Employer Administrator Manual

2026 – Version 1.1

SWITCH BC

This manual was last updated on August 18, 2026.
If you have questions or have found an error or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca.

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1. Introduction

This manual is for users of the OHS Resource Centre who are already designated as an Employer Administrator ('Employer Admin'). If you don't have this permission already, please contact your organization's Employer Admin to request this designation.

Note

- If you don't know who the Employer Admin is in your Health Authority, please contact the OHS Resource Centre help desk.

The purpose of this manual is to provide an overview of actions an Employer Admin can take in the OHS Resource Centre. These actions include:

- Assigning or removing Employer Admin permissions.
- Viewing and downloading a list of users.
- Viewing a list of committees.
- Viewing the Committee Roster and Committee Files for each committee.

Note

- This functionality is currently available only to health authority accounts. Employer Admin features are not yet available for non-health authority accounts in the OHS Resource Centre.
- Additional Employer Admin features will be introduced in future updates.

2. Assigning/Removing Employer Admin Permission

From time to time, your organization may need to update which OHS Resource Centre accounts have Employer Admin permissions. A current Employer Admin can assign these permissions to another account or remove them when they are no longer needed.

2.1 Assign/Remove Permission

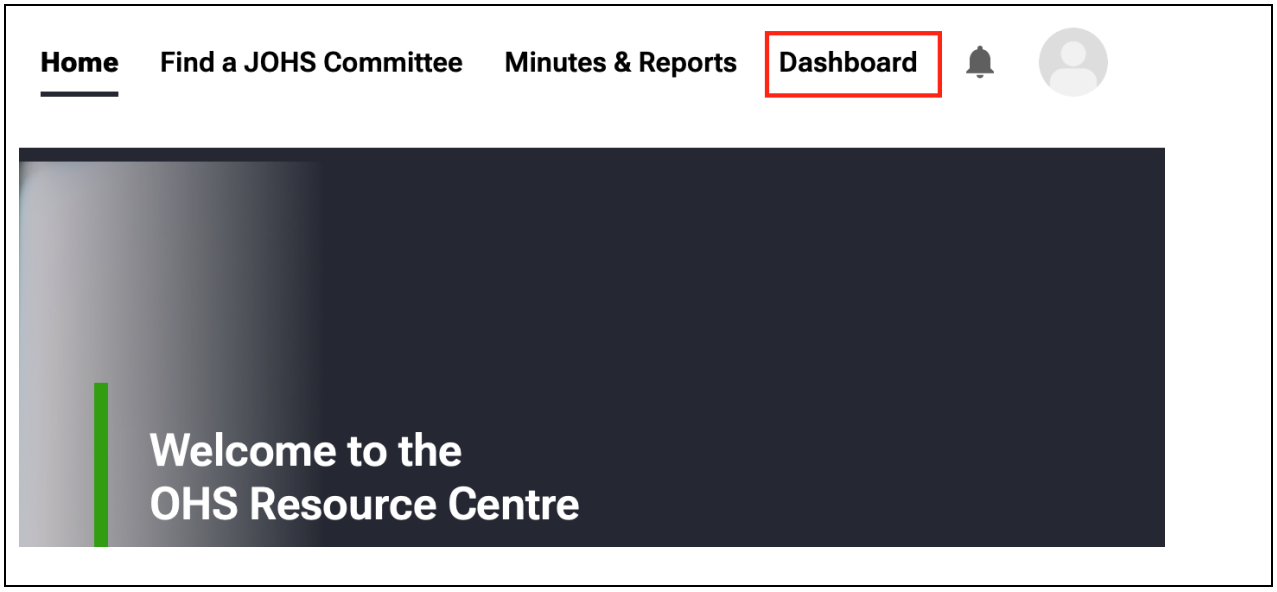
Applies to:

