes	No	No	No	No	No	No	No	Yes	Unkno wn

Vulnerable Worker Data:

All employers are **legally required to identify those employees who are considered to be vulnerable for the more severe outcomes of the COVID-19 infection.**

Since this is a key component of the screening of workers, this **data must be submitted by employers.**

The **vulnerability status of each worker that is submitted is not dependent on the availability of detailed medical information being available to the employer.**

This once off submission is submitted when collected by the workplace, and any subsequent occasion when new appointments are made or an employee's status requires updating. The data required are listed in templates.



Pre-scribed excel templates

4. Positive Case template

Date	Province	District	Industry	Sex	Age	JobCategory	TestDate	TestTypePCR	TestTypeAntigen	TestTypeAntibody	SymptomsPositive	NumberHighRiskContact	VulnerabilityStatus	PositiveTestResult	ExposureInformation	ReportingActionDELETED	ReportingActionCOIDA	ReportingActionDMRE
2021-08-05	Gauteng	City of Johannesburg	Activities of membership organisation s.n.e.c.	Female	26	Skilled Agricultural; Forestry; Fishery; Craft and Related Trades Workers	2021-08-02	Yes	No	No	Yes	2	Yes	Self-Isolation at home	Family contacts	Yes	Not Applicable	Not Applicable

COVID-19 Testing Data:

Based on their daily symptom screening, or on their employees' presentation to their health provider, employees are referred to health providers / health laboratories for testing for the presence of the COVID-19 virus.

In terms of managing the pandemic in the workplace, the employer is expected to be notified of the results of the tests.

The results of the laboratory tests of all employees who test positive must be submitted by employers, upon receiving the results of such tests. In addition, employers need to submit details in the Positive Case template for such individuals.

This submission occurs only when an employee tests positive for COVID-19 and should be submitted on a weekly basis should there be positive workers identified during the calendar week. The data required are listed in the Positive Case template.

Pre-scribed excel templates

Important areas to look at on the templates

1. Employee SA National ID / Passport Number

- Our system expects a 13 digit number on this platform
- SA ID Number must always be in number (zero decimal places) format e.g. 9502270217087 not 9.50227E+12 or any other characters
- For Passport numbers, please **add 5 zeros** at the end of the passport number to make **13 characters** e.g. CN25698400000.

2. Date format

- Expected date format is YYYY-**MMM-DD** e.g. 2021-Jun-20

3. Columns and rows

- Do not add any columns or rows to the template e.g. **column for employee name**

BusinessID	Column1	SAIDorPassportNumber
B6510CAC-ADBA-4F7A-B35F-79BB95A6393G	Lesedi Monaiwa	9600000000000
B6510CAC-ADBA-4F7A-B35F-79BB95A6393G	Nonhlanhla Tlotleng	8700000000000



Pre-scribed excel templates

4. Headers

- Do not correct any spelling, grammatical nor spacing on the template headers. Templates have been matched with the system, so any change to the headers will prevent the file from being uploaded successfully on the system.

Conjunctivitis
No
Yes

Conjunctivitis
Yes
No

- Any errors picked up on the templates must be forwarded to the OHSS Administrators at OHSworplace@nioh.ac.za
- The system will be regularly updated and during the upgrade process corrections will be implemented

5. Headers

- Do not correct any spelling, grammatical nor spacing on the template headers. Templates have been matched with the system, so any change to the headers will prevent the file from being uploaded successfully on the system.



Prescribed templates

Description List

- All templates have a description list to always refer to when determining which columns are compulsory and those that are optional. Below is an example from the Return to Work template.

Return to work: Clinical Management and Outcomes		
Title	Field status	Definitions
EmployeeID	Compulsory	SA National ID
EmployeeWorkID	Optional	Employer Generated unique employee number
BusinessID	Compulsory	system Generated- Provided to business by NIOH
Date	Compulsory	Date when filling in the template Year-month-day
Province	Compulsory	See drop down menu and list
District	Compulsory	See drop down menu and list
Industry	Compulsory	See drop down menu and list
Job category	Compulsory	Managers Professionals Technicians and Associate Professionals Clerical Support Workers Services and Sales Workers Skilled Agricultural; Forestry; Fishery; Craft and Related Trades Workers Plant and Machine Operators and Assemblers Elementary Occupations
Hospitalized	Compulsory	Yes/ No/ Unknown
Hospital Type (Private/Public)	Compulsory	Private/ Public/ Unknown
If Hospitalised:		
Date of admission	Compulsory	Date
Outcome (Discharge or Death)	Compulsory	Discharged or death
Outcome date	Compulsory	Date
Return to work date	Compulsory	Date
Return to work fitness level	Compulsory	Fit for Job Description Fit with Accommodation Fit with restrictions Temporarily unfit for Job Description Unfit for review Permanently Unfit
Compensation claim	Compulsory	Yes/ No
Percentage disablement	Optional	0000000(IF UNKNOWN)
StartDateOfIllness	Compulsory	Date
IllnessType	Compulsory	Mild Moderate Severe
EndDateOfIllness	Compulsory	Date when filling in the template
COVID Claim reference number	Optional	0000000 (IF UNKNOWN)

