

User Registration – Quick Reference Guide

WORKPLACE VIOLENT INCIDENT REPORTING SYSTEM FOR HOSPITALS

DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF OCCUPATIONAL SAFETY AND HEALTH



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Click “Log In” on the WPV reporting webpage:

<http://www.dir.ca.gov/dosh/workplace-violence-reporting-for-hospitals.html>

Workplace Violence Incident Reporting System

Hospital Pre-Registration

- Hospitals must pre-register with Cal/OSHA by providing the name and contact information for the Hospital Representative who has the authority to authorize user registration requests and user account deletions. Cal/OSHA sent a [letter](#) on February 1, 2017 to all licensed hospitals with instructions on how to pre-register.

To submit a report:

Log In >

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Click on “self-registration form.”

Hospital Workplace Violent Incident Online Reporting

To submit reports of workplace violence in hospitals to Cal/OSHA you must have a user account. If you do not have a user account you can request one using the [self registration form](#).

To look up the OSHPD ID # for your hospital facility, see *Other Resources* on our webpage: <http://www.dir.ca.gov/dosh/Workplace-violence-reporting-for-hospitals.html>. The OSHPD ID is a unique nine-digit identifying number assigned to each hospital facility by the Office of Statewide Health Planning and Development (OSHPD).

The online registration form can only accommodate three (3) OSHPD IDs. If you are reporting for more than three hospital facilities, please email DOSHWPV@dir.ca.gov after your registration is complete to ask that additional facilities be added to your user profile.

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Enter your first name, last name, work email, work phone number, and the OSHPD ID for your hospital facility. Click “Submit” when finished. If you don’t know the OSHPD ID, look it up here under *Other Resources*:

<http://www.dir.ca.gov/dosh/workplace-violence-reporting-for-hospitals.html>

Please provide some basic information so we can process your account request.

* First name

* Last name

* Email

* Phone Number

* OSHPD Facility ID

OSHPD Facility ID2

OSHPD Facility ID3

Submit

Save

When your user registration is processed, you will receive an email. Click on the system link. (It may take up to 72 hours to process your request.)

Hello Gary,

The account you requested for DOSH Hospital Workplace Violent Incident Reporting system has been processed.

You may now access the application using the following credentials:

<https://cdirtest.service-now.com>

User name: ggray@email.com
Password: yeQvjWea

For questions about user registration and online reporting, or to add authorization to report for more than three facilities, please send an email to DOSHWPV@dir.ca.gov

Make note of the user name and temporary password in the email.

Enter your user name (email address) and temporary password from the email notification.

User name

Password

Remember me

Click "Login."

Change Password

User name:
ggray@email.com

Current Password:

New password:

Confirm New Password:

Enter your temporary password into the "Current Password" field.

Enter and confirm your new password.
Your password must have at least 8 characters, one uppercase, one lower case, and one digit.

Click "Submit."

Notes:

- Only individuals authorized by their hospital may register to submit reports.
- If we reject your registration request, we will inform you by email.
- For more information, watch the tutorial *User Registration* here: <https://youtu.be/BBSHca-AhXg>