



Committee Management Manual

VERSION 1.8

This manual was last updated on February 12, 2026. If you have questions, have found an error, or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca or call at 672-333-3311

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About the Occupational Health and Safety (OHS) Resource Centre

The Occupational Health and Safety (OHS) Resource Centre is an online platform for all healthcare Joint Occupational Health & Safety Committees (JOHSC) and leaders. It provides easy access to agendas, minutes, resources, and actions to improve and enhance a culture of safety throughout B.C.

This manual is for all health care workers accessing the OHS Resource Centre. All registered health care employees can access the OHS Resource Centre to see JOHSC meeting minutes in their organization and provincial OHS resources. JOHSC members, unions, and employer leaders can also access meeting management systems with dashboards with schedules, meetings, minutes, resources, and reports from committees they belong to.

The OHS Resource Centre was developed by SWITCH BC, with funding from the Nurses' Bargaining Association, the Facilities Bargaining Association, and the Ministry of Health. The OHS Resource Centre is supported by health unions (bargaining associations), health employers, and Doctors of BC.

About SWITCH BC

SWITCH BC, which stands for Safety, Wellbeing, Innovation, Training and Collaboration in Healthcare, is an organization focused on the health, safety, and wellbeing of everyone working in health care in B.C. It is a collaboration of unions, physicians, and employers working together to support provincewide innovation, prevention, and training, and enhancing the culture of safety in all health care workplaces in B.C. Learn more at switchbc.ca.

Note

- The suggested and best viewing of the OHS Resource Centre is using a 1440 X 900 screen resolution at 100% zoom within your Chrome or Microsoft Edge web browser.

1. Managing your Joint Occupational Health and Safety Committees (JOHSC)

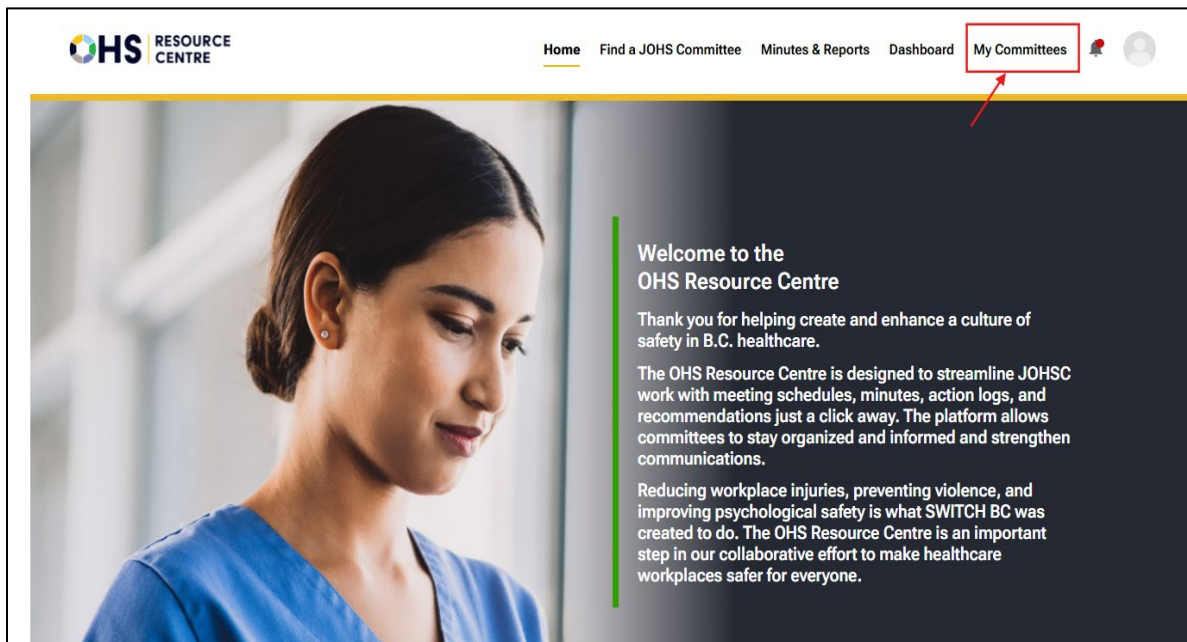
1.1 Create your JOHSC

Applies to:

- Employer Practitioners

1.1.1. Sign in with your employer practitioner account.

1.1.2. On the header of the page, click on the 'My Committees' tab.



1.1.3. Before creating a new committee, check if the committee has already been created. Type the name in the 'Search via Committee Name or Member Name' box, and click the 'Search' button.

If, after searching, you are still uncertain, contact the Help Desk for support.

1.1.4. If the committee does not yet exist, click on the '+ Create New Committee' link

1.1.5. On the next screen, enter or select the operating employer, committee name/site, multiple employer option*, and click the 'Next' button.

1.1.6. On the next screen, enter the facility, the evaluation date, and the committee description, and then click the 'Next' button.

Note

- The above fields are not required to create a committee; you can update them afterward.
- For health authorities, the facilities field is a dropdown list.
- For Vancouver Coastal Health, Interior Health, and Providence Health Care, the system will show an additional field (Cost Center) in the dropdown list.

1.1.7. Enter quorum, representation structure and the review date for the terms of reference, and then click the 'Identify Co-Chairs' button.

Note

- If possible, set up the quorum and representation structure before creating a recurring meeting, as this can affect how the meeting functions.
- Click the '+ Add Worker Representation' or 'Add Employer Representation' links to update the representation structure.
- The representation structure must be set before you can add members to the committee. If it's empty, the 'Affiliation/Employer' field will be locked on the 'Add Member' screen, and you won't be able to complete the process.
- The "Needed for Quorum?" field is optional. Use it to define more specific quorum rules – for example, if a certain union or employer representative must be present quorum to be met.

Create a Committee

1 Committee Information 1 2 Committee Information 2 3 Constituency & Structure 4 Identify Co-Chairs 5 Review

Quorum

Minimum # of attendees: 4

Minimum # of workers: 2

Minimum # of employers: 2

Representation Structure

Pick Representation*	Structure	Needed for Quorum?
BCGEU	4	2
FHA	2	1

+ Add Worker Representative

+ Add Employer Representative

Terms of Reference

Review Date: Month: May, Year: 2026

Buttons: Cancel, Back, Identify Co-Chairs

1.1.8. On the next screen, enter the Worker Co-Chair and Employer Co-Chair's email addresses, then select the representation or employer/affiliation options, and then click the 'Review' button.

Note

- For non-health authority members, the email address must be registered with the OHS Resource Centre.
- The email address cannot be a System Administrator, Union Practitioner, or Employer Practitioner role.

Worker Co-Chair

1

committee cochairone

Email Address
committeecochair1@switchbc.ca

Affiliation
BCGEU

Assigning co-chair out of the representation structure will automatically add the new represented affiliation to the existing representation structure.

Employer Co-Chair

committee cochairtwo

Email Address
committeecochair2@switchbc.ca

Representation
Affiliate

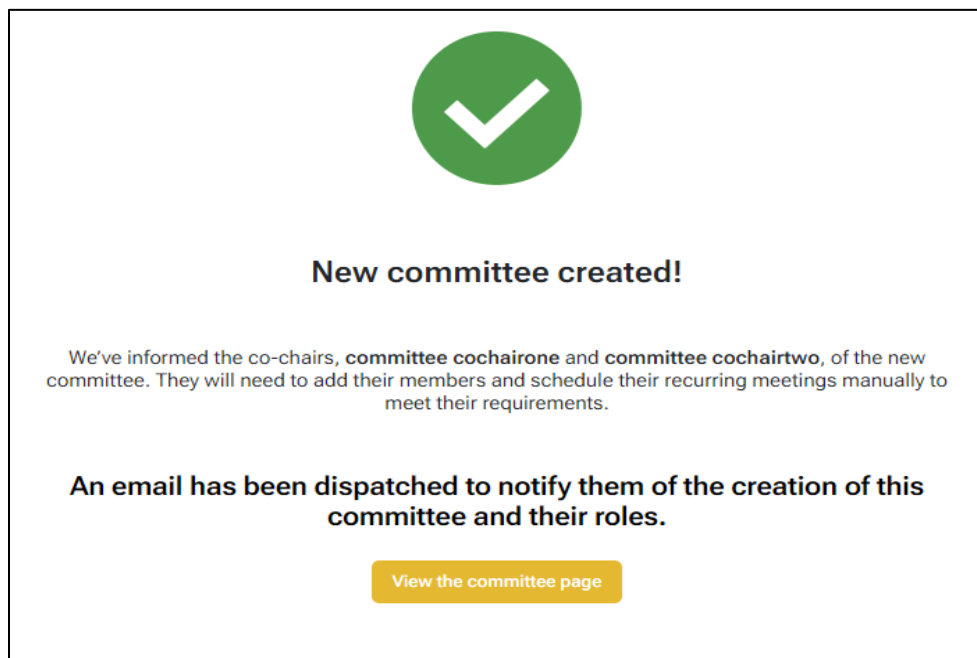
Assigning co-chair out of the representation structure will automatically add the new represented affiliation to the existing representation structure.

Cancel

Back Review

2

1.1.9. Review the information entered and click the 'Create Committee' button. Once the committee has been created, the Co-Chairs will be notified by email.



1.2 Search a JOHSC for Practitioners

Applies to:

- Employer Practitioners
- Union Practitioners

The 'My Committees' tab allows practitioners to easily search and find JOHSC through the different sub-tabs (My Committees, All Committees, and Committee Members) and search tools.

1.2.1. Find your committee.

1.2.2. Click the 'My Committees' tab on the page's header.

By default, you will be positioned in the 'MY COMMITTEES' sub-tab which displays all the committees you are assigned to. You can find a committee faster by writing its name or part of it in the research tool and then clicking the 'Search' button.

The screenshot shows the OHS Resource Centre interface. At the top right, the 'My Committees' tab is highlighted with a red box and labeled '1'. Below the header, the 'My Committees' section features a search bar with the placeholder text 'Search via Committee Name or Member Name' and a yellow 'Search' button, both highlighted with a red box and labeled '3'. To the left of the search bar, there are filter dropdowns for 'Affiliate' and 'Affiliation'. Below the search bar, three sub-tabs are visible: 'MY COMMITTEES' (highlighted with a red box and labeled '2'), 'ALL COMMITTEES', and 'COMMITTEE MEMBERS'. The main content area shows 'Showing results for: All (25 results)' and a table of committees. The table has columns for Affiliation, Co-Chairs, Description, and Facility. Two rows are visible: one for 'ABC' and one for 'for Demo'. The 'ABC' row shows Affiliation: PPWC, Co-Chairs: Committee Co-Chair One (PPWC), and Facility. The 'for Demo' row shows Affiliation: BCNU, CUPE, Co-Chairs: Committee Member one (VCH) Muna Ali (BCNU), Description: LTC for all sites, and Facility: LTC.

1.2.3. Find a committee.

1.2.4. Click the 'My Committees' tab on the page's header.

1.2.5. Click the 'ALL COMMITTEES' sub-tab, which displays all available committees.

You can find a committee faster by writing its name or part of it in the research tool and clicking the 'Search' button.

Note

- The employer practitioners in the 'ALL COMMITTEES' sub-tab can search and see any committee that is part of their health authority or affiliate (depending on their login mechanism, HA email or Local OHS RC/Gmail sign-in).
- The union practitioners in the 'ALL COMMITTEES' sub-tab, can search and see all committees across the health authorities/affiliates but they cannot change any committee information.

The screenshot shows the 'My Committees' page in the OHS Resource Centre. The page has a header with navigation links: Home, Minutes & Reports, Dashboard, and My Committees (highlighted with a red box and arrow labeled '1'). Below the header, there is a search bar with the placeholder text 'Search via Committee Name or Member Name' and a 'Search' button. To the right of the search bar is a '+ Create New Committee' link. Below the search bar are two filter dropdowns labeled 'Affiliate' and 'Affiliation'. Below the filters are three sub-tabs: 'MY COMMITTEES', 'ALL COMMITTEES' (highlighted with a red box and arrow labeled '2'), and 'COMMITTEE MEMBERS'. Below the sub-tabs, it says 'Showing results for: All (26 results)' and a 'Sort By' dropdown. The main content area displays a table of committees. The first table is titled 'ABC' and has columns for Affiliation, Co-Chairs, and Description. The second table is titled 'for Demo' and has columns for Affiliation, Co-Chairs, and Description.