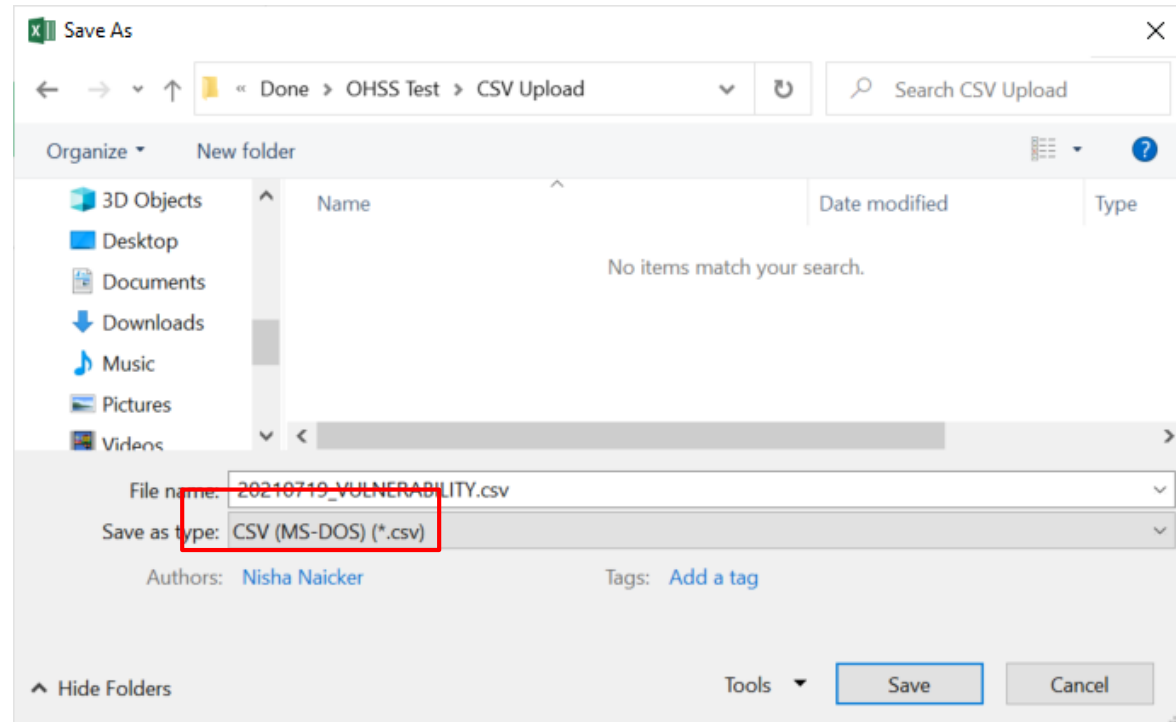
leave empty if not admitted
leave empty if not admitted
leave empty if not admitted

Uploading CSV file

Uploading of CSV

1. Convert excel sheet into CSV

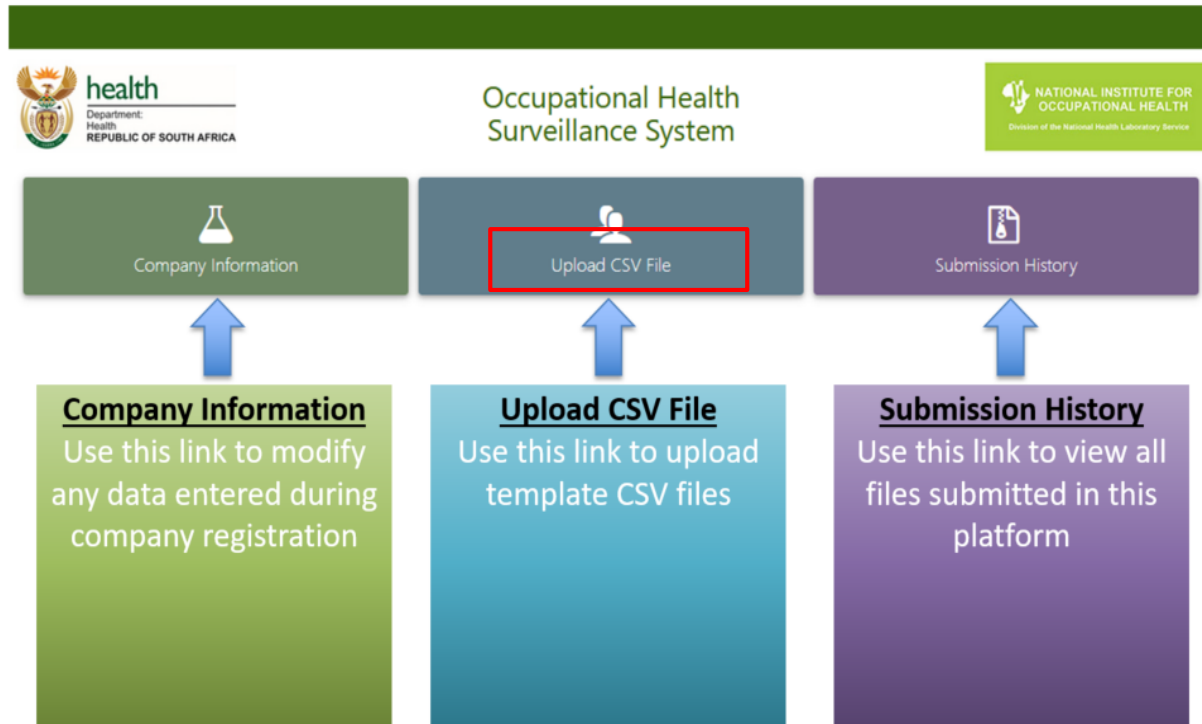
- Once data has been captured correctly on the template, you can then go ahead and convert excel sheet into CSV MS DOS
- **NB:** The system rejects any other files converted into any other format non other than CSV MS DOS



