OHS | RESOURCE CENTRE

# Meeting Management Manual-Recurring Meetings

2025 - VERSION 1.5

SWITCH BC

SWITCH BC

Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare

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# About the 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, training, and enhance 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 04th, 2025. If you have questions, or find an error or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca or call 672-333-3311.

# 1. Managing your JOHSC Recurring Meeting

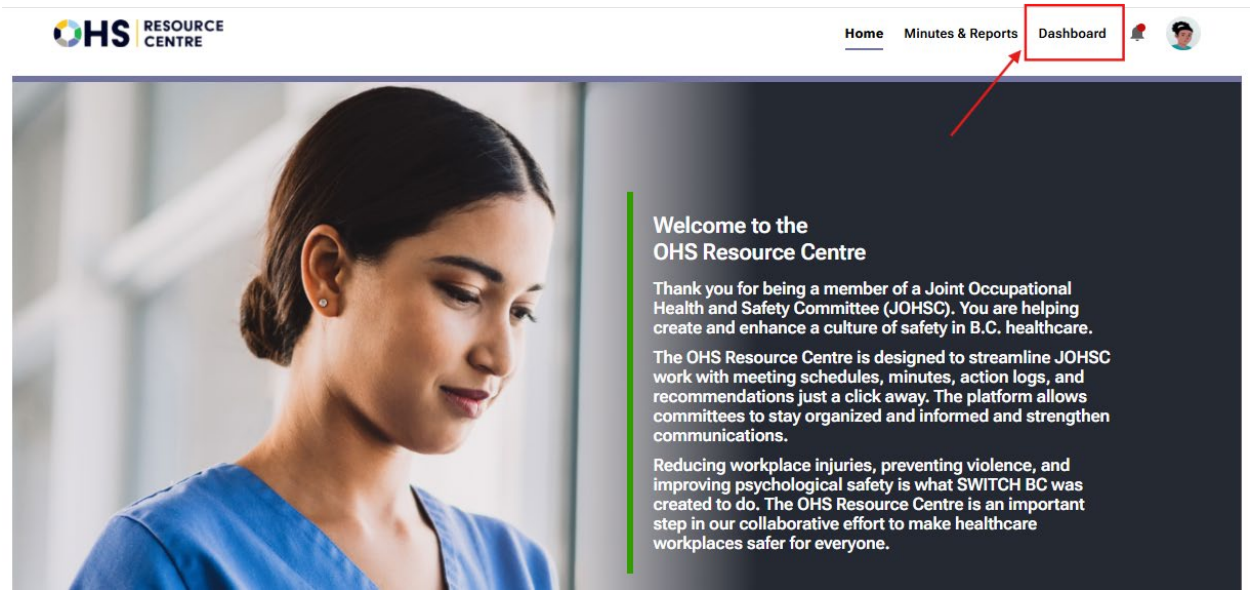
## 1.1 Create the Structure of your JOHSC Recurring Meetings

Applies to:

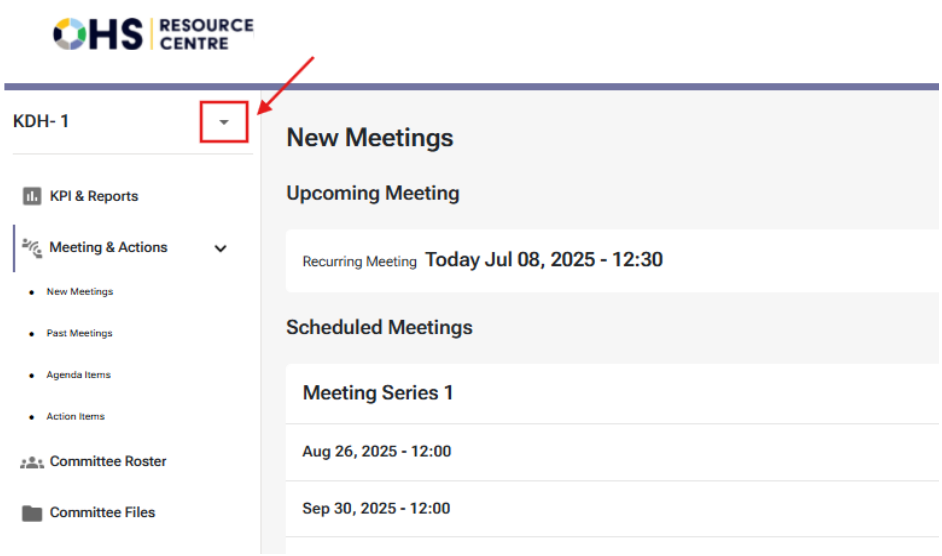
- Committee Co-Chairs (a worker and an employer)
- Admin Assistants

1.1.1. Sign in with your Co-Chair or Admin Assistant account
   - Following the instructions in the manual 'OHS Resource Centre User Management Manual'.

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



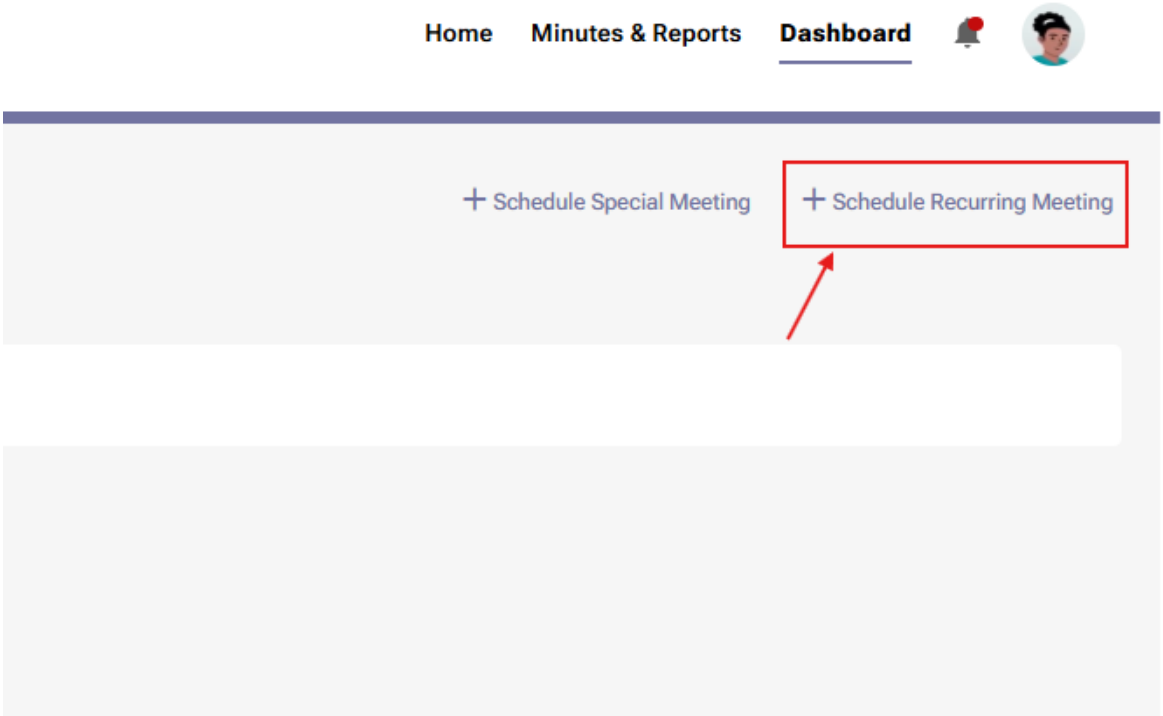

1.1.3. From the drop-down options, select the committee you belong to.




1.1.4. Click on ‘Meeting & Actions and then click on ‘New Meetings’ page, where you can schedule either a ‘Special Meeting’ or a ‘Recurring Meeting’.

**Note**

- The quorum requirement needs to be set up before a meeting is started. Setting a quorum requirement is done under the ‘Committee Roster’ tab.
- Once the 'Start Meeting' button has been clicked, the system will automatically calculate whether the quorum has been met or not.

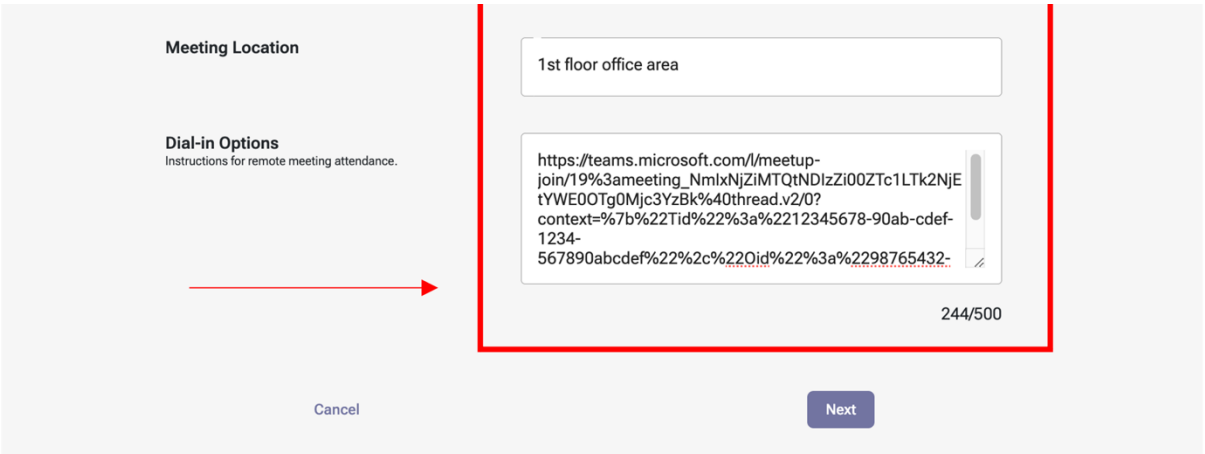



1.1.5. Select '+Schedule Recurring Meeting'. You will then be taken to a form that will allow you to schedule the recurring meeting. In the 'Meeting Location' box, add your meeting location.

1.1.6. In the 'Dial-in Options' box, copy and paste your virtual meeting invite link or dial-in options, as shown in the screenshot. Remember to leave contact details in case an attendee experiences difficulties in attending the meeting.

**Note**

- The meeting invite details need to be the full URL (not just the hyperlinked text, otherwise, the meeting invite file will not be clickable for recipients).

