



Committee Management Manual

2025 - VERSION 1.6

SWITCH BC

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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.

This manual was last updated on July 07th, 2025. 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

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

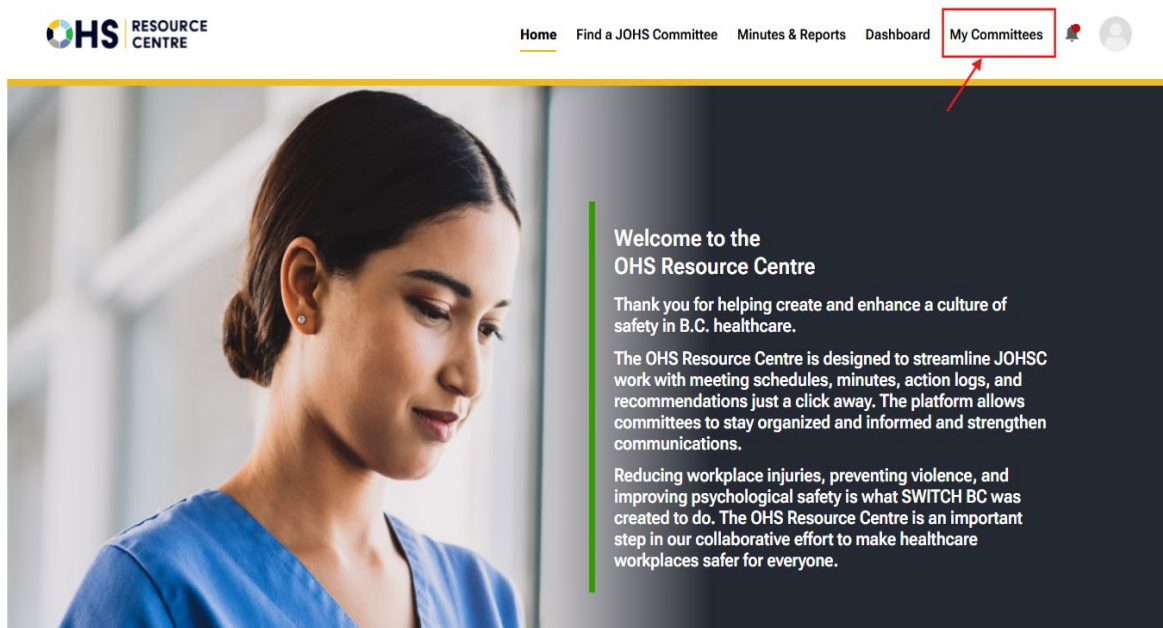
1.1 Create your JOHSC

Applies to:

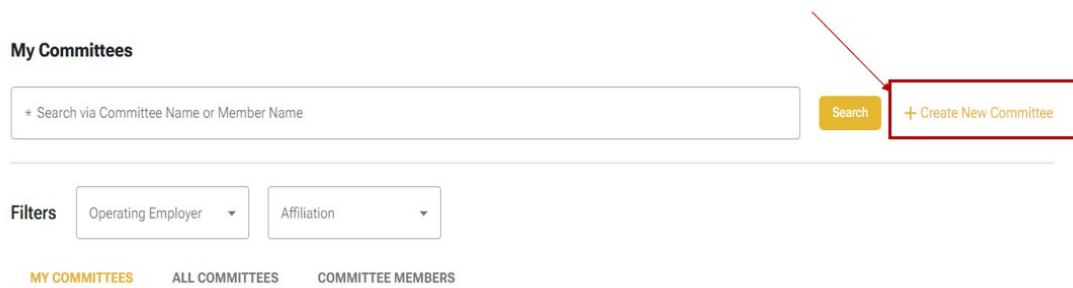
- Employer Practitioners

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. Click on the '+ Create New Committee' link.



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

Create a Committee

1 Committee Information 1 2 Committee Information 2 3 Terms of Reference 4 Identify Co-Chairs 5 Review

Operating Employer (Required)

Committee Name/Site (Required)

Multiple Employer

Cancel

Next

1.1.5. On the 'Committee Information' 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 Committee Information 1 2 Committee Information 2 3 Terms of Reference 4 Identify Co-Chairs 5 Review

Choose Facility

Evaluation Date

Committee Description

Cancel

Back Next

1.1.6. Enter quorum and representation structure, and then click the 'Identify Co-Chairs' button.

Note

- The quorum and representation structure should be completed before you create a recurring meeting because it can impact the meeting functionality.
- Click the '+ Add Worker Representation' or 'Add Employer Representation' links to update the representation structure.
- 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.
- The quorum structure must align with the following rule: The combined minimum number of worker and employer representatives cannot exceed the minimum number of attendees to meet the quorum.

The screenshot shows a form with two main sections: 'Quorum' and 'Representation Structure'.

Quorum Section:

- Minimum # of attendees: 4
- Minimum # of workers: 2
- Minimum # of employers: 2

Representation Structure Section:

Pick Representation*	Count	Action
BCGEU	1	X
BCNU	1	X

Below the table are two links: '+ Add Worker Representative' and '+ Add Employer Representative'.

At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Identify Co-Chairs'. A red box highlights the 'Identify Co-Chairs' button, and a red circle with the number '2' points to it.

1.1.7. 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	<div>1</div> <div>committee cochairone</div> <div>Email Address</div> <div>committeecochair1@switchbc.ca</div> <div>Affiliation</div> <div>BCGEU</div> <div>Assigning co-chair out of the representation structure will automatically add the new represented affiliation to the existing representation structure.</div>
Employer Co-Chair	<div>committee cochairtwo</div> <div>Email Address</div> <div>committeecochair2@switchbc.ca</div> <div>Representation</div> <div>Affiliate</div> <div>Assigning co-chair out of the representation structure will automatically add the new represented affiliation to the existing representation structure.</div>

Cancel

Back Review 2

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



New committee created!

We've informed the co-chairs, **committee cochairone** and **committee cochairtwo**, of the new committee. They will need to add their members and schedule their recurring meetings manually to meet their requirements.

An email has been dispatched to notify them of the creation of this committee and their roles.

[View the committee page](#)

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, the 'My Committees' tab is highlighted in the header bar (callout 1). Below the header, the 'My Committees' section contains a search bar with the placeholder 'Search via Committee Name or Member Name' and a 'Search' button (callout 3). Below the search bar are filter dropdowns for 'Affiliate' and 'Affiliation'. Below the filters are three sub-tabs: 'MY COMMITTEES' (highlighted with callout 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 'Affiliate', 'Affiliation', 'Co-Chairs', 'Description', and 'Facility'. Two committees are listed: 'ABC' (PPWC, Committee Co-Chair One (PPWC)) and 'for Demo' (BCNU, CUPE, Committee Member one (VCH), Muna Ali (BCNU)).

Affiliate	Affiliation	Co-Chairs	Description	Facility
ABC	PPWC	Committee Co-Chair One (PPWC)		
for Demo	BCNU, CUPE	Committee Member one (VCH) Muna Ali (BCNU)	LTC for all sites	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.

- 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.

My Committees

Refresh this page to clear the search results.

[+ Create New Committee](#)



Filters Affiliate Affiliation

MY COMMITTEES ALL COMMITTEES

COMMITTEE MEMBERS

Showing results for: "member" (2)

Sort By

 Committee Mem...	Member ABC	Co-Chair for Demo	Co-Chair Interior Health Sandbox	17 More
 Committee Mem...	Member for Demo	Member Interior Health Sandbox	Member KDH- 1	14 More

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.

My Committees

* Search via Committee Name or Member Name Search + Create New Committee

Filters Operating Employer BCGEU

MY COMMITTEES ALL COMMITTEES COMMITTEE MEMBERS

Showing results for: All (1 results) Sort By

Kingstation Hospital

Affiliate
Co-Chairs: committee cochairtwo - Affiliate
committee cochairone - BCGEU
Affiliation: BCGEU, BCNU
Facility: Kingstation Hospital
Description:
Test

Items per page: 10 1 - 1 of 1

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.

for Demo

KPI & Reports
Committee Roster
Committee Files

Committee Description
LTC for all sites Edit

Worker Representation
Co-Chair Assign Member as Co-Chair
CUPE 1/2 Regular Admin Assistant Committee Member Two + Add Member

Employer Representation
Co-Chair Committee Member one
VCH 2/6 Regular Committee Co-Chair two Co-Chair Committee Member one + Add Member

Non-Committee Members
Admin Assistant Hannah Thompson... Ex-Officio Noah Martinez RN...

Committee Information
Operating Employer Affiliate
Committee Name/Site for Demo
Multiple Employer No
Facility LTC
Annual JOHSC Evaluation Date Apr, 2026 Edit Settings

Quorum
Minimum # of attendees 4
Minimum # of workers 3
Minimum # of employers 1

Representation Structure
Worker Representation Members
BCNU 2
CUPE 2
Employer Representation Members
VCH 6 Edit Settings

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.

The screenshot shows the OHS Resource Centre website. The header includes the OHS logo and navigation links: Home, Find a JOHS Committee (highlighted with a red box and circle 1), Minutes & Reports, Committee Directory, User Directory, and Communication Tools. Below the header, the page title is 'Search for a JOHS Committee' with a refresh link. A search bar contains the text 'demo' and a 'Search For Committee' button (highlighted with a red box and circle 2). Below the search bar are filters for 'Operating Employer' and 'Affiliation'. The results section shows 'Showing results for: "demo" (1)' and a single result 'for Demo' (highlighted with a red box and circle 3). Below the result is a table with columns: Affiliation, Description, LTC for all sites, Facility, and LTC. The table contains one row with the following data: Affiliation: BCNU, CUPE; Description: LTC for all sites; Facility: LTC; LTC: LTC. At the bottom, there is a pagination bar showing 'Items per page: 10' and '1 - 1 of 1'.

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

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

1.1.2 Write the desired message; there is a maximum of 500 characters.

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

The screenshot shows a web interface for sending a message. On the left, under 'Choose Recipient', there are three sections: 'Worker Representatives' (with 'Committee Member Two'), 'Employer Representatives' (with 'Committee Co-Chair two' and 'Committee Member... Co-Chair' selected), and 'Non-Committee Members' (with 'Hannah Thompson RN ...', 'Noah Martinez RN BSN', and 'Priyal Jain'). A red box and callout 4 highlight the 'Committee Member... Co-Chair' selection. On the right, under 'Send a message', there is a 'Reason for messaging' dropdown (callout 5), a large text area for 'Type Your Message' (callout 6), and a bottom section with a checkbox 'I'm not a robot', a reCAPTCHA logo, and a 'Send Message' button (callout 7).

Note

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

2. Managing your JOHSC Members

2.1 Add a Committee Member

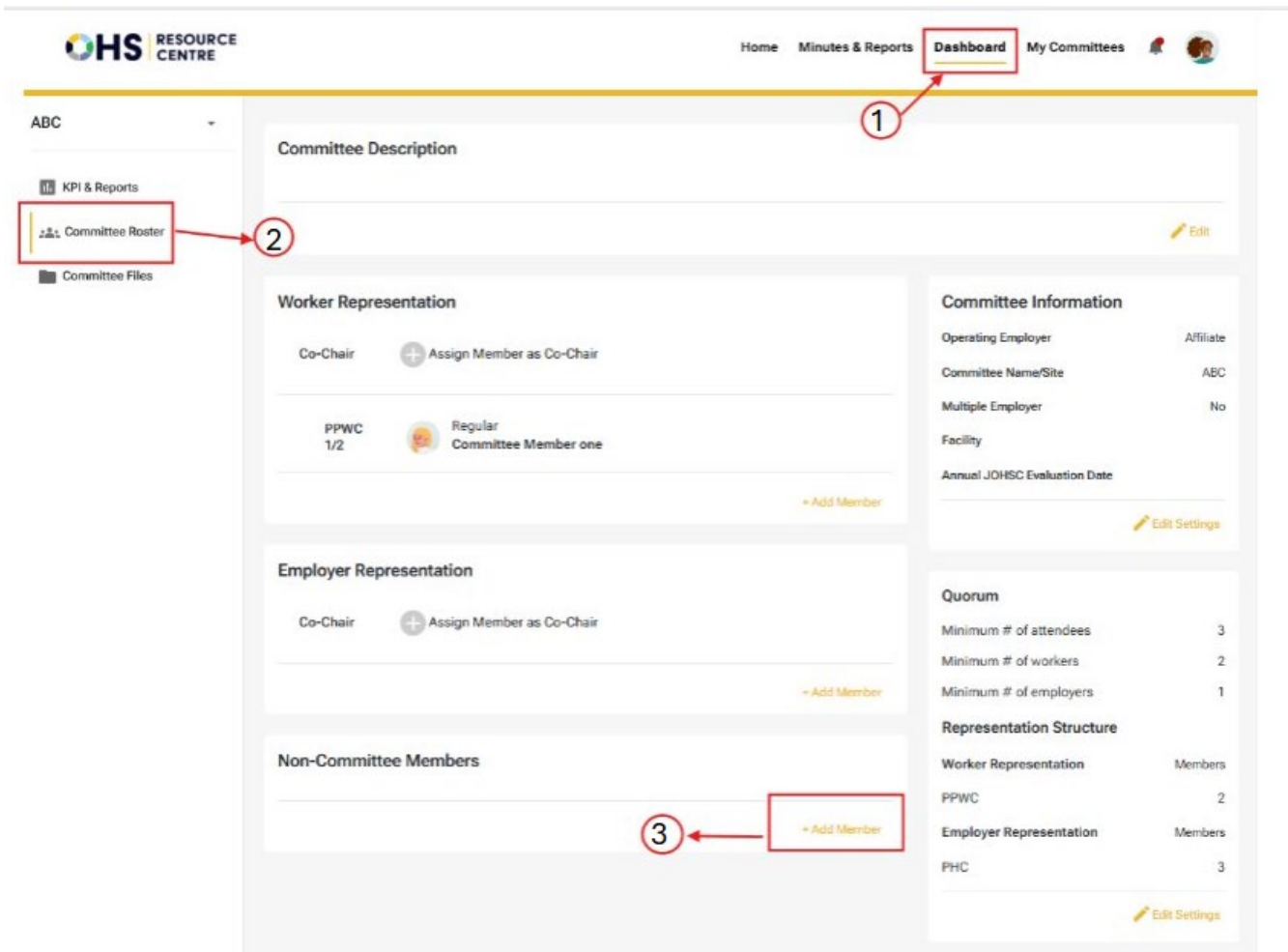
Applies to:

- 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.



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

Note

- 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

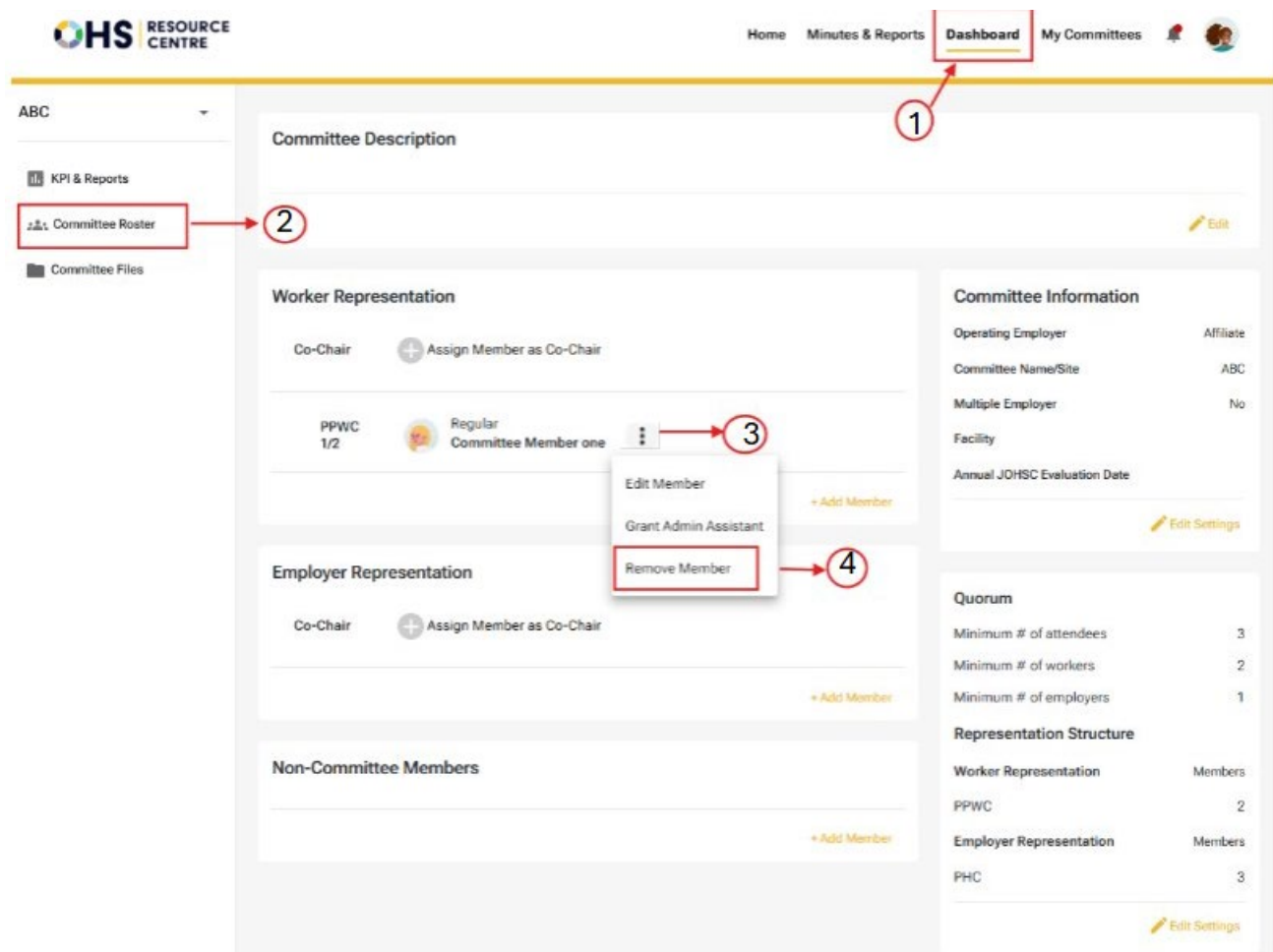
2.2.1. Click the 'Dashboard' tab on the page's header.

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.



2.3 Update a Co-Chair

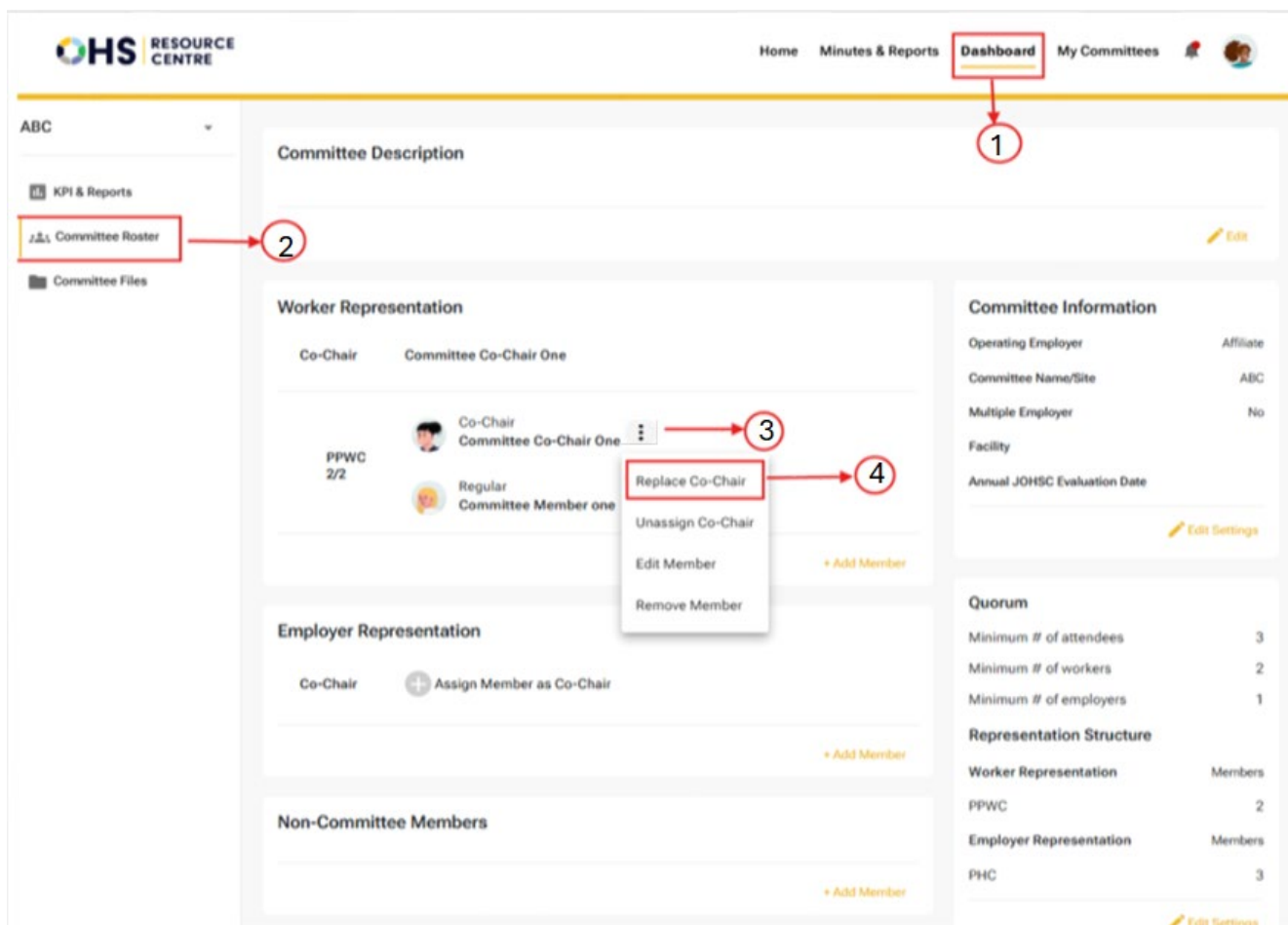
Applies to:

- 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.

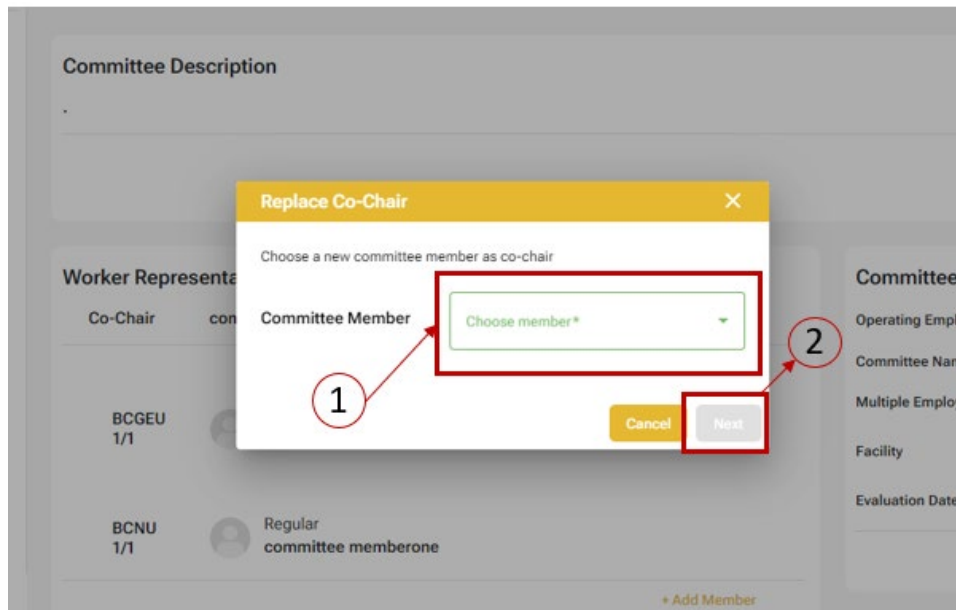
2.3.3. Click on the three dots next to the current Co-Chair's name, and then select 'Replace Co-Chair.'



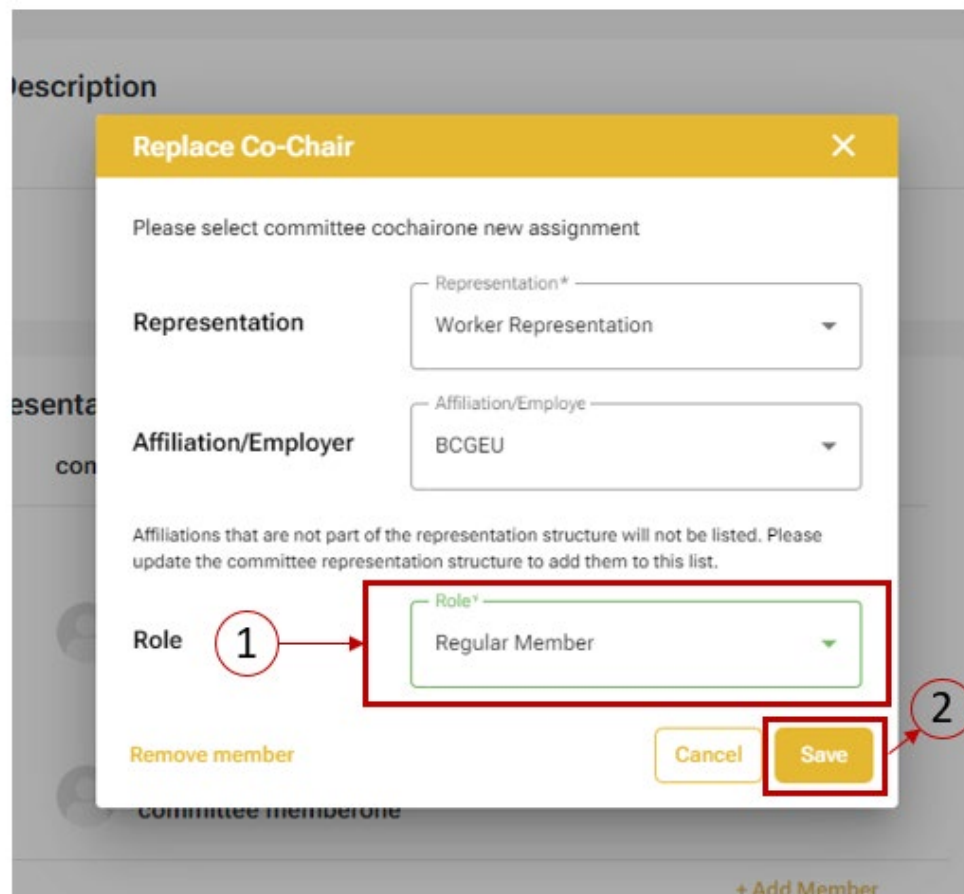
2.3.4. Select a member from the 'Choose member' dropdown list, and then click the 'Next' button.

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)

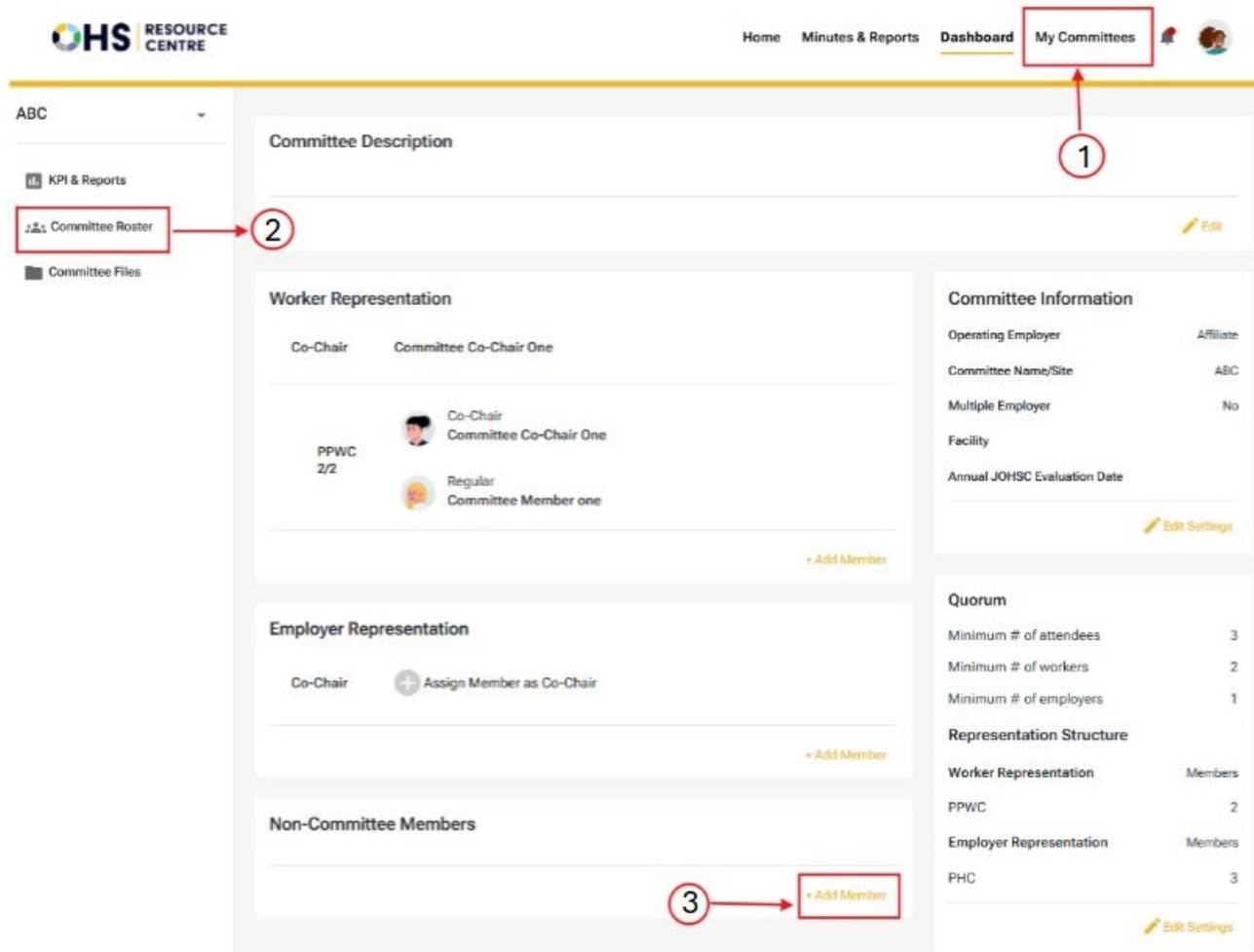
Note

- 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.

The screenshot shows a modal window titled "Add Other Committee Member". It contains a form with the following fields:

- Email Address:** adminassistant@switchbc.ca
- Name:** admin assistant
- Role:** Admin Assistant (selected from a dropdown menu labeled "Choose Role")

At the bottom right of the modal, there are two buttons: "Cancel" and "Add Member".

2.5 Designate an Admin Assistant Role for a Committee Member

Applies to:

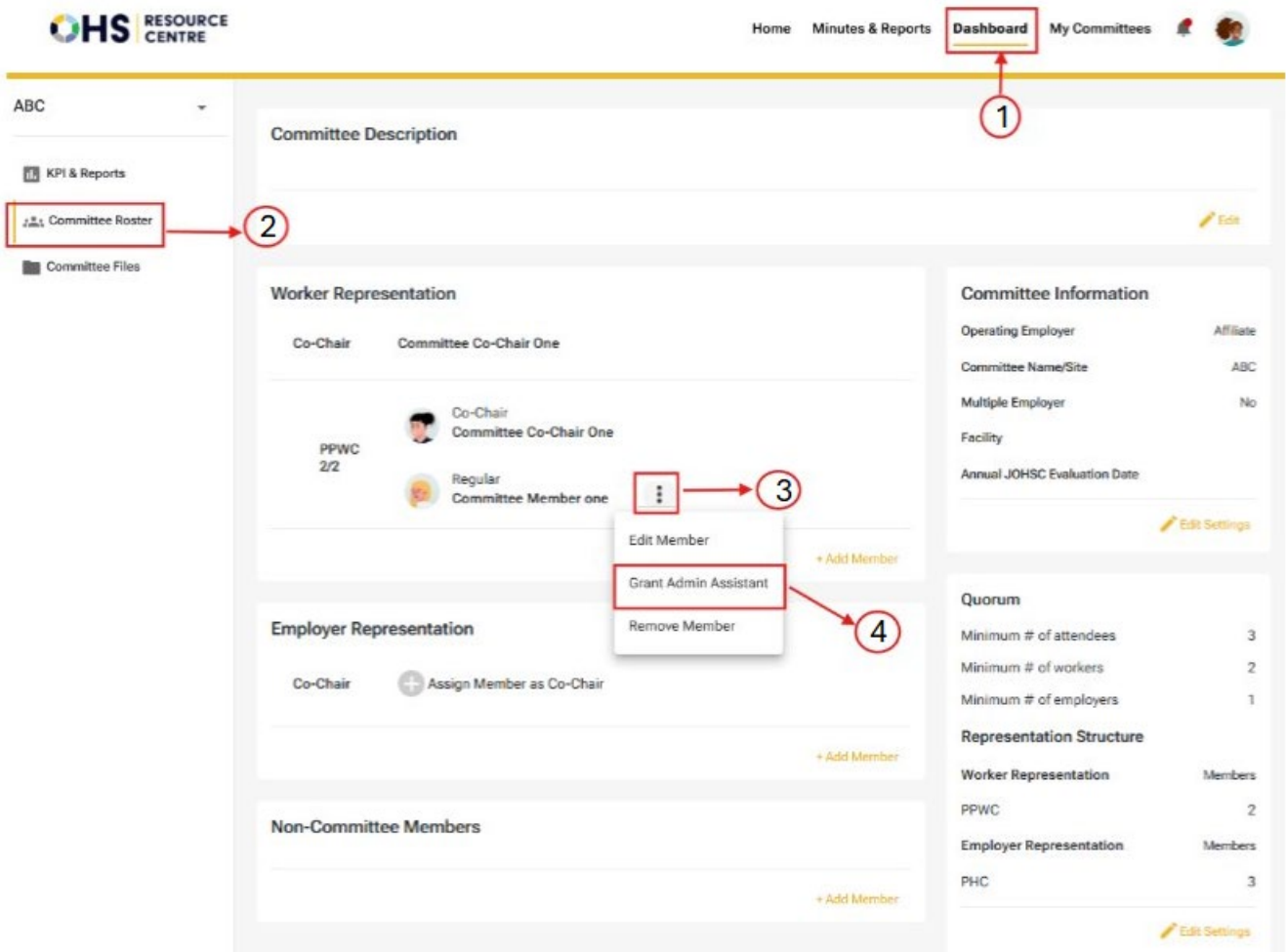
- Employer Practitioners
- Committee Co-Chair (worker and employer)

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.



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 displays the OHS Resource Centre interface. At the top, the navigation bar includes links for Home, Minutes & Reports, **Dashboard** (highlighted with a red box and number 1), and My Committees. The left sidebar shows a dropdown menu for 'ABC' with options for KPI & Reports, **Committee Roster** (highlighted with a red box and number 2), and Committee Files. The main content area is titled 'Committee Description' and contains several sections: 'Worker Representation' with roles like Co-Chair and Committee Co-Chair One, 'Employer Representation' with a Co-Chair role and an 'Assign Member as Co-Chair' button, and 'Non-Committee Members' (highlighted with a red box and number 3) which includes an '+ Add Member' button. On the right, there are sections for 'Committee Information' (including Operating Employer, Committee Name/Site, Multiple Employer, Facility, and Annual JOHSC Evaluation Date) and 'Quorum' (listing minimum numbers for attendees, workers, and employers). The 'Representation Structure' section shows a hierarchy of roles and their counts.

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.

committee cochairtwo

Add Other Committee Member X

Email Address: exofficio@switchbc.ca

Name: ex officio

Role: Choose Role Ex-Officio

Cancel Add Member

+ Add Member

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.

Kingstation Ho...

Committee Roster

Committee Files

Employer Representation

Co-Chair committee cochairtwo

Affiliate 1/1

Co-Chair committee cochairtwo

+ Add Member

Non-Committee Members

Admin Assistant admin assistant

Ex-Officio ex officio

+ Add Member

Edit Member

Remove Member

Minimum # of attendees 4

Minimum # of workers 2

Minimum # of employers 2

Representation Structure

Worker Representation Required Members

BCGEU 1

BCNU 1

Employer Representation Required Members

Affiliate 1

Edit Settings

Agenda Settings

Ask as long-running item if agenda has been carried 3 months

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.