Uploading CSV file

Upload file on the CSV Platform


1. Log into the CSV Platform
2. Click on Upload CSV File






Uploading CSV file


3. Select Submission type
4. Browse and select CSV file to upload
5. Type in your Name and Surname
6. Click on Check file



Company Information



Upload CSV File



Submission History

Submission Type

Submission File

 No file chosen

Name and Surname of person submitting

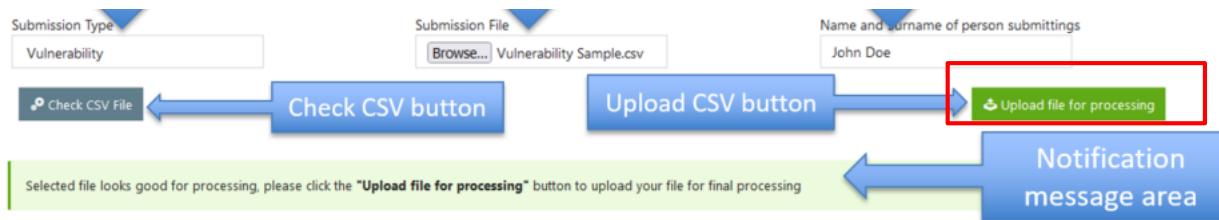
Templates Headers	Template Data Type	Expected data	Your Header	Your data
No data available in table			No data available in table	

Showing 0 to 0 of 0 entries Previous Next Showing 0 to 0 of 0 entries Previous Next

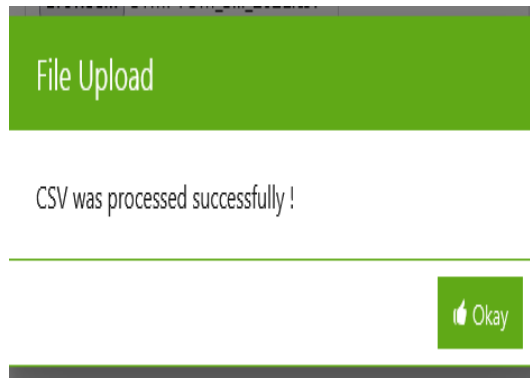


Uploading CSV file

7. If everything is in order with the Template the “Upload file for processing” green button will pop up.
8. Then click on it



9. If file is uploaded successfully, a notification that file has been uploaded successfully will appear on the dashboard. If not, there will be an error message.





Submission History

In this section you will be able to see all your historical submissions on the platform. You can therefore use this function to verify if your files have been uploaded successfully



health

Department:
Health
REPUBLIC OF SOUTH AFRICA

Occupational Health Surveillance System



NATIONAL INSTITUTE FOR
OCCUPATIONAL HEALTH

Division of the National Health Laboratory Service



Company Information



Upload CSV File



Submission History

Filename	Submission Type	Date Submitted	Uploaded By
Positive Test Sample	Posite Case	7/14/2021 12:00:00 AM	Monty Rambau
Positive Test Sample.csv	Cases	7/14/2021 11:48:08 AM	Monty Rambau

Showing 1 to 2 of 2 entries

Previous 1 Next



COVID-19

COVID-19 Workplace Preparedness & Prevention
HEALTHY, SAFE & SUSTAINABLE WORKPLACES

Workplace Hotline: 0800 2121 75

Occupational Health Surveillance System [OHSS]

General queries for data submission:
0723215503 | 0713981169 | OHSWorkplace@nioh.ac.za

www.nioh.ac.za | info@nioh.ac.za | twitter: @nioh_sa




**NATIONAL HEALTH
LABORATORY SERVICE**



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Occupational Health Surveillance System (OHSS)

WWW.NIOH.AC.ZA | TWITTER: @NIOH_SA | INFO@NIOH.NHLS.AC.ZA