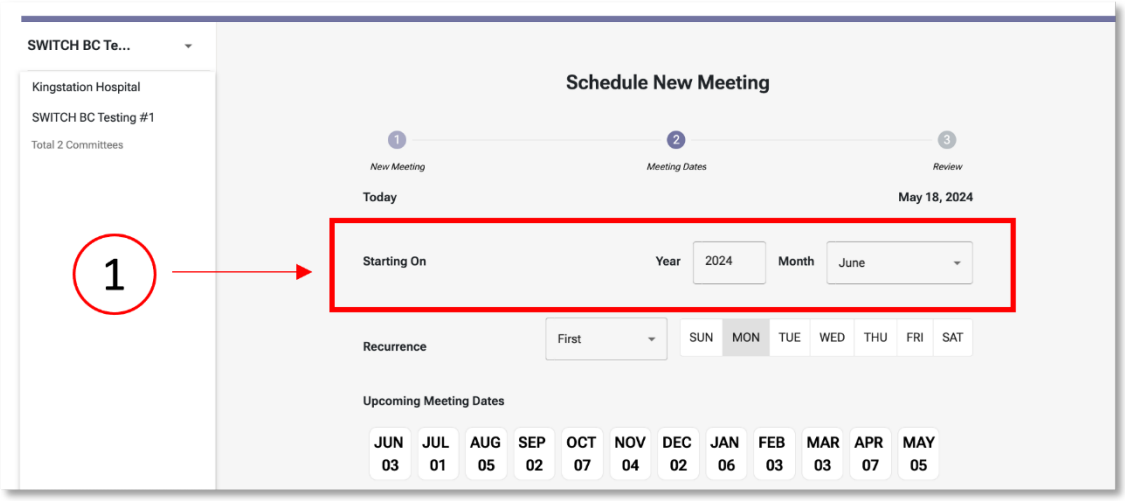


1.1.7. Once you have added the meeting location and dial-in options, select the ‘Next’ button under the ‘Dial-in Options’ box.

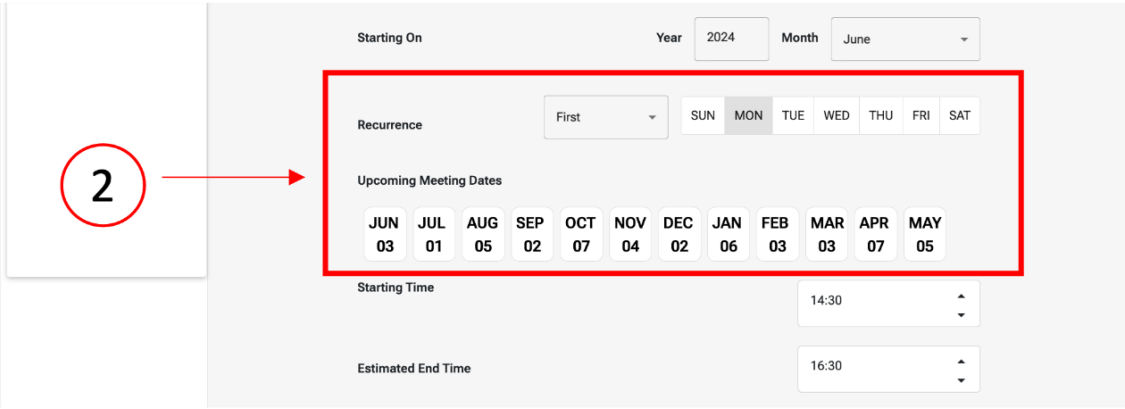
1.1.8. The next page is where you will set up the recurring meeting. To specify when the meetings will occur, select the month and year from the ‘Starting On’ drop-down menu (see screenshot number 1)

**Note**

- You can only schedule the meeting to occur at a future date from the drop-down menu.

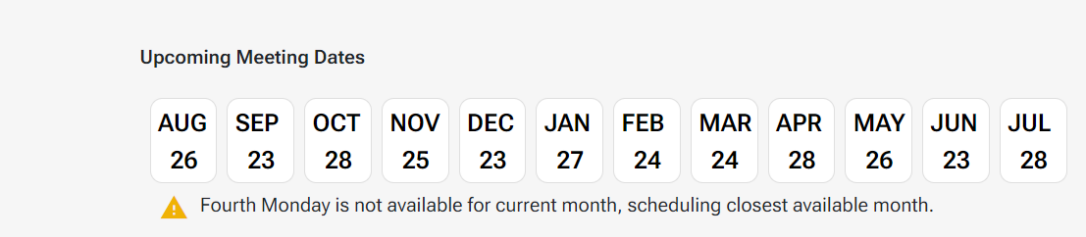



1.1.9 Next, select the ‘Recurrence’ option (screenshot number 2) and choose the day required. To do this, use the drop-down list to select either the ‘First, Second, Third, Fourth or Last’ recurrence, followed by the chosen days of the week. Underneath the ‘Recurrence’ drop-down list, you will find all the subsequent meeting dates listed for your schedule.

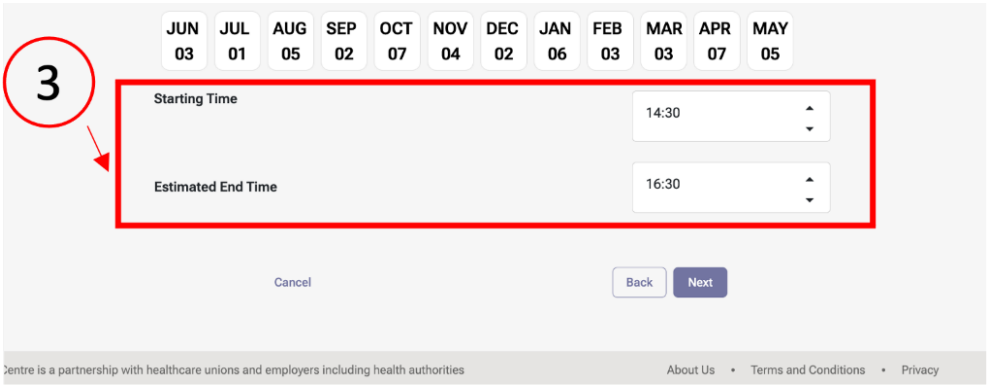


**Note**

- 'Fourth' and 'Last' options in the recurrence list are the same for months that do not have a fifth week
    - Some options for months and weeks may not be available depending on the week of the month you are scheduling. If you select an unavailable option, a warning message will appear, as the system requires a minimum of 14 days between the scheduling date and the recurring meeting date.

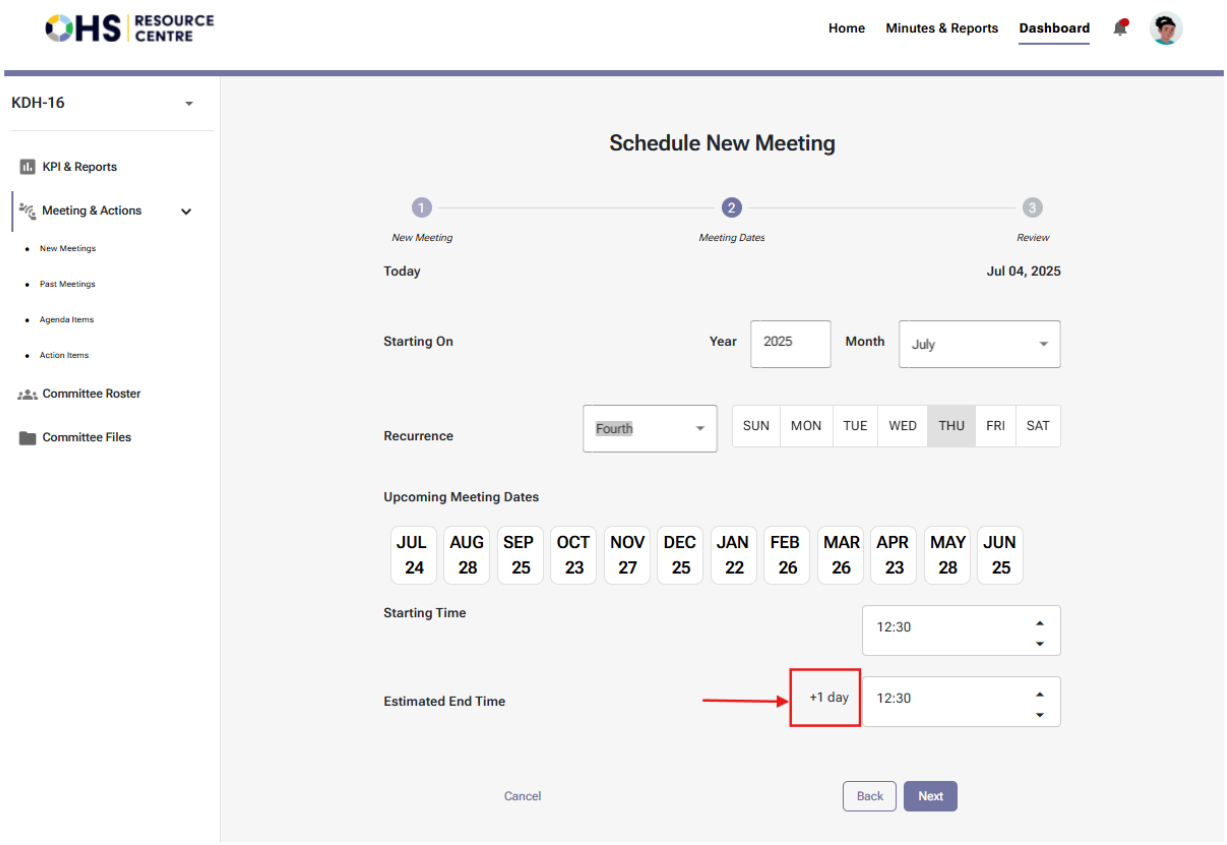



1.1.10 Set the start and end times of the meeting (screenshot number 3). Do this by selecting the times from the 'Starting Time' and 'Estimated End Time' drop-down options.



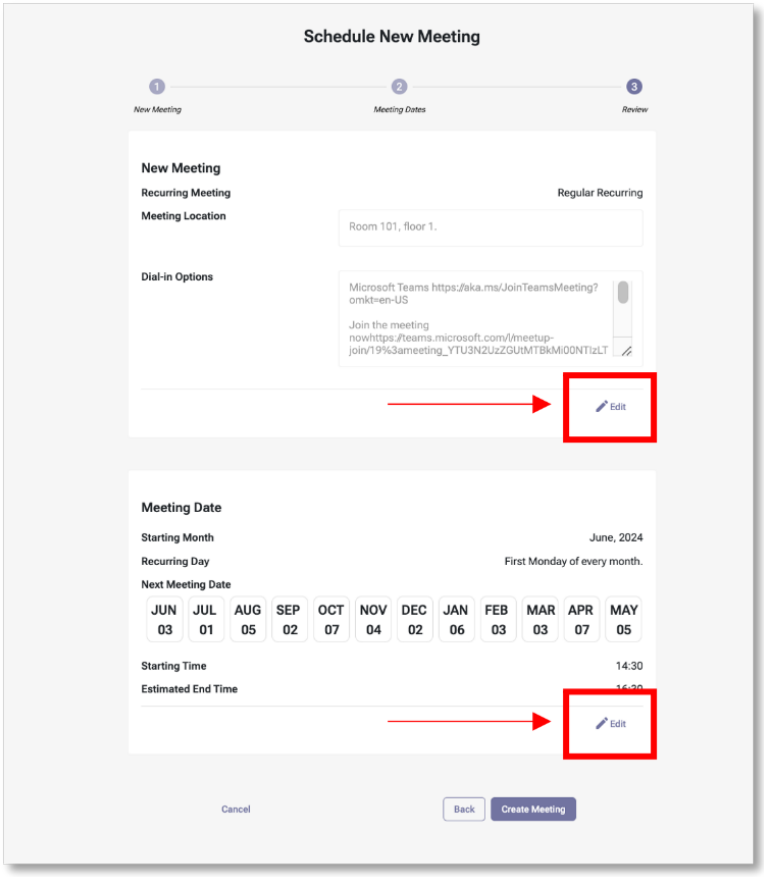

**Note**

- If your estimated end time extends to the next day, the system will display a +1 next to the 'Estimated End Time' field, as shown in the screenshot below.




