

# Australian OH&S Online User Guide

Available via the Hunter Institute Library Online website under  
Online Resources > Databases and eBooks:

<http://www.hunter.tafensw.edu.au/libraries>

## ABOUT THE DATABASE

Australian OH&S Online is a database containing 302 Organisations and 1186 Suppliers pertinent to the Occupational Health & Safety industry.

The Organisation section of the database enables you to access documents by Organisation Name, Title of Document, Document Abstract and Subject. Included in the collection are; Australian Federal and State Legislation, Codes of Practice, Guidelines and Policy Statements, Research Reports, Health Circulars, Safety Bulletins and much more.

The supplier content of the database consists of over 2500 addresses linked to suppliers who produce and/or distribute goods and services to the Occupational Health and Safety industry, as well as including comprehensive company information and supplier catalogues. This section is searchable by Supplier Name, Brand Name and Product.

## GETTING STARTED

Australian OH&S Online can be accessed both **on and off campus** by Hunter Institute TAFE Staff and currently enrolled Hunter Institute students. You will need a **username and password**, available from all Hunter campus libraries.

1. Highlight **Online Services** and click on **Databases and eBooks**.
2. Click on the **Australian OH&S Online** link.
3. Logon using the username and password obtained from your local Hunter Campus library. Once logged in the database search screen displays.

## ORGANISATION SEARCH

You can search for organisations two ways:

1. Browse the alphabetical drop down list and click on the name of the organisation you wish to view.  
**OR**
2. Click in the Organisation name/word search field and type in the name of organisation you require.

<b>Organisation/Document Search</b>	
Select Organisation name:	All Organisations [v] [?]
Organisation name/word search	[?]

Once you have selected your desired Organisation from the drop down list or entered text into the free text area click the '**Search**' button. (Note: Should you wish to change your search terms, click the '**Reset**' button to clear the search fields). The '**Addresses**' page for this organisation opens. This page contains the names, addresses, phone numbers, email and web pages for the organisation you have selected.

You can view the documents on file for this Organisation by clicking on the '**Documents**' tab at the top of the page. To open and view a document's abstract and table of contents click on the document title. Once open, clicking on the PDF icon at the end of the contents line opens this section of the document for you to view in a new browser window.


To view a subject listing of documents available for a particular organisation, click on the '**Subjects**' tab on the horizontal bar at the top of the page. An alphabetical list of subject headings is displayed. Click on the subject heading to open a list of documents attached to that subject. Then click on the document name to open it.

## CONTENT SEARCHES

You can also perform keyword searches by entering search terms in any or all of the **Content Search** fields, **with or without** details added to the Organisation fields.

<b>Content Searches</b> Search all: [?] Document title: [?] Document abstract: [?] Document subject: [?] [Search] [Reset] [Search Tips]	<b>Search All</b>	Searches all fields
	<b>Document Title</b>	Searches the document title only
	<b>Document Abstract</b>	Searches the document abstract/summary
	<b>Document Subject</b>	Searches the subject keywords

## SUPPLIER SEARCHES



**Supplier Searches**

Select Supplier name: All Suppliers [?]

Supplier name/word search [?]

Brand: [?] Brand List

Product: [?] Product List  Suppliers  Catalogues

Search Reset Search Tips

You can search for suppliers two ways:

1. Browse the alphabetical drop down list and click on the name of the supplier you wish to view.  
OR
2. Click in the Supplier name/word search field and type in the name of supplier you require.

Once you have selected your desired Supplier from the drop down list or entered text into the free text area click the **'Search'** button. (Note: Should you wish to change your search terms, click the **'Reset'** button to clear the search fields.) The **'Addresses'** page for this supplier opens. This page contains the contact information for the supplier you have selected. Brands and Products for this supplier may also be selected from the horizontal tabs at the top of the screen.

You can view the Catalogues available for any Supplier by clicking on the **'Documents'** tab at the top of the page. This tab directs you to the catalogues listed in alphabetical order. Selecting one of these titles will enable you to view the table of contents for this catalogue. By further selecting the PDF icon at the end of the contents line will open this section of the document in a new browser window.

### Brand Search

A Brand is trademark or trade name used to identify a product. You can type a brand name into this field to perform a keyword search against a brand name OR alternatively you can click on the **'Brand List'** link to select a name from the alphabetical list of brand names. Clicking on a name in the Brand List automatically enters the name in the Brand search field. Click on the **'Search'** button to search for this brand.

### Product Search

The OH&S database contains a list of hundreds of product references linked to suppliers. In this field you may search by product in order to find a supplier for this product and/or service.

### SEARCH TIPS

The **Australian OH&S Online** uses Boolean searching to retrieve documents. Searching operators include: using " " around phrases; using several **keywords** in any field (this becomes an **AND** search) ; using \* to cover possible letter combinations (Wildcards).

### TO SAVE TO DISK

All the documents in the database are available in either PDF or TIFF image file format, both of which can be saved.

#### PDF Documents

Open the PDF document.

Click on the **Floppy Disk Icon** (Save Function) and save to the appropriate drive.

#### TIFF Documents

When you click on the TIFF icon to view a document, a screen will pop up with options.

Click on **Save** to save the document to a disk or file.

Then click on **File** and **Save As** and save to the appropriate drive.

### PRINTING DOCUMENTS

Click on the printer icon in PDF or TIFF files and select the appropriate printer.

**PLEASE ASK FOR MORE INFORMATION AT YOUR LOCAL HUNTER TAFE LIBRARY**