- OHS Resource Centre users with Employer Admin permissions

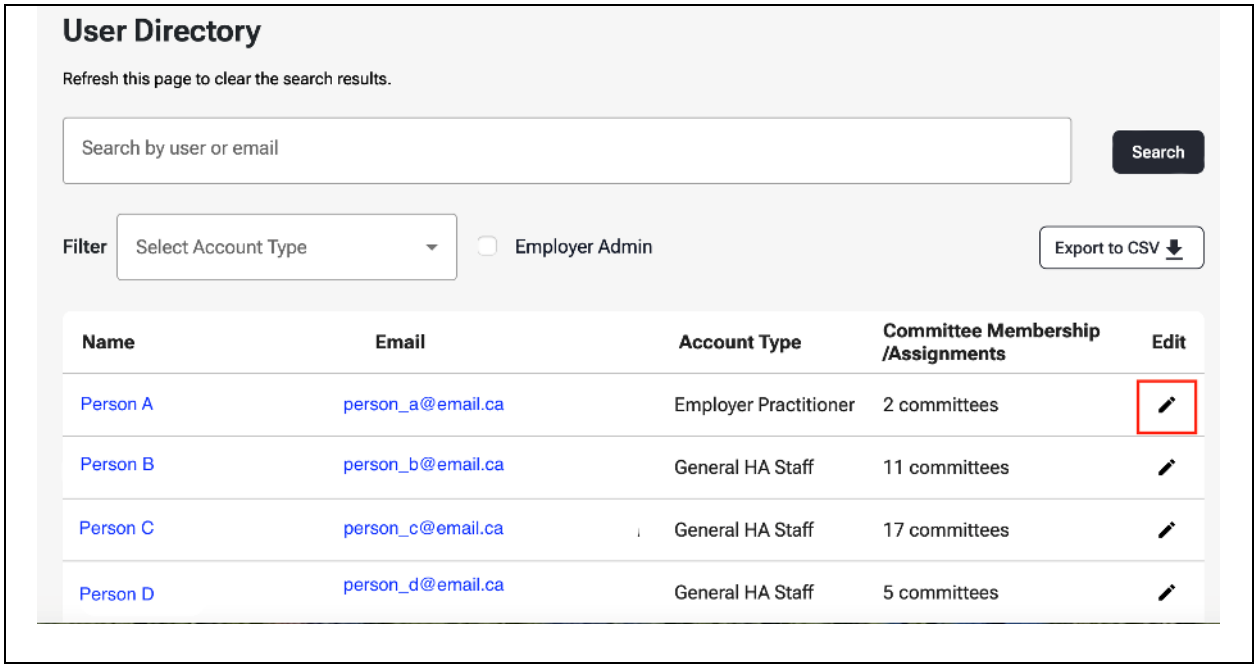
Note

- This function only applies to users who both have:
  - Log-in via: Health Authority
  - Account Type: General HA Staff or Employer Practitioner

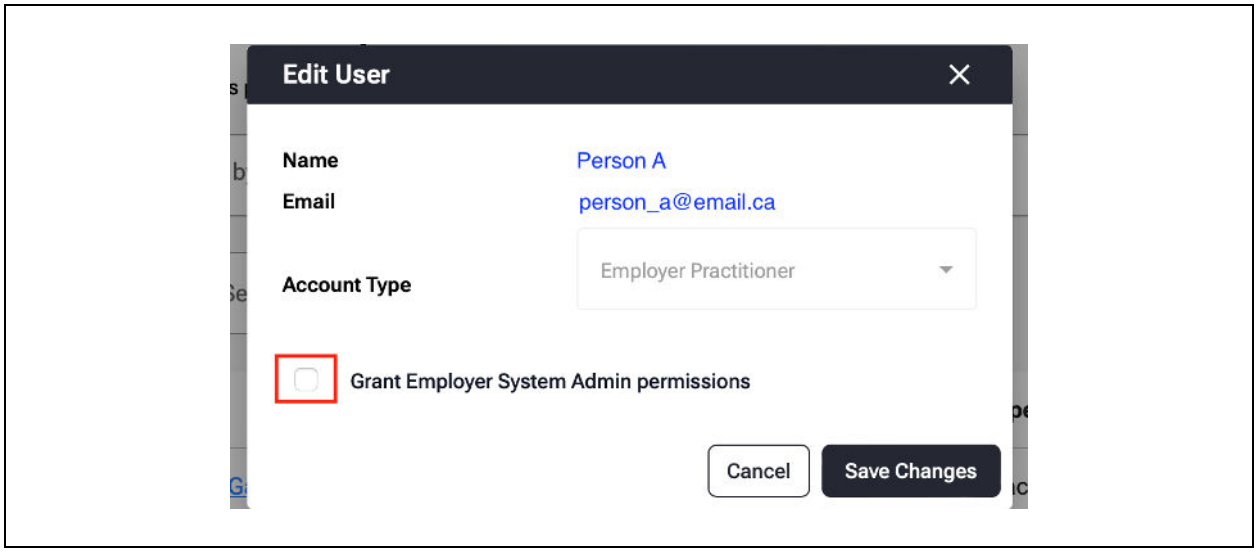
2.1.1 After logging in to the OHS Resource Centre with your Employer Admin account, select the 'Dashboard' tab:



You will see the 'User Directory', which displays the list of users with the same health authority email domain as you, who have set up an account in the OHS Resource Centre.



2.1.2 Click the edit symbol for the name of the person to whom you would like to assign (or remove) Employer Admin permissions. The 'Edit User' pop-up box is displayed:



2.1.3 To grant Employer Admin permissions, click on the check box labelled 'Grant Employer System Admin permissions' and then click on the 'Save Changes' button. To withdraw permissions, click on the checkbox to deselect it, and then click 'Save Changes'.

3. Logging In as an Employer Admin

Applies to:

- OHS Resource Centre users with Employer Admin permissions

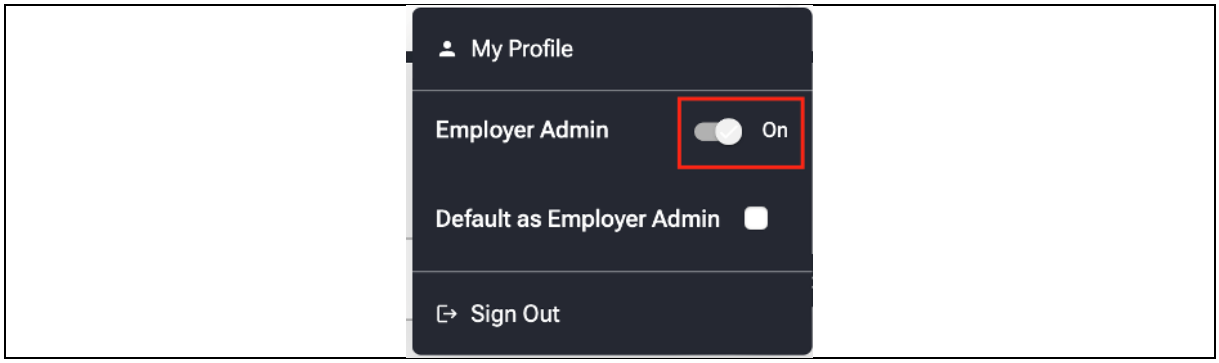
If you already have an existing role supporting a JOHSC (e.g., Administrative Assistant or Ex-Officio member), your usual functionality in the Resource Centre may be limited while you are in Employer Admin mode. Use the toggle to switch between your existing role permissions and the Employer Admin functions.

Note

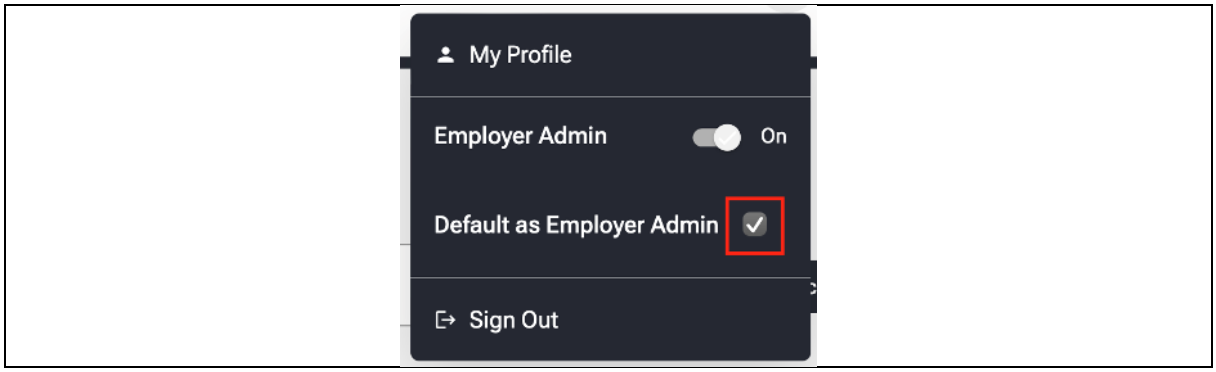
- If you are already assigned as an Employer Practitioner, no changes are required.

3.1 Sign into the OHS Resource Centre with your existing username and password.

3.2 In the 'My Profile' box, slide the Employer Admin toggle to 'On':



3.3 You can also choose to set your log-in process to default to the Employer Admin mode by checking the 'Default as Employer Admin' box:



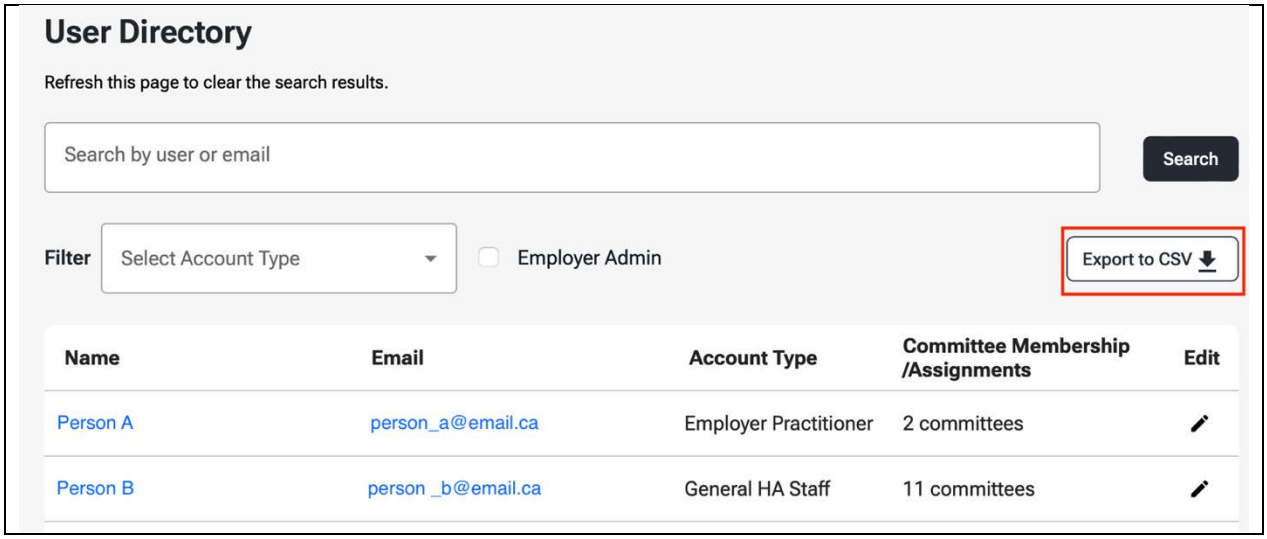
4. Viewing Directories

4.1 View and Export Information from the User Directory

As an Employer Admin, you can view and/or download ("export") a JOHSC membership list specific to your health authority. After you have logged in as an Employer Admin and clicked on the 'Dashboard' tab, the User Directory will be displayed:

4.1.1 Use the filter to select the range of data you are interested in viewing. To further refine the list to show only accounts designated as Employer Admin, check the 'Employer Admin' box beside the filter.

4.1.2 In case you need to download all of the data, click on the 'Export to CSV' button:



A .zip file is downloaded. Inside the .zip file is a .csv file with the full User Directory and the following additional data for each account: Employer Admin; Operating Employer; Committee Name; Committee Role.

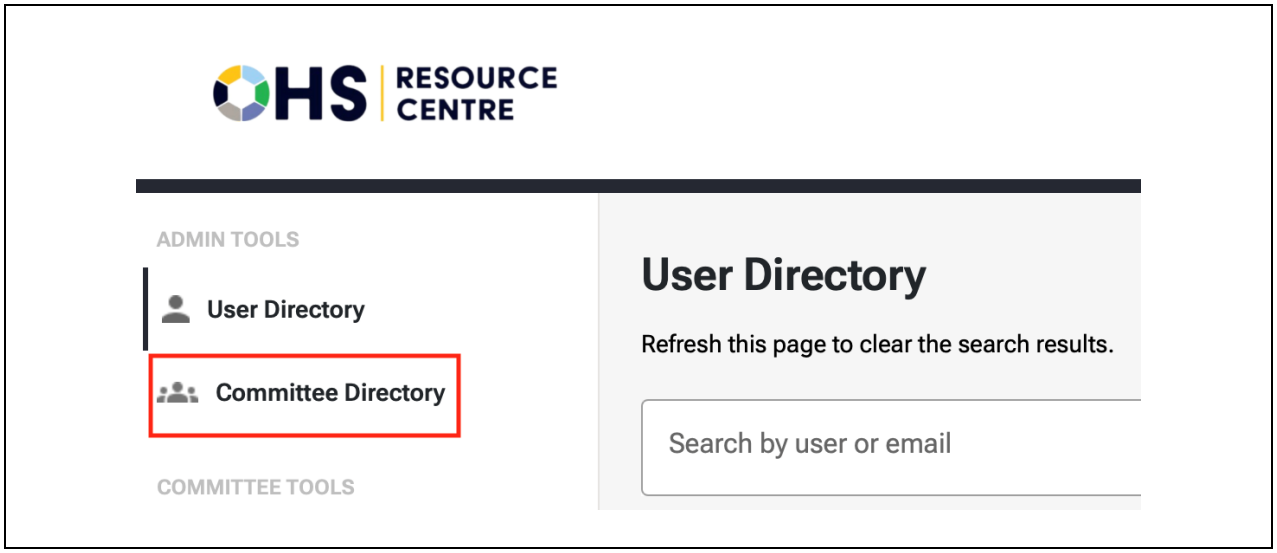
Note

- When you export data, all the data in the User Directory is downloaded.

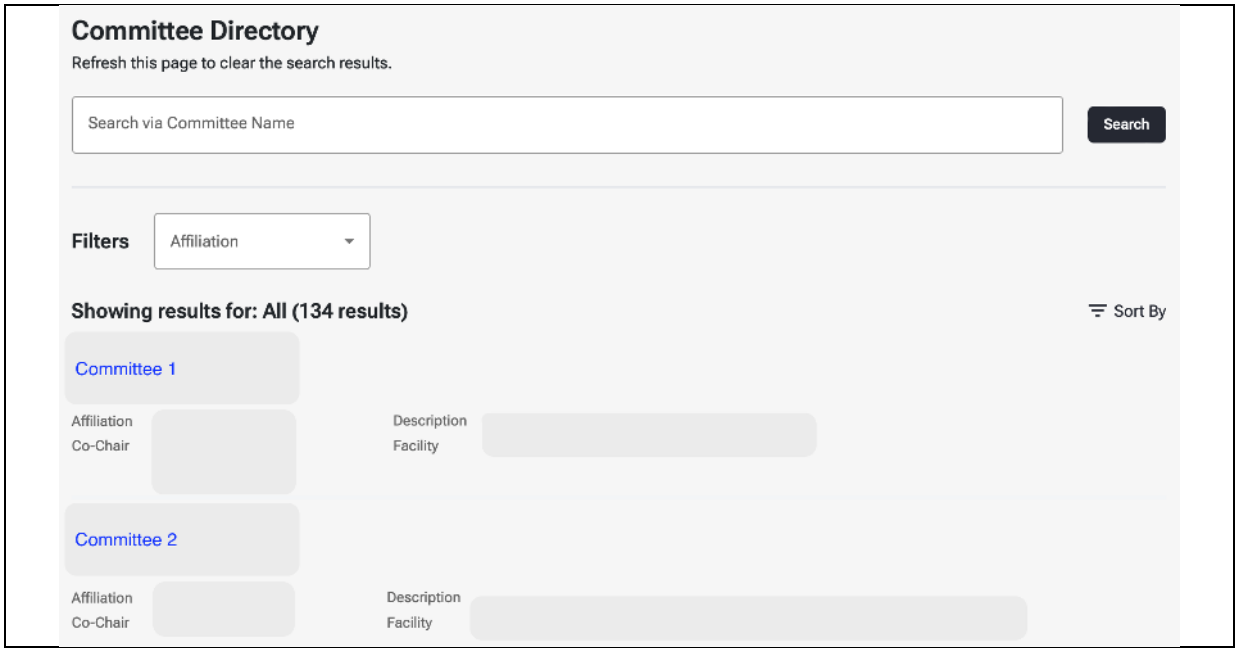
4.2 View Data in the Committee Directory

As an Employer Admin, you may have access to additional JOHS committee information within your health authority beyond what is available through your existing account type. Employer Admins can also view the full Committee Roster and Committee Files for each committee, including draft meeting minutes.

4.2.1 After you have logged in as an Employer Admin, click on the 'Dashboard' tab. The 'Committee Directory' is displayed in the left-hand navigation panel:



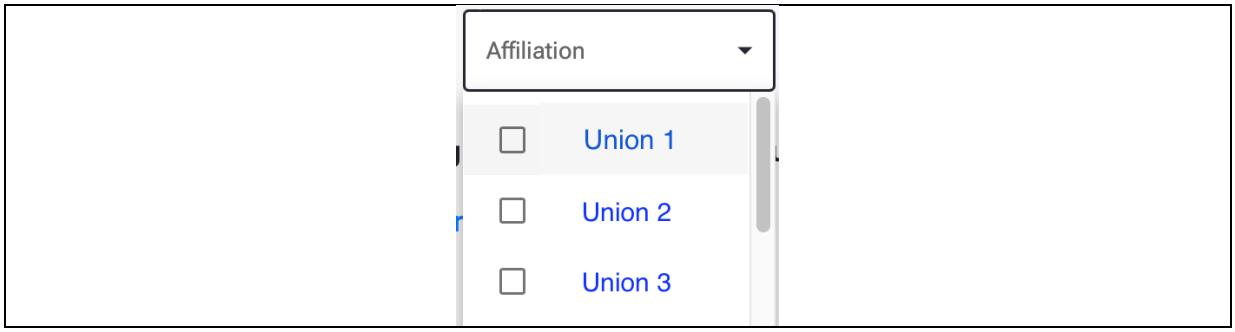
4.2.2 Click on 'Committee Directory' to view it. Only those committees associated with your health authority are displayed:



4.2.3 Click on a ‘Committee Name’ to view the Committee Description.

4.2.4 You can use the search bar at the top of the directory to search by Committee Name.

4.2.5 To filter the list by ‘Affiliation’, use the dropdown menu:



Note

- You will be able to view the committee files but not alter nor move them.
- To return to the Committee Directory, or to the Dashboard, use the browser back arrow.

4.3 View Data in the Committee Membership

As an Employer Admin, you can view and/or download (“export”) the JOHSC committee membership list specific to your Health Authority. After logging in as an Employer Admin, click on the ‘Dashboard’ tab. The ‘Committee Membership’ section will be displayed:

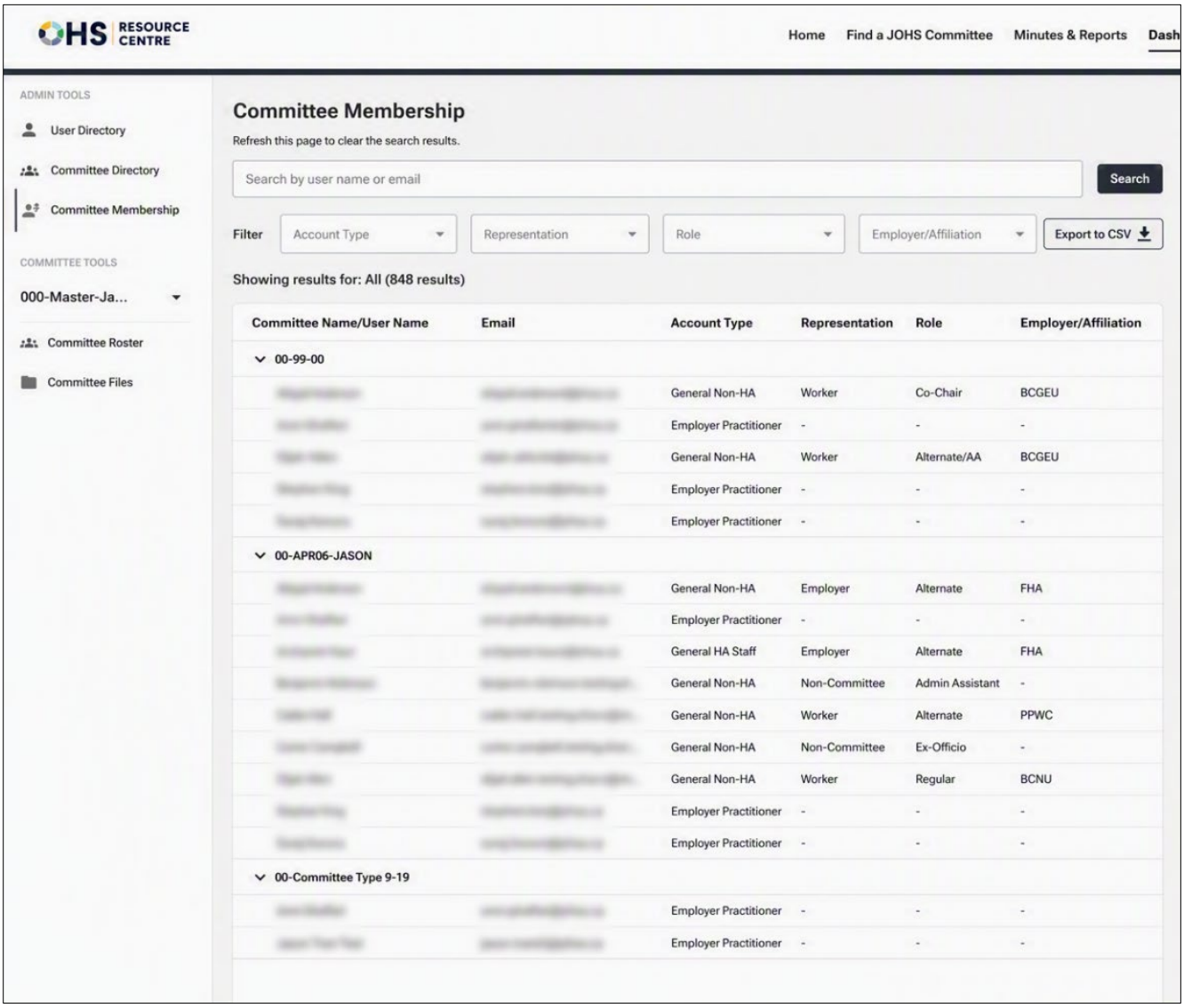
4.3.1 Use the available filters to select the range of data you are interested in viewing. For example, you can further refine the committee membership list by Account Type, Representation, Role, and Employer/Affiliate by selecting the respective filters.

4.3.2 You can use the search bar at the top of the directory to search by username or email.

4.3.3 To download all the displayed data, click the ‘Export to CSV’ button. When you export data, all the data in the committee membership is downloaded regardless of the filter currently applied on the screen.
After downloading the file, you can open it in Excel or another spreadsheet program and filter the data as needed.

Note

- The ‘Committee Membership’ list includes all members of a committee, including Employer and Union Practitioners, even if they do not belong to the selected Health Authority’s domain. In comparison, the ‘User Directory’ only displays members who belong to the Health Authority’s domain.



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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