- 1.2.6. Find a committee member.
- 1.2.7. Click the 'My Committees' tab on the page's header.
- 1.2.8. Click the 'COMMITTEE MEMBERS' sub-tab.
- 1.2.9. You must write the committee member's name or part of it in the research tool and then click the 'Search' button. The system will then display all the results and the committee they are part of.

Note

- The employer practitioners in the 'COMMITTEE MEMBERS' sub-tab can search and see members that are only a part of their health authority/affiliate; they cannot change any member's information.
- The union practitioners in the 'COMMITTEE MEMBERS' sub-tab can search and see members across the health authorities, but they cannot change any member's information.

The screenshot displays the 'My Committees' interface. At the top right, the 'My Committees' tab is highlighted with a red box and a circled '1'. Below the header, a search bar contains the text 'member' and a yellow 'Search' button, which is also highlighted with a red box and a circled '3'. To the right of the search bar is a '+ Create New Committee' link. Below the search bar are two dropdown filters labeled 'Affiliate' and 'Affiliation'. A navigation bar below the filters shows 'MY COMMITTEES', 'ALL COMMITTEES', and 'COMMITTEE MEMBERS', with the latter highlighted in yellow and a red box, and a circled '2' pointing to it. The main content area shows 'Showing results for: "member" (2)' and a 'Sort By' option. Two rows of results are shown, each with a profile picture, a role (Member or Co-Chair), and a 'More' link.

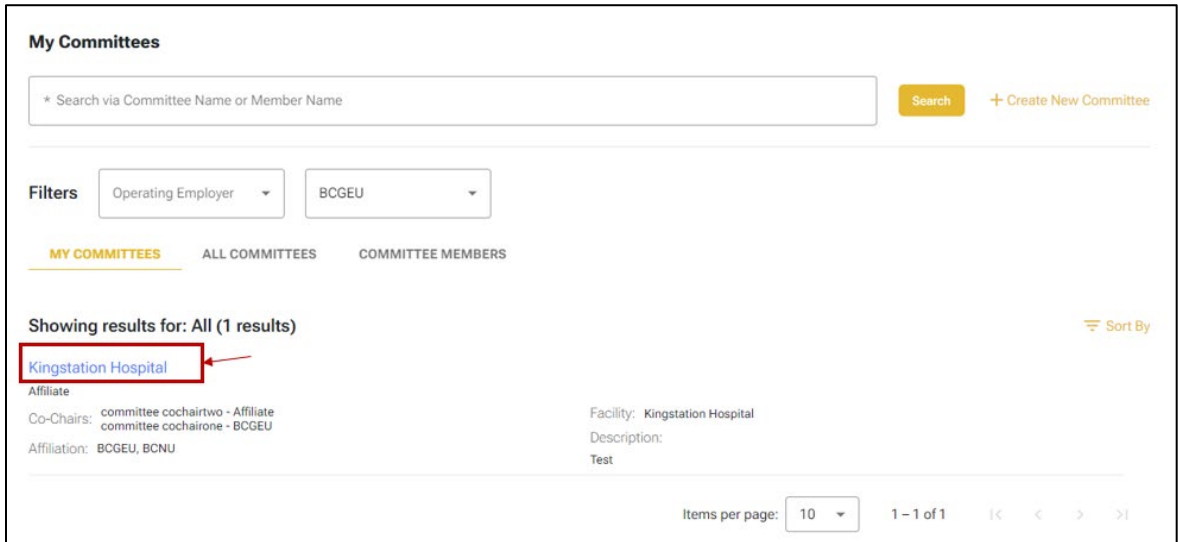
1.3 Update JOHSC Information

Applies to:

- Employer Practitioners
- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)

1.3.1. Click the 'My Committees' tab on the page's header.

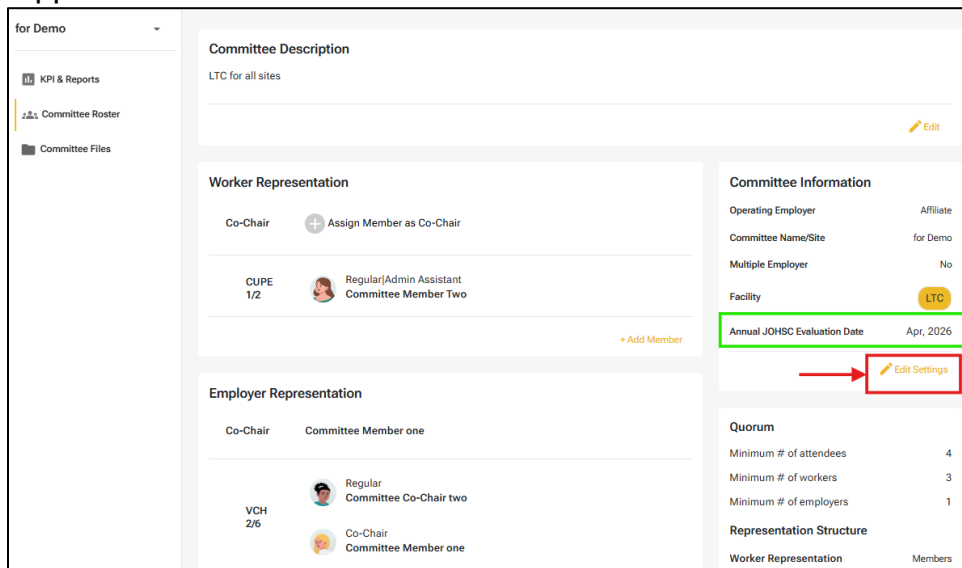
1.3.2. Click on the name of the committee that you want to update.



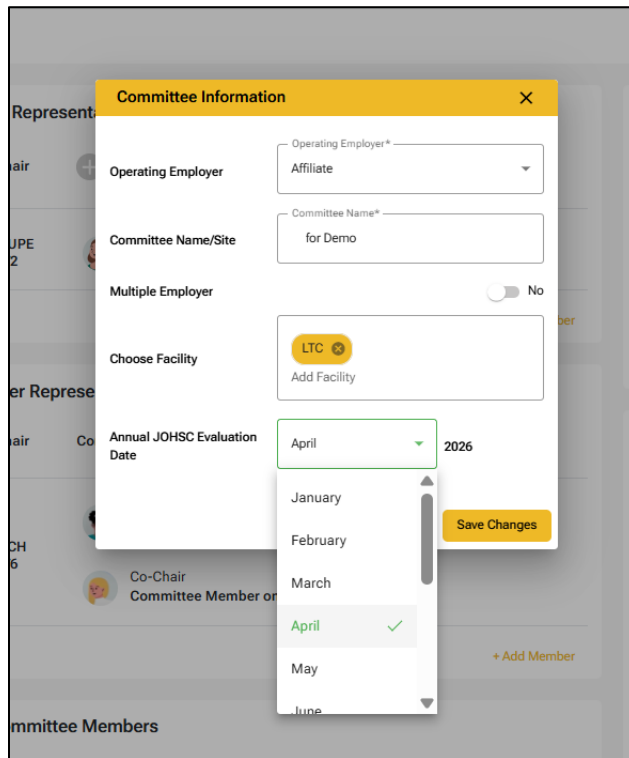
1.3.3. On the next screen, click the 'Edit Settings' button in the 'Committee information' section.

For example:

- If you want to update the 'Evaluation Date' field, you would:
 - Click the 'Edit Settings' link in the section where the 'Evaluation Date' field appears.



1.3.4. Select the new evaluation month and then click the 'Save Changes' button.



Note

- Two reminder notifications (via email and RC) will be sent to committee members as the annual evaluation date approaches; one 2.5 months in advance, and another 15 days before the evaluation date.

1.4 Find and Message a JOHSC

A health authority user can search and message their own HA committee members if there is a problem, issue, concern, or suggestion. This functionality is open to all HA users who have registered an account with the OHS Resource Centre.

Applies to:

- All Health Authority roles listed below: Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)
- Committee Regular Member
- Committee Alternate Member
- Employer Practitioner
- General Health Authority Staff (staff worker and health authority-trusted network)
- Union Practitioner

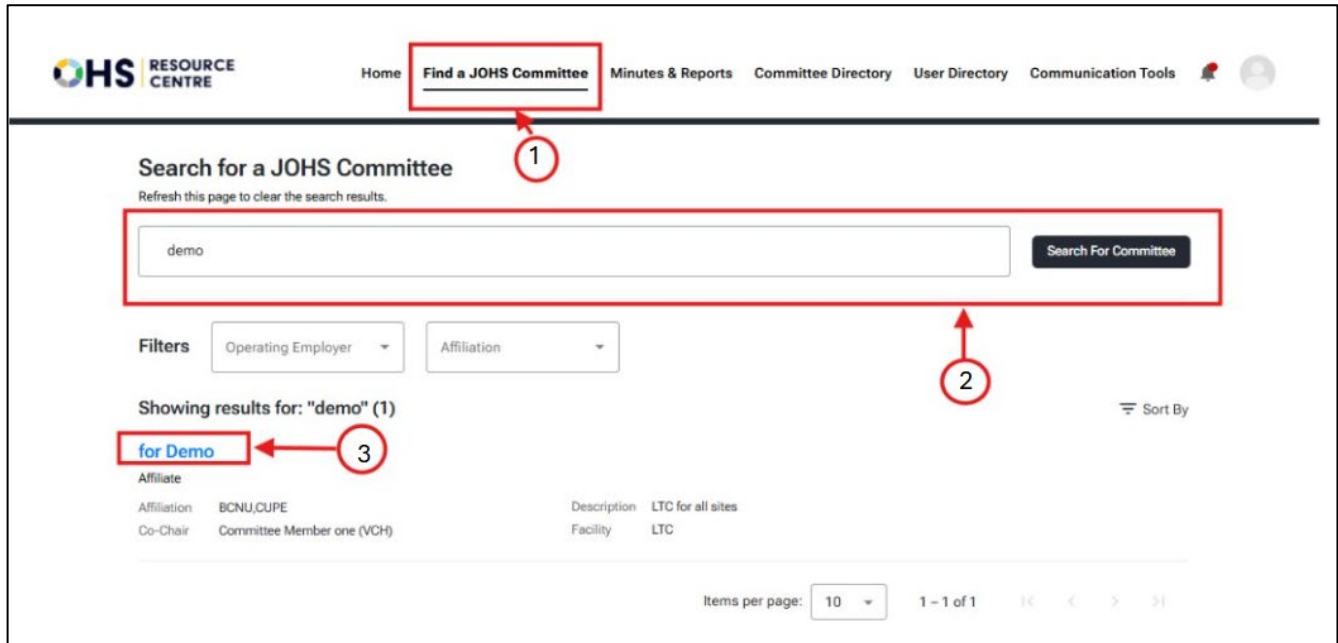
Note

- The System Administrator can send messages to all the HA committee members (See screenshot below)

1.4.1. Click the 'Find a JOHS Committee' tab on the page's header.

1.4.2. Write the committee's name or part of it in the research tool, select its health authority or affiliation, and then, click the 'Search for Committee' button.

1.4.3. Click on the committee's name.



1.4.4. Choose the desired recipient for your message; the Co-Chairs are selected by default, but you can deselect.

1.4.5. Select the type of message you would like to send to the selected committee members.

1.4.6. Enter your message. The maximum length is 32,000 characters.

1.4.7. Check the 'I'm not a robot' functionality and click the 'Send Message.'

for Demo

Affiliate
Affiliation BCNU, CUPE
Facility LTC

Description LTC for all sites

Choose Recipient
Select the committee members you would like to send the message to

Worker Representatives

- Committee Member Two

Employer Representatives

- Committee Co-Chair two
- Committee Member... Co-Chair

Non-Committee Members

- Hannah Thompson RN ...
- Noah Martinez RN BSN
- Priyal Jain

Send a message
Type the message you like to send to the selected committee members, alternate members may reply when regular members are not available.

Reason for messaging ▾

Type Your Message

0/500

I'm not a robot

reCAPTCHA
Privacy · Terms

Send Message

Note

- The system only displays the first and last names of committee members.

2. Managing your JOHSC Members

2.1 Add a Committee Member

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

2.1.1. Click the 'Dashboard' tab on the page's header.

2.1.2. Click on the committee's name, and then click on the 'Committee Roster' link.

2.1.3. Click on the '+ Add Member' button in the 'Worker Representation' or 'Employer Representation' section.

The screenshot displays the OHS Resource Centre interface. At the top, the navigation bar includes 'Home', 'Minutes & Reports', 'Dashboard' (highlighted with a red box and arrow), and 'My Committees'. The left sidebar shows a dropdown menu for 'ABC 123' with options for 'KPI & Reports', 'Committee Roster' (highlighted with a red box and arrow), and 'Committee Files'. The main content area is divided into several sections: 'Committee Description' with an 'Edit' button; 'Worker Representation' and 'Employer Representation', each featuring a 'Co-Chair' field with an 'Assign Member as Co-Chair' button and a '+ Add Member' button; and 'Non-Committee Members' with a '+ Add Member' button (highlighted with a red box and arrow). The right sidebar contains 'Committee Information' (with fields for Operating Employer, Committee Name/Site, Multiple Employer, Facility, and Annual JOHSC Evaluation Date) and 'Constituency & Structure' (with fields for Quorum, Minimum # of attendees/workers/employers, Representation Structure, and Terms of Reference).

2.1.4. Enter the email address, role, affiliation/employer information, and then click the 'Add Member' button.

Note

- Users must complete the sign-up process and log in at least once before they can be assigned to a committee in the system.

- The email address cannot be a System Administrator, Union Practitioner, or Employer Practitioner role.
- The representation structure cannot be empty before adding members to the committee because the 'Affiliation/Employer' field will be blocked in the 'Add Member' screen, and you will not be able to complete the add a member process.

2.2 Remove Existing Committee Members

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

2.2.1. Click the 'Dashboard' tab on the page's header.

2.2.2. Click on the committee's name, and then click on the 'Committee Roster' link.

2.2.3. Click on the three dots next to the member's name, and then select the 'Remove Member' option.

Note

- You need to hover next to the member's name for the three dots to appear.

The screenshot shows the OHS Resource Centre dashboard. The top navigation bar includes 'Home', 'Minutes & Reports', and 'Dashboard' (highlighted with a red box). The left sidebar shows 'KDDH Committee' with sub-items: 'KPI & Reports', 'Meeting & Actions', 'Committee Roster' (highlighted with a red box), and 'Committee Files'. The main content area is divided into three sections: 'Committee Description', 'Worker Representation', and 'Committee Information'. In the 'Worker Representation' section, there are two rows of members. The first row is for 'Co-Chair' and 'Committee Co-Chair One'. The second row shows 'PPWC 2/2' with a 'Co-Chair Committee Co-Chair One' (highlighted with a red box) and an 'Alternate|Admin Assistant Liam Chen RN'. A dropdown menu is open for the highlighted Co-Chair, with options: 'Replace Co-Chair', 'Unassign Co-Chair', 'Edit Member', and 'Remove Member' (highlighted with a red box). The 'Committee Information' section on the right includes fields for 'Operating Employer', 'Committee Name/Site', 'Multiple Employer', 'Facility', and 'Annual JOHSC Evaluation Date'.

2.3 Update a Co-Chair

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)

2.3.1. Click the 'Dashboard' tab on the page's header.

2.3.2. Click on the committee's name, and then click on the 'Committee Roster' link.

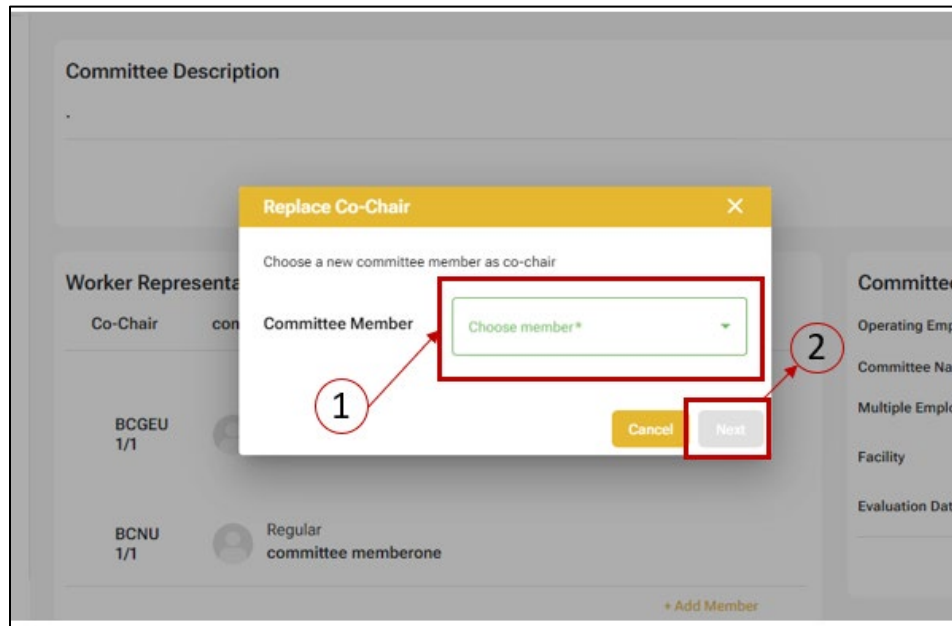
2.3.3. Click on the three dots next to the current Co-Chair's name, and then select 'Replace Co-Chair.'

This screenshot is identical to the one above, showing the OHS Resource Centre dashboard. The 'Committee Roster' link in the sidebar is highlighted with a red box. In the 'Worker Representation' section, the dropdown menu for the 'Co-Chair Committee Co-Chair One' is open, and the 'Replace Co-Chair' option is highlighted with a red box. The 'Remove Member' option is no longer highlighted.

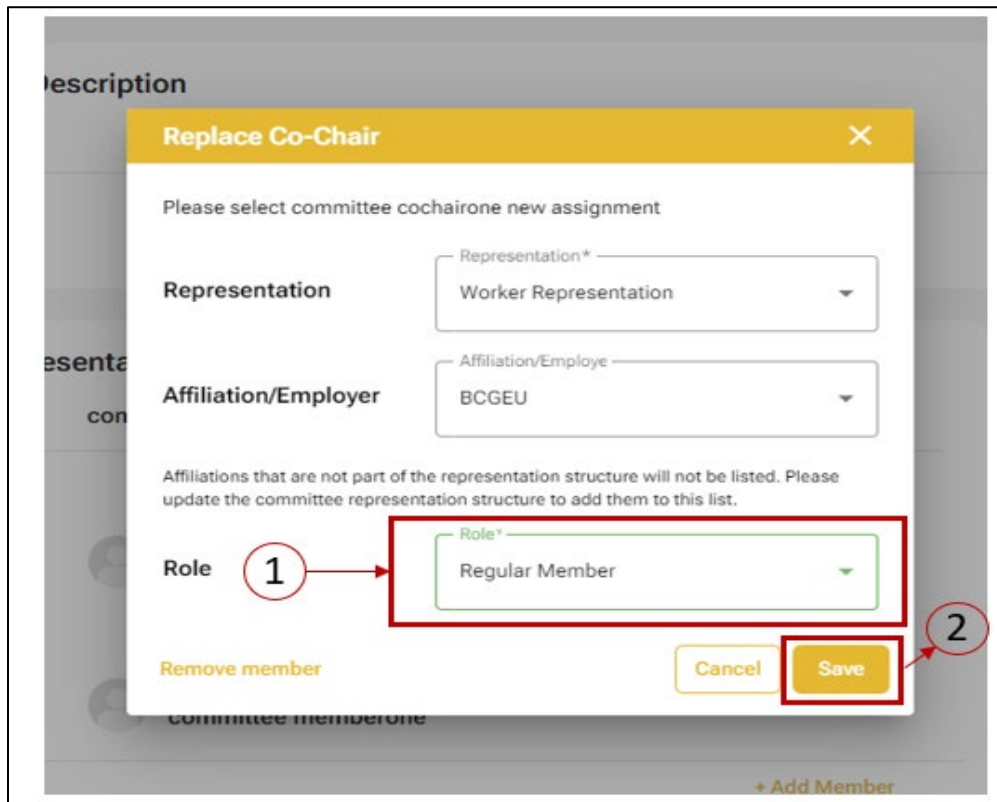
2.3.4. Select a member from the 'Choose member's dropdown list, and then click the 'Next' button.

Note

- The new Co-Chair must already be assigned to the committee to appear on the dropdown menu.



2.3.5. The system will ask you to assign a committee role to the previous Co-Chair. Select a value from the 'Role' dropdown, and then click the 'Save' button. You can also remove the Co-Chair from the selected committee in this window.



2.4 Designate an Admin Assistant Role for Non-Committee Member

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)

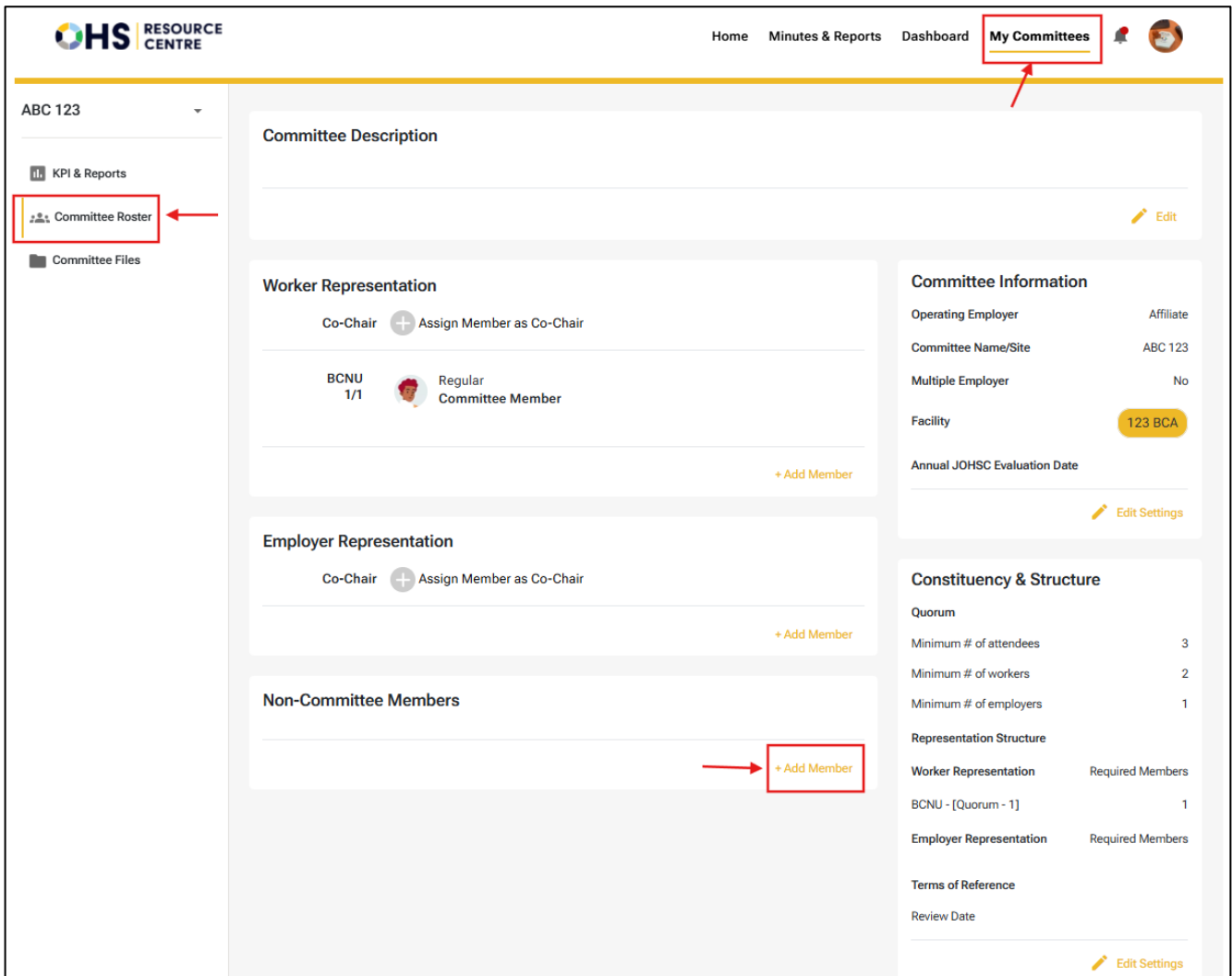
Note

- Users must complete the sign-up process and log in at least once before they can be assigned to a committee in the system
- Multiple 'Admin Assistant' roles can be assigned per committee.
- The following steps show you how to assign an Admin Assistant role; this role is not a voting member.
- A 'Regular/Alternative' committee member can also have the 'Admin Assistant' role (Steps in section 2.5).

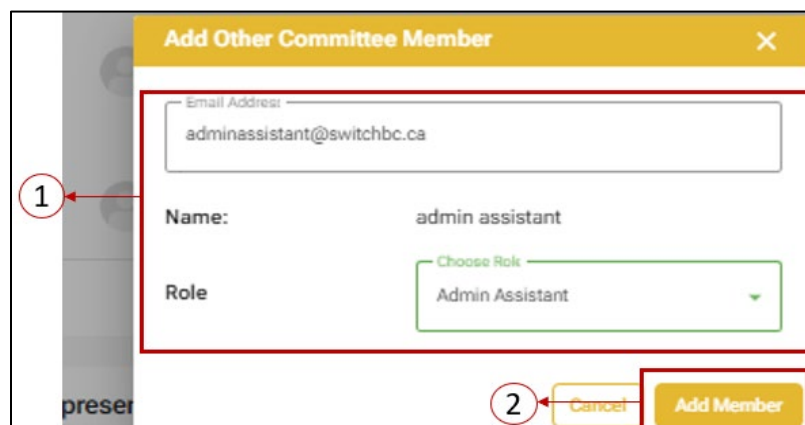
2.4.1. Click the 'Dashboard' or 'My Committees' tab on the page's header.

2.4.2. Click on the committee's name, and then select the 'Committee Roster' link.

2.4.3. Click on the '+ Add Member' button in the 'Non-Committee Members' section.



- 2.4.4. Enter the email address of the person who is assigned the role of Admin Assistant (the email cannot have the System Administrator or Employer Practitioner role assigned).
- 2.4.5. Select an Admin Assistant role from the 'Role' dropdown menu, and then click the 'Add Member' button.



2.5 Designate an Admin Assistant Role for a Committee Member

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)

The following steps show you how to assign an Admin Assistant role for a committee member:

Note

- Multiple 'Admin Assistant' roles can be assigned per committee.
- An Admin Assistant role is a voting role.
- A 'Co-Chair' and 'Ex-Officio' role cannot be assigned as an Admin Assistant.

2.5.1. Click the 'Dashboard' or 'My Committees' tab on the page's header.

2.5.2. Click on the committee's name, and then select 'Committee Roster' link.

2.5.3. Navigate to the 'Worker/Employer Representation' section. Click the three dots next to the member's name, and then select the 'Grant Admin Assistant' option.

The screenshot displays the OHS Resource Centre interface. At the top, the navigation bar includes 'Home', 'Minutes & Reports', 'Dashboard' (highlighted with a red box and circled '1'), and 'My Committees'. On the left sidebar, 'Committee Roster' is highlighted with a red box and circled '2'. The main content area is divided into 'Worker Representation' and 'Employer Representation' sections. In the 'Worker Representation' section, a member named 'Regular Committee Member one' has a three-dot menu icon next to their name, which is highlighted with a red box and circled '3'. A dropdown menu is open, showing options: 'Edit Member', 'Grant Admin Assistant' (highlighted with a red box and circled '4'), and 'Remove Member'. The 'Committee Information' and 'Quorum' sections are also visible on the right side of the interface.

2.5.4. Answer 'Yes' to the following question: Are you sure you want to grant committee clerk privileges to this person?'

2.6 Add an Ex-Officio Role (Non-Committee Member) to JOHSC

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

2.6.1. Click the 'Dashboard' or 'My Committees' tab on the page's header.

2.6.2. Click on the committee's name, and then click on the 'Committee Roster' link.

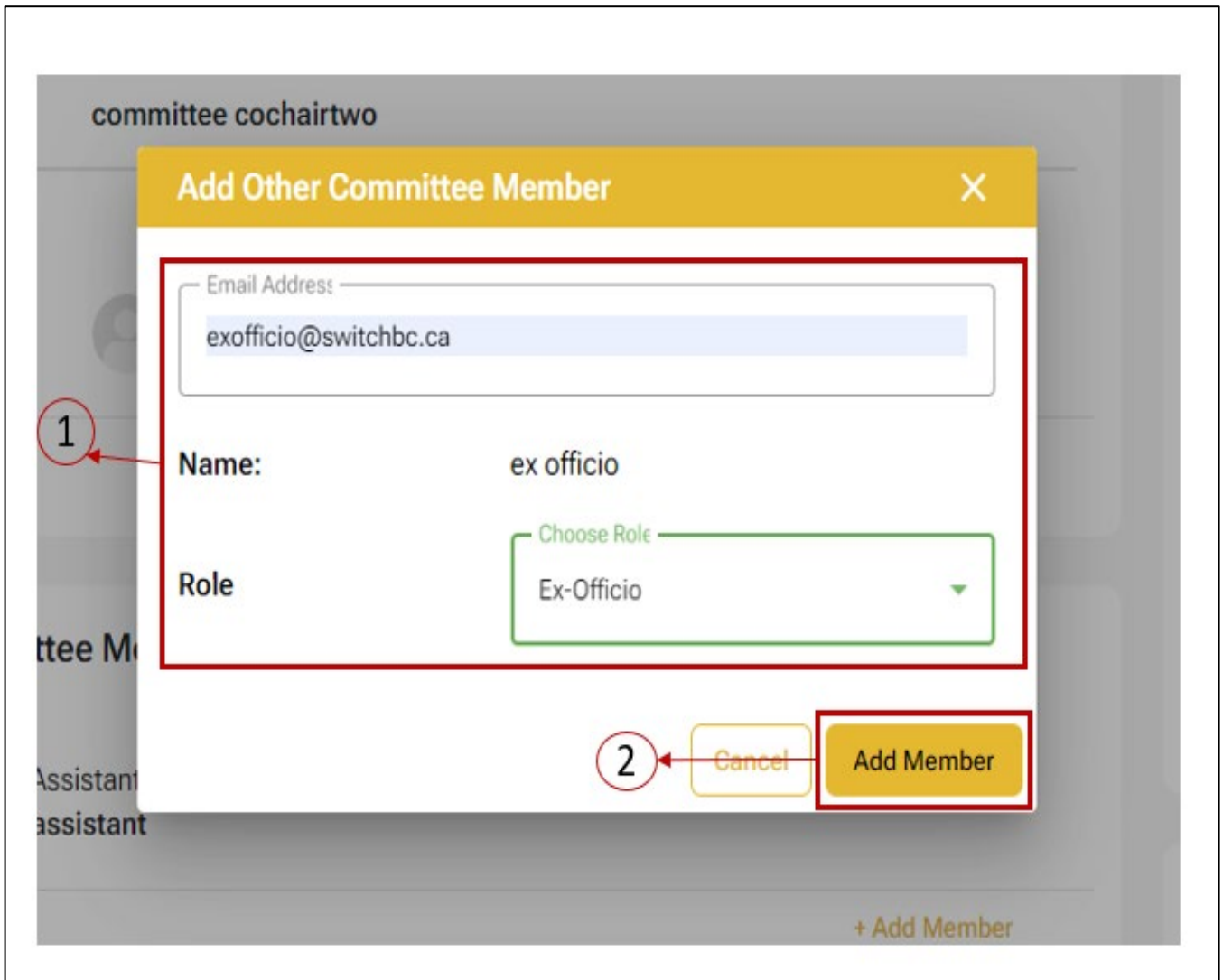
2.6.3. Click on the '+ Add Member' button in the 'Non-Committee Members' section.

The screenshot shows the JOHSC system interface. At the top, there is a navigation bar with 'Home', 'Minutes & Reports', 'Dashboard' (highlighted with a red box and arrow), and 'My Committees'. The left sidebar shows a dropdown menu for 'ABC 123' with options for 'KPI & Reports', 'Committee Roster' (highlighted with a red box and arrow), and 'Committee Files'. The main content area is divided into several sections: 'Committee Description' (with an 'Edit' button), 'Worker Representation' (with a 'Co-Chair' field and an 'Assign Member as Co-Chair' button), 'Employer Representation' (with a 'Co-Chair' field and an 'Assign Member as Co-Chair' button), and 'Non-Committee Members' (with an '+ Add Member' button highlighted by a red box and arrow). On the right side, there is a 'Committee Information' section with fields for 'Operating Employer', 'Committee Name/Site', 'Multiple Employer', 'Facility', and 'Annual JOHSC Evaluation Date'. Below that is a 'Constituency & Structure' section with a table of 'Quorum' requirements and 'Representation Structure' details. The 'Representation Structure' table is as follows:

Representation Structure	Required Members
Worker Representation	Required Members
BCNU - [Quorum - 1]	1
Employer Representation	Required Members

2.6.4. Enter the appropriate email address (The email address cannot have the System Administrator, Employer Practitioner, or committee member role assigned to it).

2.6.5. Select an Ex-Officio role from the 'Role' dropdown menu, and then click on the 'Add Member' button.



2.7 Remove an Ex-Officio Role (Non-Committee Member) from JOHSC

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

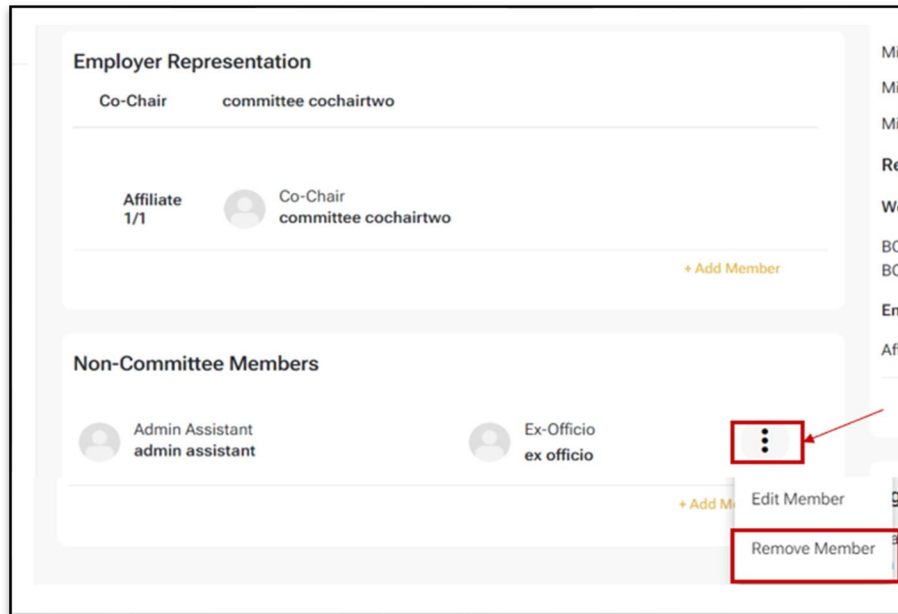
2.7.1. Click the 'Dashboard' or 'My Committees' tab on the page's header.

2.7.2. Click on the committee's name, and then click on the 'Committee Roster' link.

2.7.3. Click on the three dots next to the member's name and select the 'Remove Member' option.

Note

- You need to hover next to the member's name for the three dots to appear.



2.7.4. A window will appear asking if you are sure you want to remove said member. Click the 'Yes, remove' button.

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SWITCH BC, incorporated under the Societies Act as the British Columbia health care Occupational Health and Safety Society, was established in November 2020.