1.1.11 Once you have inputted the schedule details, select ‘Next’. You will then be directed to a review page to confirm your meeting details.

1.1.12 If you need to adjust any of the meeting details, select the relevant ‘Edit’ option. This will take you back to the specific form on the previous page, allowing you to make changes.




1.1.13 If all details are correct, click the 'Create Meeting' button to finalize the scheduling.

**Note**

- Recipients will receive an invitation as an iCalendar file (ICS) when the draft and finalized agenda is sent. ICS files are commonly used for email invitations; when opened, the event details will automatically display, allowing recipients to add the event to their calendar

## 1.2 Committee Quorum/Representation Structure Setup and Verification

Applies to:

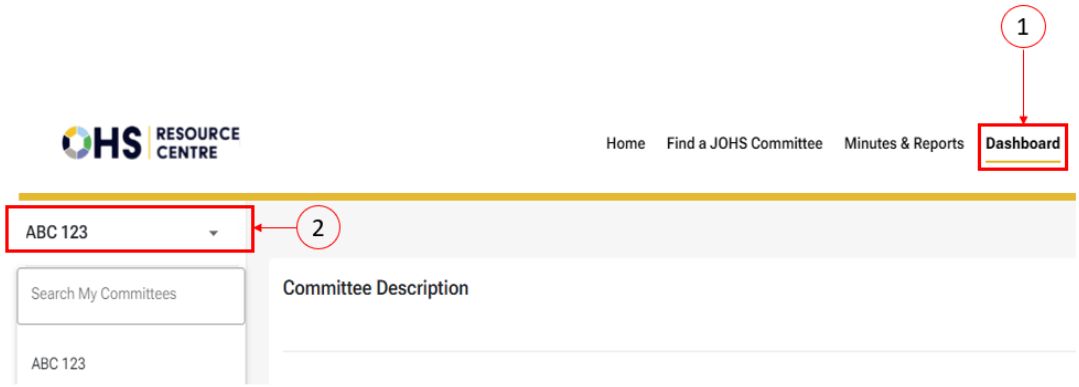
- Employer Practitioner
- Admin Assistant (dedicated support for committee)
- Committee Co-Chairs (a worker rep and an employer rep)

**Note**

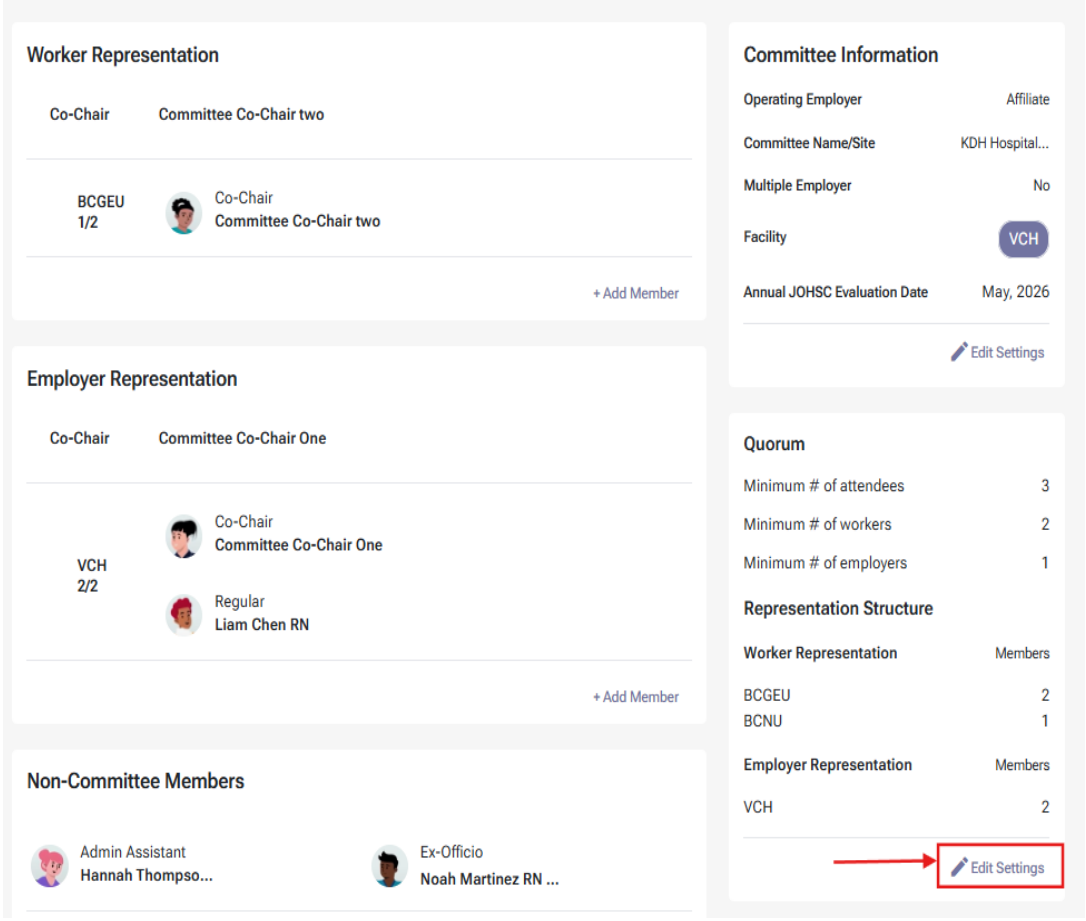
- It is important that the quorum structure is complete before creating or starting the recurring meeting, as an incomplete structure may affect the accuracy of reporting metrics.
- The representation structure cannot be empty before adding members to the committee because the “Affiliation/Employer” field will be blocked in the ‘Add Member’ screen, and you will not be able to complete the add a member process.

1.2.1 Click the 'Dashboard' tab in the page header.

1.2.2 From the drop-down options, select the committee you wish to set up the quorum by clicking on the committee's name and the 'Committee Roster' link.




1.2.3 Click ‘Edit Settings’ under the ‘Quorum’ section.

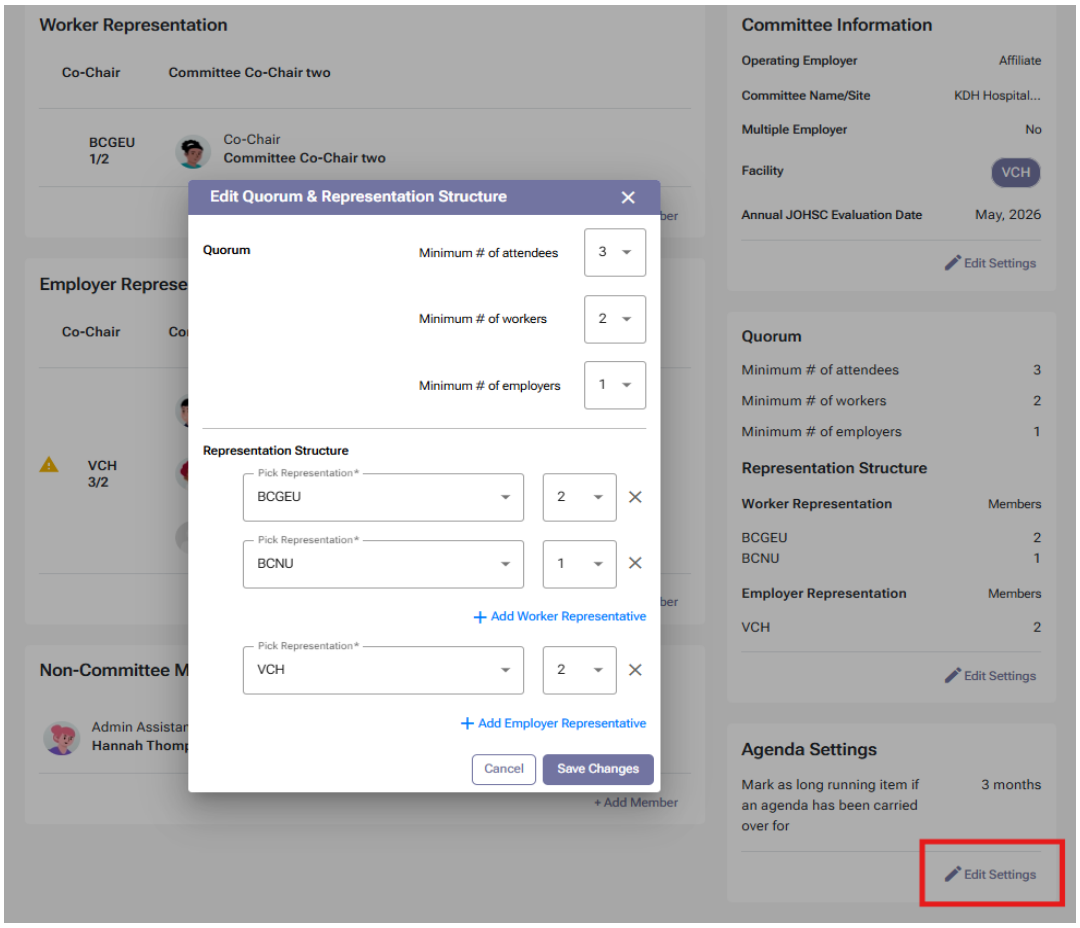



1.2.4 Edit the quorum information as needed.

- Click the 'Add Worker Representation' or 'Add Employer Representation' links to update the representation structure accordingly.

**Note**

- The quorum structure must align with the committee's Terms of Reference (TOR).




# 2. Meeting Preparation

## 2.1 Creating a Standing Agenda Item

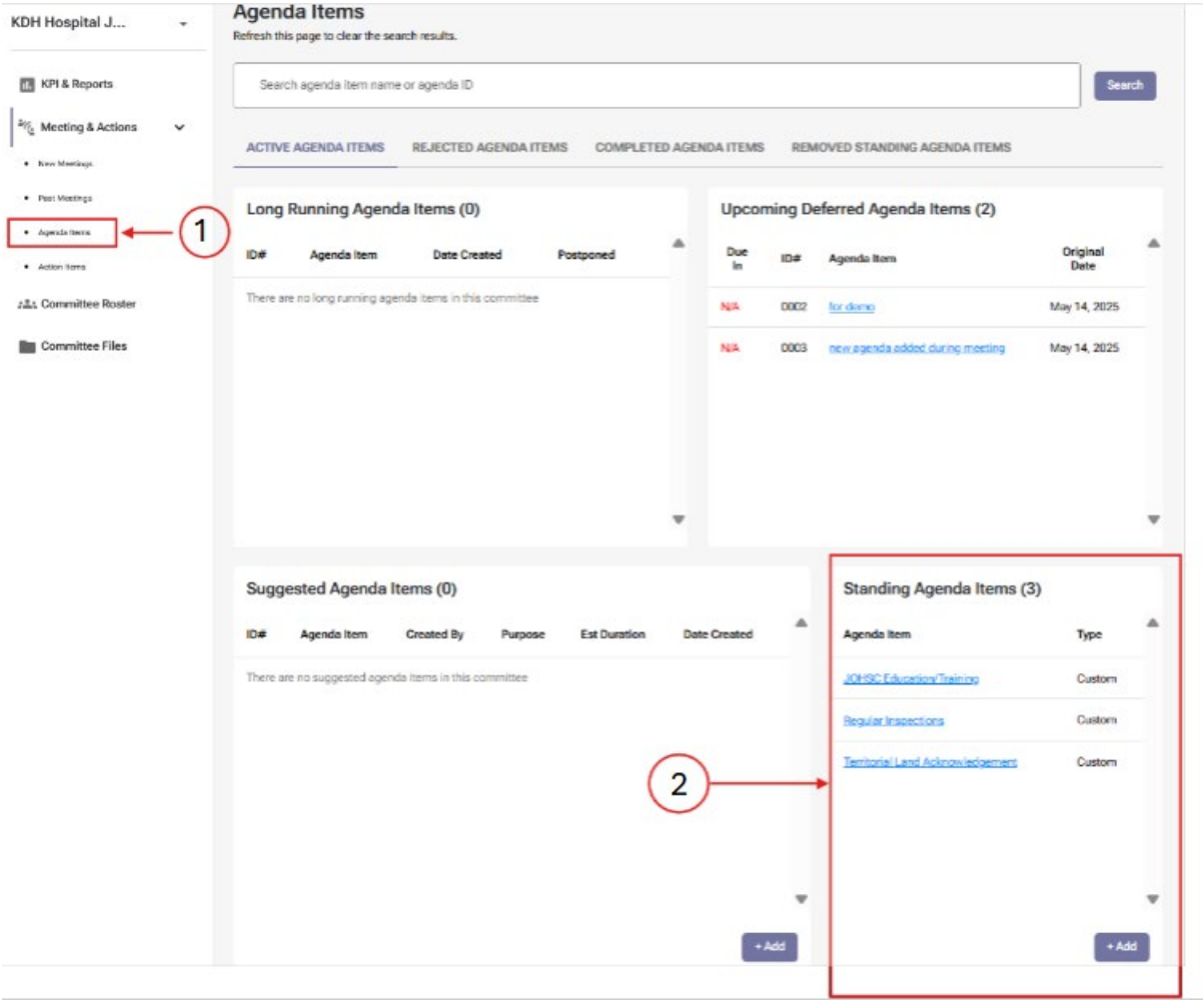
Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chairs (a worker and an employer)

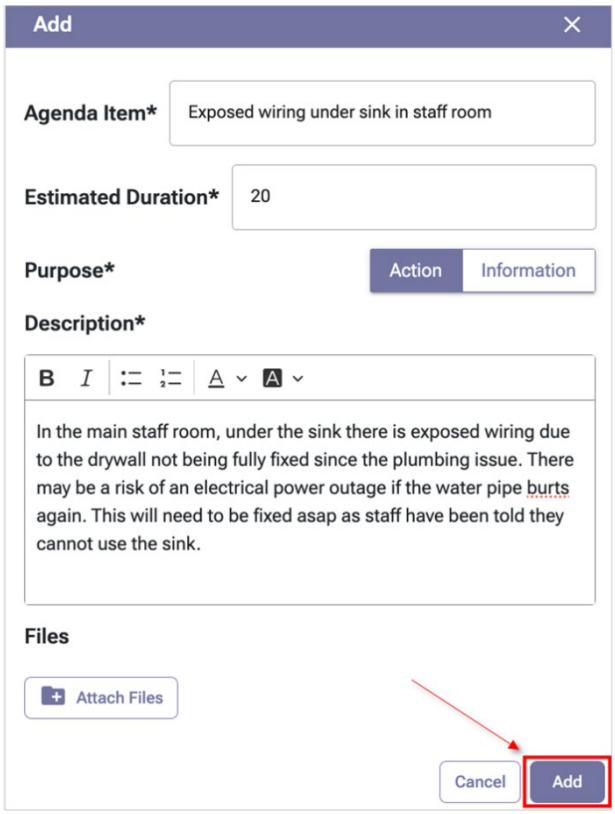
**Note**

- Standing agenda items are recurring topics that are included in each meeting's agenda by default. These items are essential for maintaining consistency and ensuring that important, ongoing issues are regularly addressed.

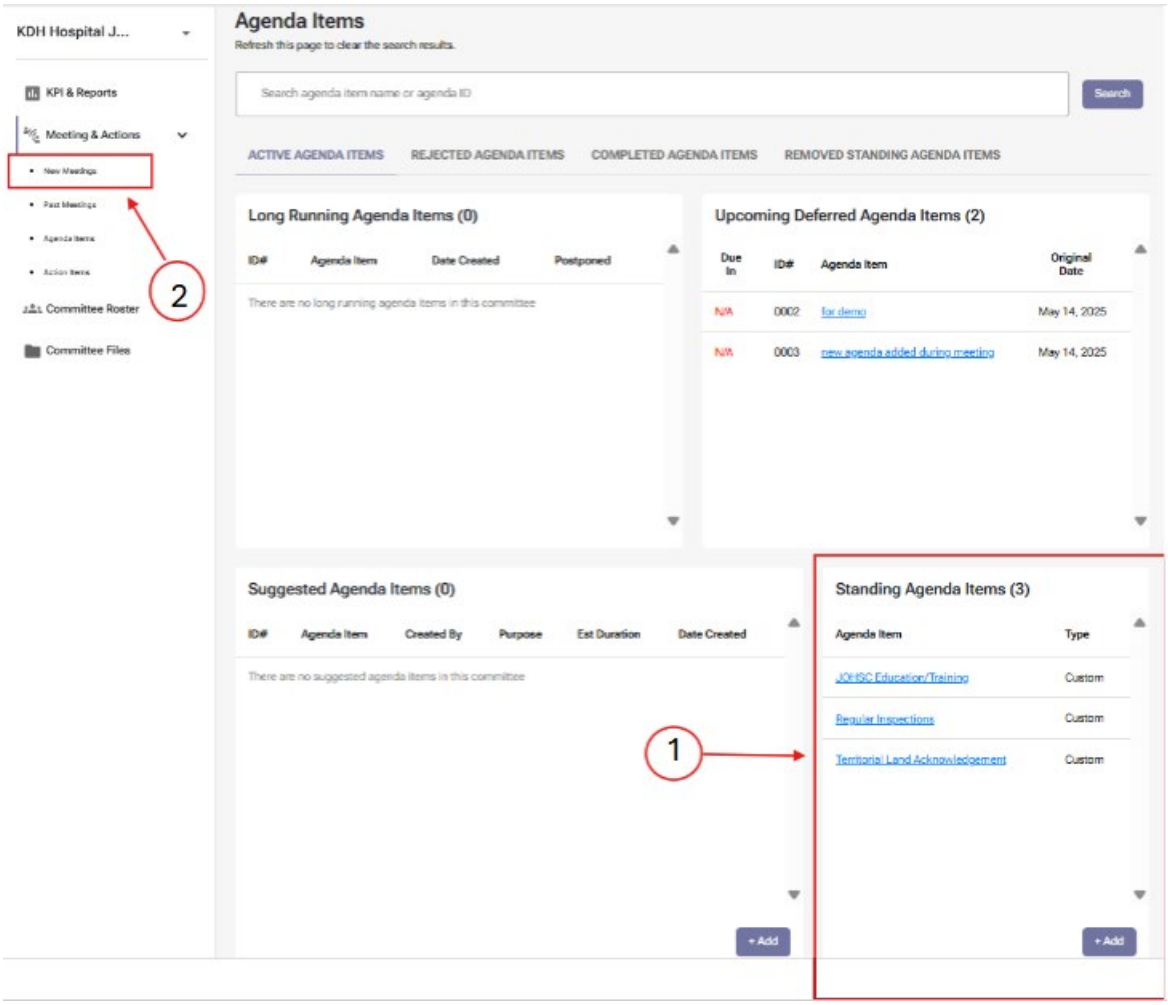
2.1.1 To create a standing agenda item, select the ‘Agenda Items’ option (highlighted as number 1 in the screenshot). Then, choose the ‘+Add’ option in the ‘Standing Agenda Items’ form (screenshot number 2).



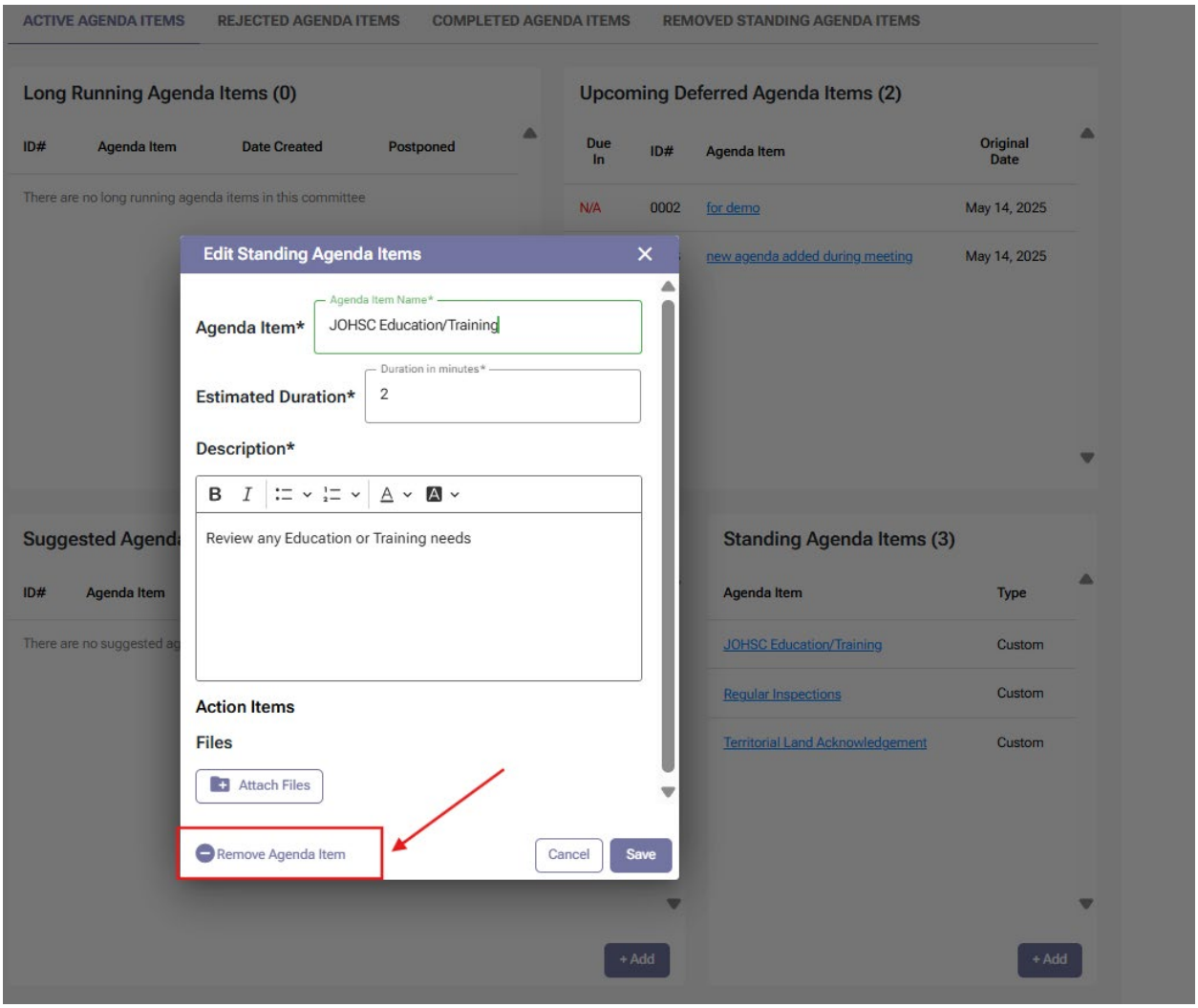

2.1.2 After selecting ‘+Add,’ a new form will appear on the screen. Here, you can enter an ‘Agenda Item,’ ‘Estimated Duration,’ purpose (action or information), description, and any attachments. Select the ‘Add’ button to save your standing agenda item.

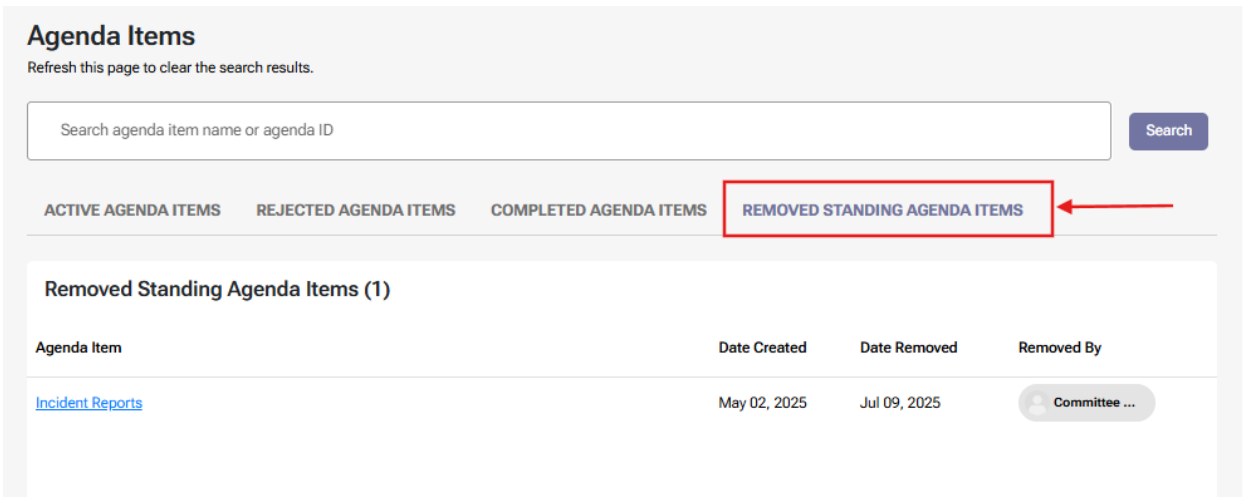



2.1.3 To add more standing agenda items, repeat the steps. Once you have selected ‘Add’, you will see your standing agenda items in the ‘Standing Agenda Items’ box (screenshot number 1).




2.1.4 To remove a standing agenda item, you can also click on the item, then select Edit. You'll see the option to Remove agenda item. Once removed, the item will be moved to the Removed Standing Agenda Items tab.



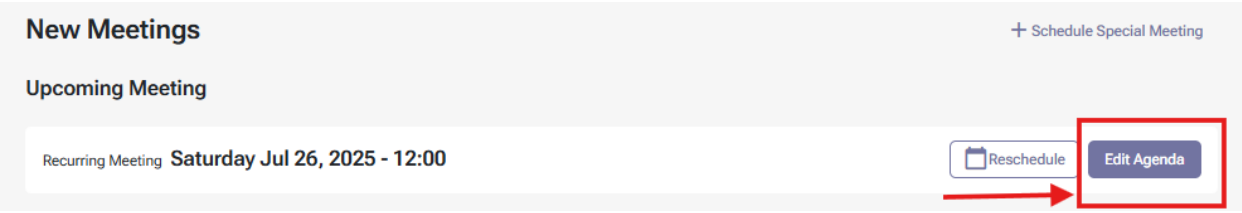

2.1.5 To return to your scheduled meeting page, select the ‘New Meetings’ option in the top-left corner of the screen.

## 2.2 Assign Meeting Recorder Privileges to a Committee Member

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)

2.2.1 After selecting the 'New Meetings' option, you will return to the 'New Meetings' page. In your upcoming recurring meeting, select 'Edit Agenda'.



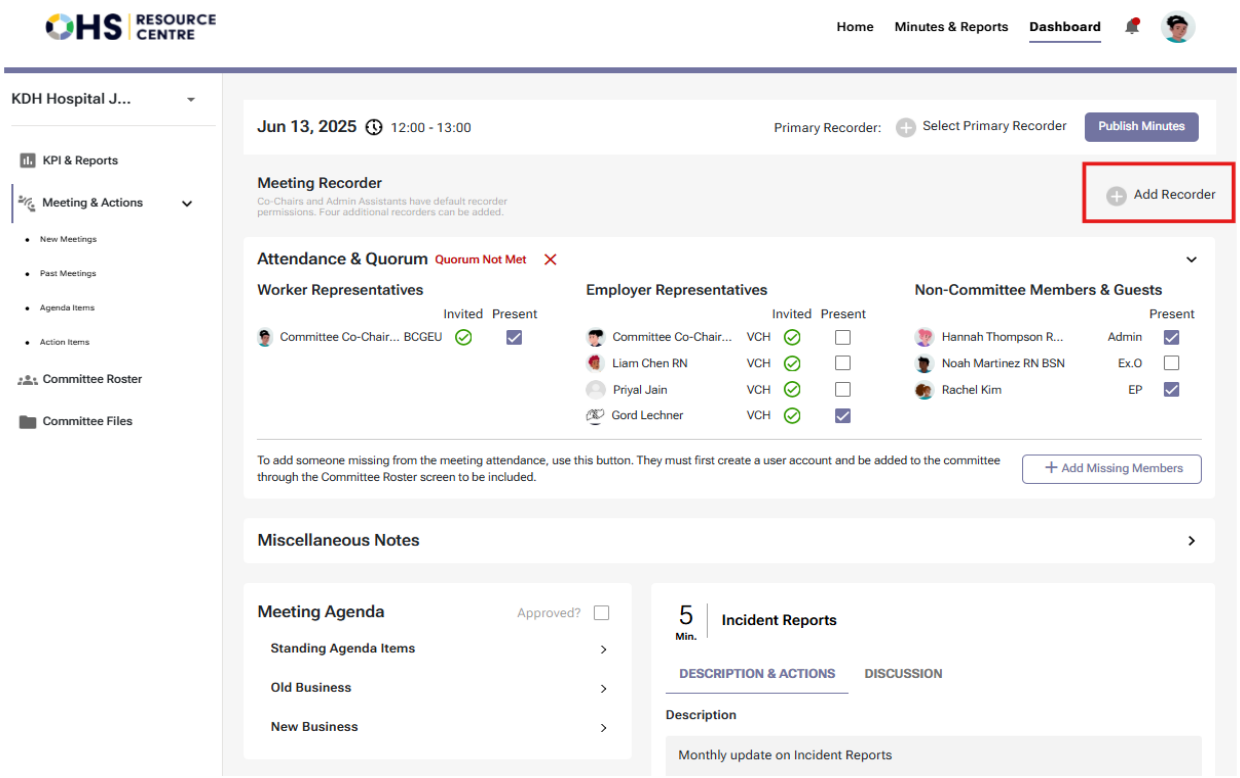

2.2.2 You can add a meeting recorder using the '+Add Recorder' option above the 'Agenda Preview' area (below screenshot number 1). When you select '+Add Recorder', you will see a list of all committee and non-committee members (Ex-Officio). From this list, you can choose your meeting recorder. However, if you are a co-chair or an admin assistant, you will automatically be assigned the meeting recorder role. This means that you will not see those users in the '+Add Recorder' list

**Note**

- The meeting recorder can be updated/removed at any time in the following screens:
  - In the Edit Draft Meeting Agenda,
  - In the Finalized Meeting Agenda

- You can add up to 4 additional meeting recorders while scheduling the meeting.

  The following picture is one of the above screens as an example:




2.2.3 The Meeting Recorder is responsible for starting the meeting, recording the proceedings, making necessary changes to the meeting interface, and editing the draft minutes.

2.2.4 One of the designated Meeting Recorders must be defined as the Primary Recorder, who will be ultimately responsible for recording the proceedings and making necessary changes within and after the meeting. The Primary Recorder can be selected from a dropdown list of all committee members. However, if a member who has not been previously assigned as a Meeting Recorder is selected, the system will not automatically grant them Meeting Recorder privileges. This is why the Meeting Recorders must be defined before the start of the meeting, in both the Edit Agenda and Finalized Agenda screens.

**Note**

- The Primary Recorder designation is for informational purposes only and does not carry additional functionality beyond what is granted to a Meeting Recorder.

- The Primary Recorder must be selected before adjourning the meeting. If the Primary Recorder has not been selected, a pop-up message will appear, prompting confirmation before proceeding with adjournment.

- If the recorder forgets to adjourn the meeting, the Primary Recorder field in the draft minutes will remain blank, but it must be added later in the "Edit Minutes" screen before publishing the minutes.

## 2.3 Creating New Business to an agenda

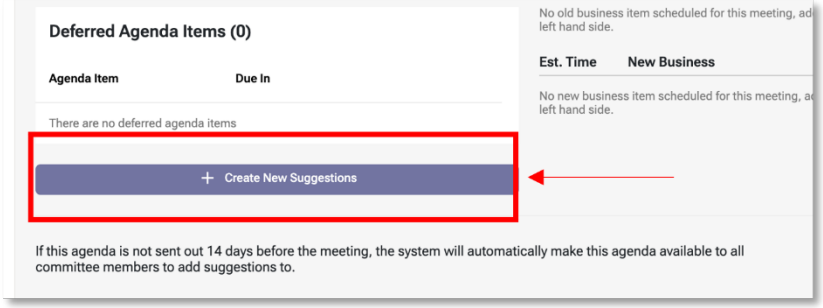
Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)

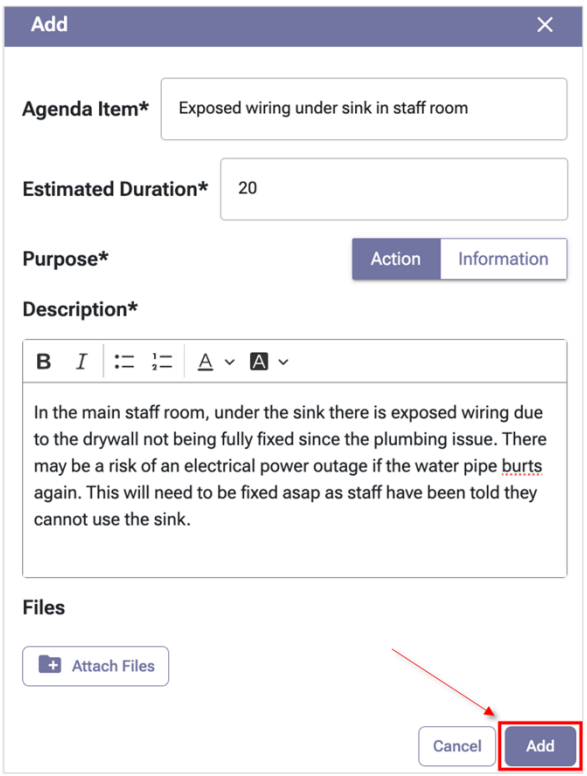
2.3.1 While editing an agenda, suggest a new business item by selecting the '+ Create New Suggestions' button.

**Note**

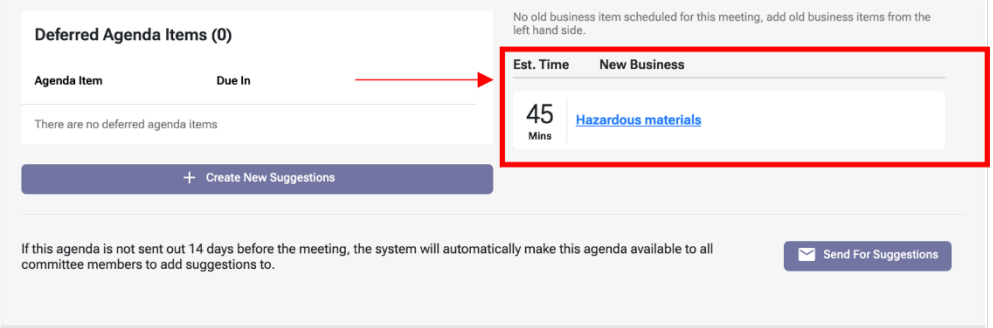
- When committee members add an agenda item from the Suggested Agenda Item section in the Agenda Items tab, the system will automatically place it in the New Business section on the Draft Meeting Agenda page.




2.3.2 To add the new business item, enter the title in the 'Agenda Item' box, then specify the 'Estimated Duration,' purpose (action or information), description, and any supporting documents/files using the 'Attach Files' option.




2.3.3 Your new business will be added to the form. It will be visible for all committee members to review prior to the meeting.

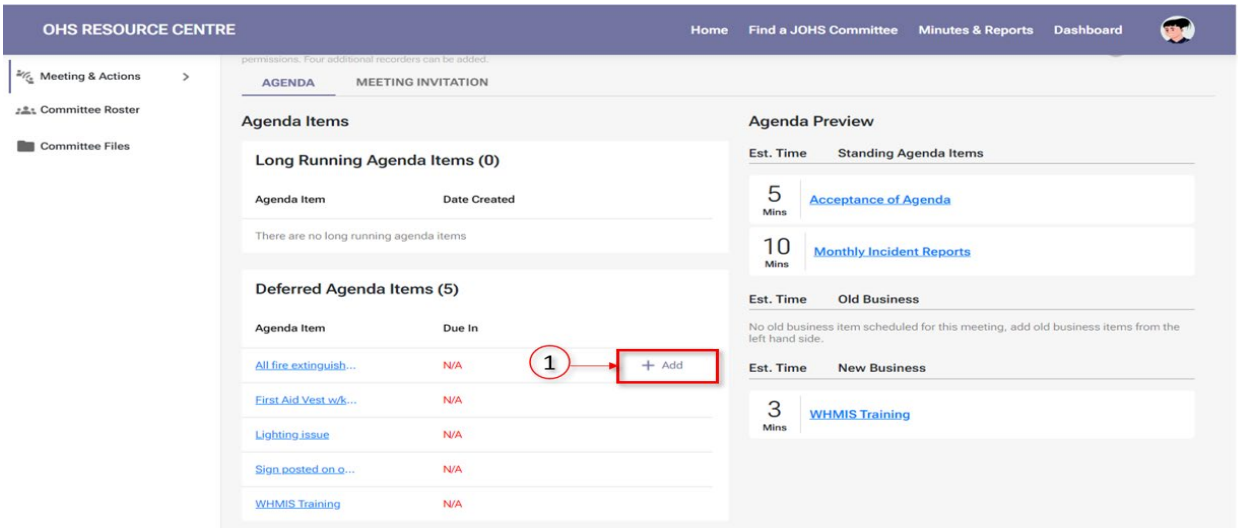



## 2.4 Adding Old Business Agenda Item to the Agenda

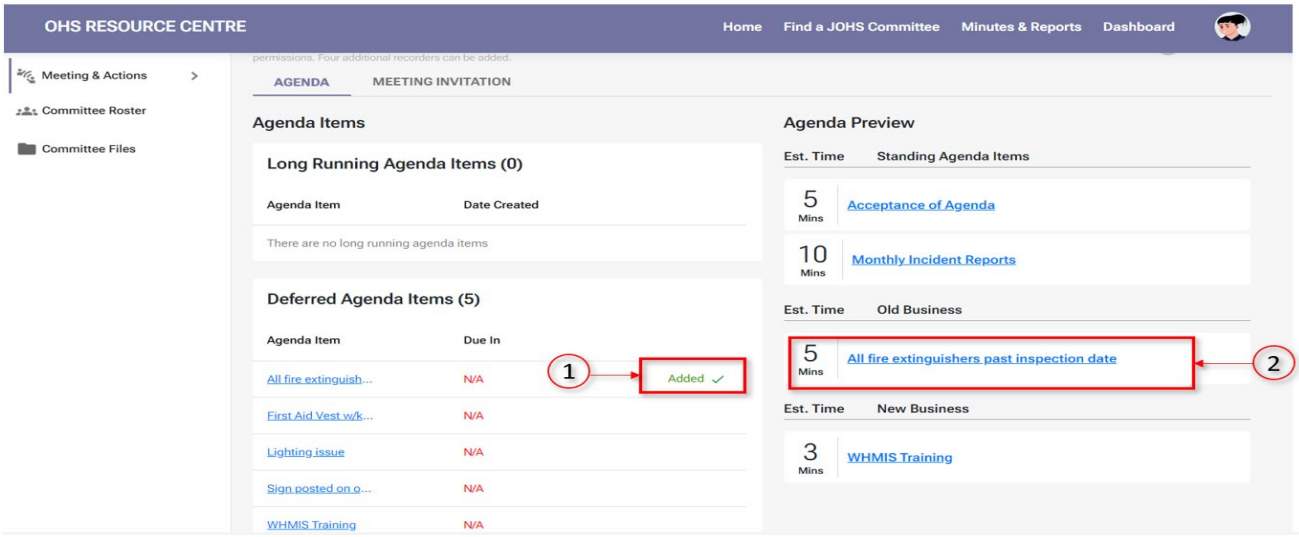
Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)

2.4.1 To add a deferred or long-running agenda item to the meeting, go to the 'Draft Meeting Agenda' or 'Edit Draft Meeting Agenda' screen and click the '+Add' button (Screenshot number 1) for the agenda item you want to include.



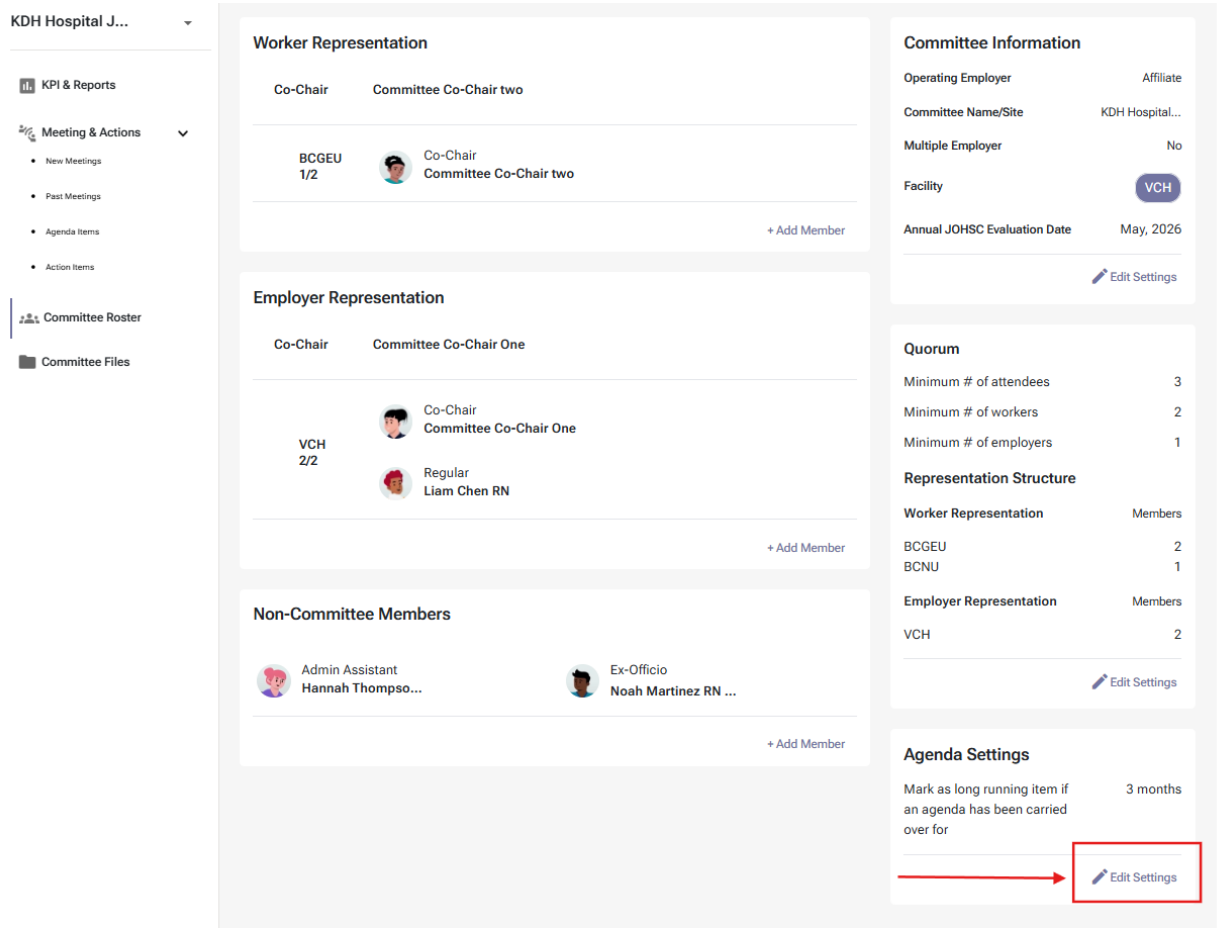

2.4.2 The deferred or long-running agenda item will automatically move to the 'Agenda Preview' section under Old Business (screenshots 2 and 3).




**Note**

- The long-running and deferred agenda items will appear in the old business at the start of meetings.
- **Long-running agenda items are items discussed or postponed for months and not closed.** The number of months can be configured in the committee roaster tab, as shown in the screenshot below.

- **Deferred agenda items:** issues that were previously discussed but not resolved, need further attention in the upcoming meeting, but do not exceed the number of months to become a long-running agenda item.
- All deferred agenda items will auto-populate to the agenda that is deferred to.
- Files for Old Business agenda items can be added or removed during the draft or suggestion phase, as well as at any time from the Agenda Item Library. This can be done by Admin Assistants, Co-chairs, Members (Regular/Alternate), and Ex-officio members to support greater flexibility and efficiency in managing supporting documents across all meeting phases.

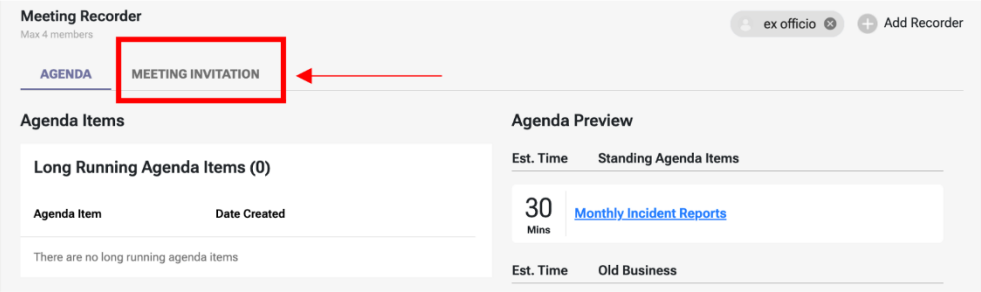



## 2.5 Meeting Invitations

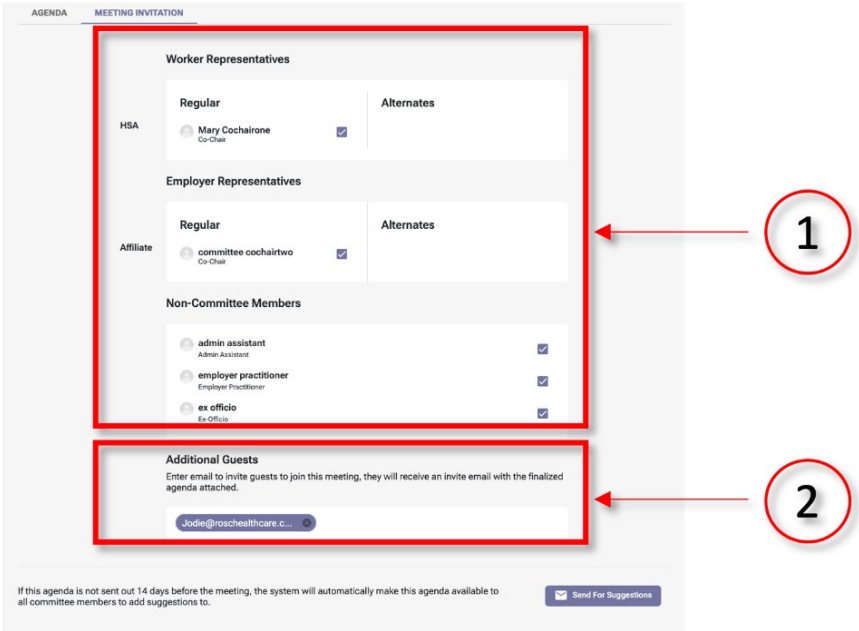
Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)

2.5.1 On the ‘Meeting Invitation’ page, you can review, adjust, and send meeting invite notifications. If the co-chairs or admin assistant haven’t sent out the agenda yet, the system will automatically send the meeting invitation along with the draft agenda 14 days before the meeting. The system will also send the final about 7 days before the meeting.



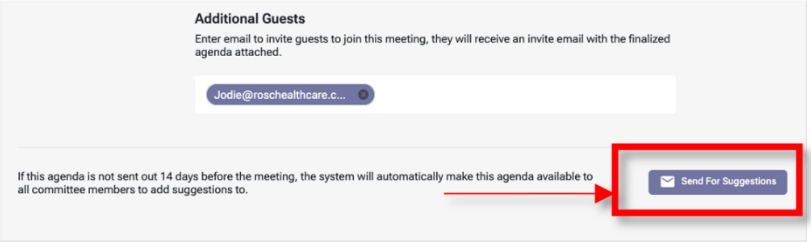

2.5.2 You can review all attendees and select/deselect any members who may be on vacation, for example (screenshot number 1). You can also add guests by entering their email addresses in the ‘Additional Guests’ form at the bottom of the screen (screenshot number 2). All names listed in these forms will receive all related meeting notifications and documents as reminders.



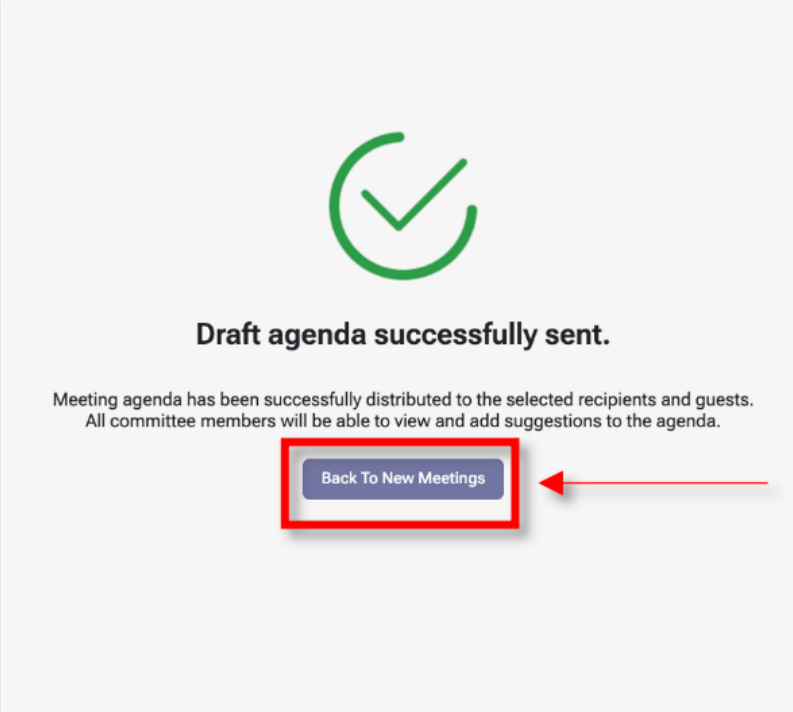

2.5.3 Once this information has been added and validated, you have two options:

1. As Co-Chair or Admin Assistant, you can select the ‘Send for Suggestions’ button, which will start the process for this meeting (highlighted in the below

screenshot).
2. You can choose to wait for the automated system to process the invites and notifications, which it will do at the 14-day mark. This is to allow a different co-chair to add their own details or agenda items as they need.

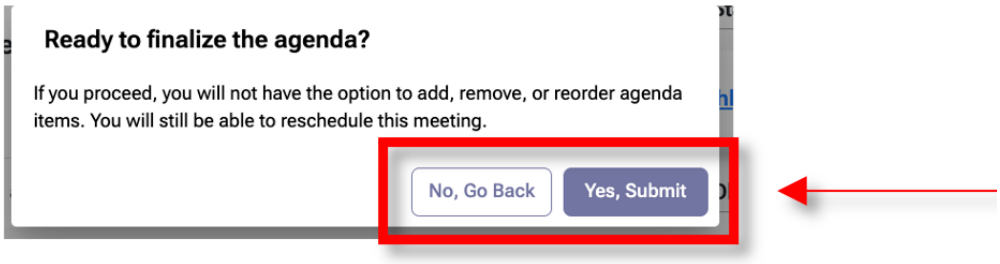



2.5.4 Once you select the 'Yes, Submit' button, you will receive confirmation that the draft agenda has been successfully sent. To move to the next stage of this process, select 'Back to New Meetings'.




2.5.5 Once you have selected 'Back to New Meetings' and selected the upcoming meeting date, you will be brought back to the 'Edit Draft Meeting Agenda' page. From here, once the agenda is confirmed or seven days before the meeting's date, select the 'Finalize Agenda' button. If the finalized agenda has yet to be sent seven (7) days before the meeting, the system will

automatically send the finalized agenda to the selected committee members on ‘Meeting Invitation’ screen in ‘Draft Agenda’ phase.




2.5.6 Here is an overview of what the ‘Finalize Agenda’ option will do:

**Overview of the ‘Finalize Agenda’ Function:**

1. **Confirmation and Locking:**
    - **Agenda Confirmation:** The "finalize agenda" function confirms the agenda items, marking them as final. Once finalized, the agenda items are locked, meaning no further additions, deletions, or changes can be made until the meeting date.
    - **Locking Function:** This function effectively locks the agenda to maintain its integrity and ensures all participants are working from the same finalized version. Once the agenda is finalized, it will be locked, and no further changes can be made. The finalized agenda will be sent out 7 days before the meeting date and will remain unchanged until the meeting takes place.

**Note**

- Once the agenda has been finalized, check back at the ‘New Meetings’ option and select the upcoming meeting date. You will notice that you can no longer add or edit any agenda items as these functions are locked until the meeting date, but you can still add/edit the recorder. You can only preview these details.

2. **Notification and Distribution:**
    - **Agenda Distribution:** The finalized agenda is distributed to all relevant/selected parties, providing a clear outline of the topics to be

discussed during the meeting. Members also receive minutes from the previous meeting along with the finalized agenda.

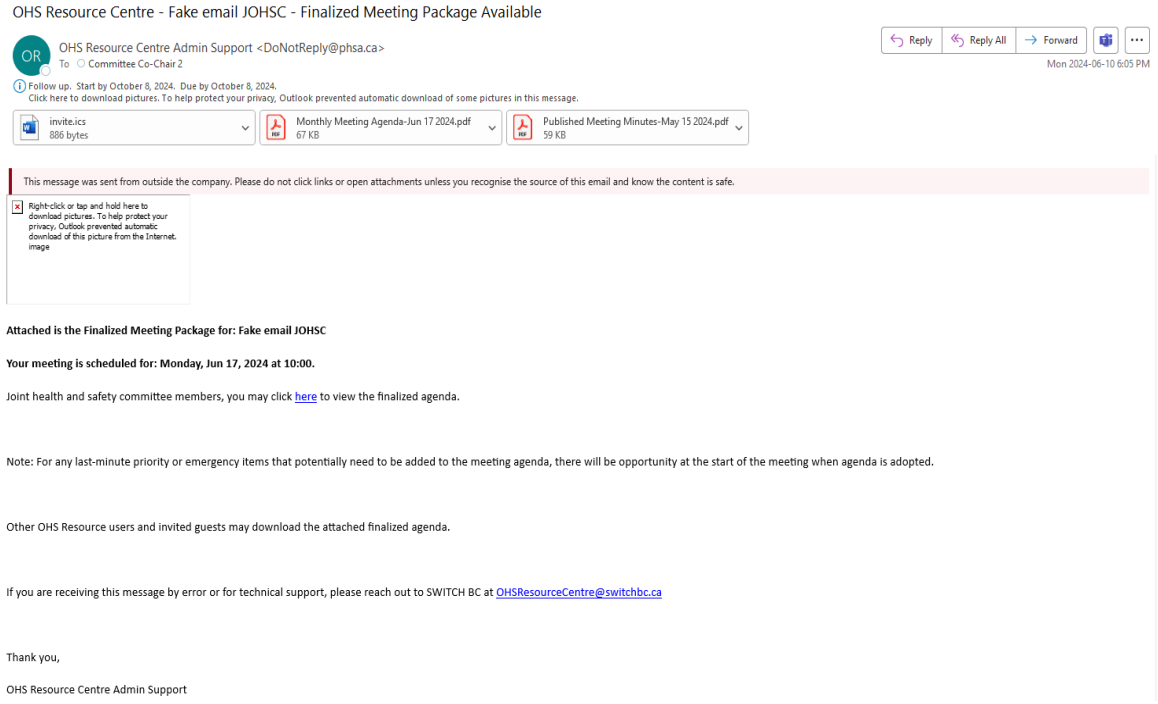
2.5.7 At this point, the meeting attendees will be automatically notified, and a copy of the finalized meeting agenda, the previous meeting minutes (if they exist), and an iCalendar file (ICS file) with the meeting information will be sent, along with the date and time.

**Note**

- The draft meeting agenda notification includes a draft agenda PDF and a .ICS file, while the finalized agenda notification includes a finalized agenda PDF, the previous month's meeting minutes (draft or finalized, if available), and a .ICS file.

2.5.8 The following images are examples of a meeting invite (1), the finalized meeting agenda PDF (2), and previous meeting's minutes (draft or finalized) (3). In the second screenshot, you will note that each agenda item has a unique number. This is to help co-chairs keep track and easily locate specific agenda items if status updates or follow-ups are required.

Example of Meeting Invite


OHS Resource Centre - Fake email JOHSC - Finalized Meeting Package Available

OR OHS Resource Centre Admin Support <DoNotReply@phsa.ca>
To Committee Co-Chair 2

Reply | Reply All | Forward
Mon 2024-06-10 6:05 PM

Follow up. Start by October 8, 2024. Due by October 8, 2024.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

invite.ics 886 bytes | Monthly Meeting Agenda-Jun 17 2024.pdf 67 KB | Published Meeting Minutes-May 15 2024.pdf 59 KB

This message was sent from outside the company. Please do not click links or open attachments unless you recognise the source of this email and know the content is safe.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.
image

**Attached is the Finalized Meeting Package for: Fake email JOHSC**

**Your meeting is scheduled for: Monday, Jun 17, 2024 at 10:00.**

Joint health and safety committee members, you may click here to view the finalized agenda.

Note: For any last-minute priority or emergency items that potentially need to be added to the meeting agenda, there will be opportunity at the start of the meeting when agenda is adopted.

Other OHS Resource users and invited guests may download the attached finalized agenda.

If you are receiving this message by error or for technical support, please reach out to SWITCH BC at OHSResourceCentre@switchbc.ca

Thank you,

OHS Resource Centre Admin Support

Finalized Meeting Agenda

## KDH Hospital - Recurring Meeting Agenda

Oct 21, 2024 - 13:00 - 14:00

FINALIZED

### Agenda Summary

**Facility**
123 BCA

**Location**
Room 303 King Hospital

**Dial-in Options**
https://teams.microsoft.com/l/meetup-join/

**Recorder**
Admin Assistant, Committee Co-Chair, Committee Member

### Invitation

**Worker Representation**

| BCNU | | Invited |
|---|---|---|
| Committee Co-Chair | Co-Chair | Y |
| Committee Member | ALT | Y |
| Committee Member | REG | Y |

**Employer Representation**

| BCEHS | | Invited |
|---|---|---|
| Committee Member | REG | Y |
| Committee Member | ALT | Y |
| Committee Member | Co-Chair | Y |

| Non-Committee Members | | Invited |
|---|---|---|
| Ex Officio | Ex-Officio | Y |
| Admin Assistant | Admin Assistant | Y |
| Employer Practitioner | Employer Practitioner | Y |

### Meeting Agenda

Standing Agenda

1. Acceptance of Agenda

**Created By**
Committee Regular Member

**Description**

Approve today's agenda

2. Monthly Incident Reports

**Created By**
Committee Regular Member

**Description**

Review the monthly incident reports and create action items if needed

Associated Files PDF Incident in floor 5th.pdf

Example of Previous Meeting's Publish Minutes

**Fake email JOHSC Meeting Minutes**
May 15, 2024 - 11:00 - 12:00

**PUBLISHED**

## Meeting Summary

Rescheduled
May 15, 2024 - 11:00 - 12:00
Reason: Monday is a Stat.

Actual Starting Time
16:13

Adjourning Time
16:33

Facility
Fake workplace

Location

Dial-in Options

Recorder
Admin assistant, Committee co-chair two, Committee cochair one, Ex officio

### Attendance

Quorum Met ✓

**Worker Representation**

| BCNU | | Invited | Present |
|---|---|---|---|
| Committee cochair one | REG | Y | Y |

| HSA | | Invited | Present |
|---|---|---|---|
| Committee member one | REG | Y | Y |
| Committee alternate | REG | Y | Y |

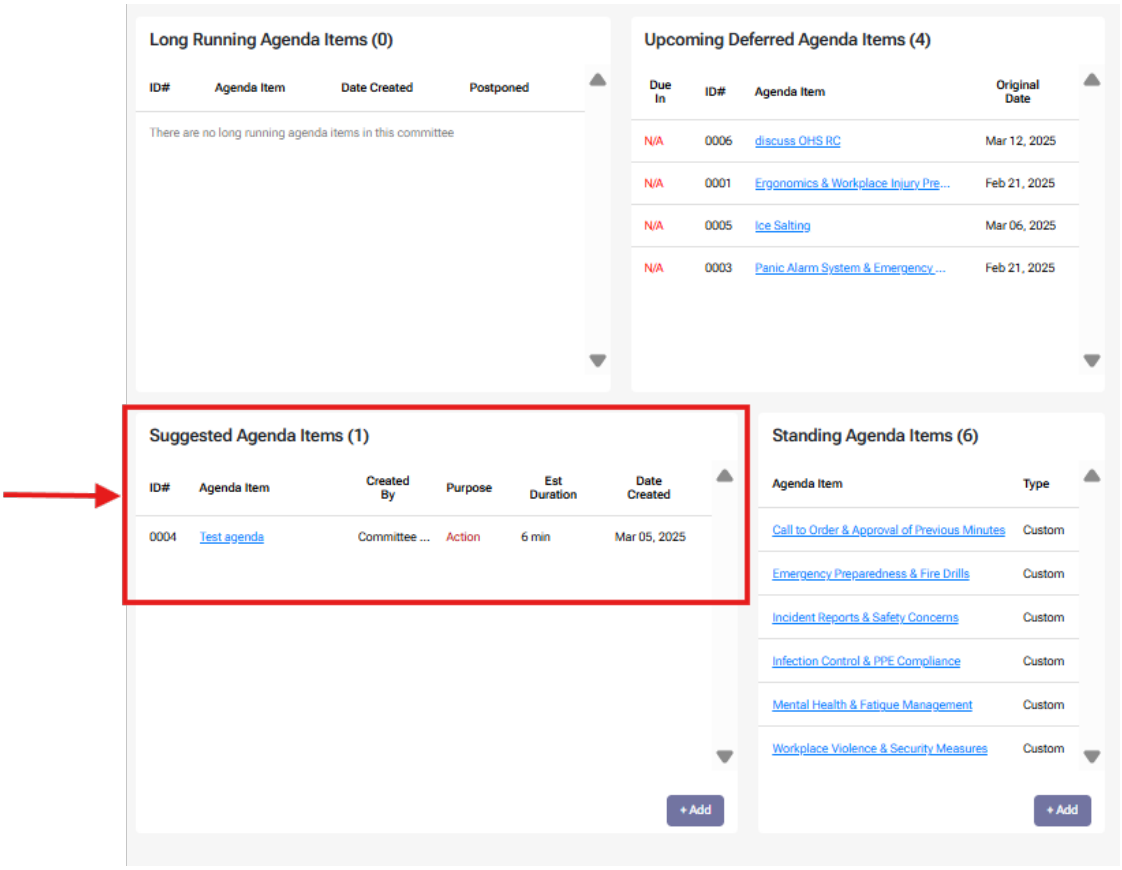
| HEU | | