

Using the OHS resource portal

Forms

Most of our forms can be viewed, filled out, and submitted using your web browser. However, some forms will not open in your web browser and may instead need to be opened with Adobe's Acrobat Reader. To access these forms:

Option 1

Follow the procedure below to configure Microsoft Edge web browser to open PDFs:

1. Open Edge web browser.
2. In the address bar, type **edge://settings/content/pdfDocuments** and hit "**Enter**" on your keyboard.
3. Turn **On** the setting **Always download PDF files**.

Option 2

Follow the procedure below to manually open PDFs:

1. Right-click on the "**View resource**" button, then choose "**Save link as...**" to save the file to your device.
2. Open the saved file with Adobe Reader. NOTE: If Adobe Reader is not installed on your computer, visit Adobe's website at <https://get.adobe.com/reader> to download and install it.

eLearning programs

Most of the eLearning programs on the OHS Resource Portal are based on Adobe Flash, which is no longer supported by most web browsers. To run these eLearning programs, you will have to download and run them on your device. Please note that some virus scanners could interfere with the download; temporarily disable your virus scanner if this occurs.

To download and run an eLearning program:

1. Right-click on the "**View resource**" button, then choose "**Save link as...**" to save the .EXE or .ZIP file to your device.
2. Locate the .EXE or .ZIP file you saved, then run the eLearning program by either:
 - double-clicking the **.EXE** file; or
 - Unzipping the **.ZIP** file and then running the **.EXE** file it contains.

PDF documents

Most of the documents on the OHS Resource Portal are available in PDF format. To view a PDF resource, click the "**View resource**" button to view the PDF file.

Webinars

Webinars are recorded video presentations regarding specific topics. They can be downloaded for viewing on your device, or can be viewed on YouTube. To download:

1. Right-click on the link, then choose "**Save link as...**" to save the MP4 file to your device.
2. Locate the **MP4** file you saved, open it with your preferred video player.

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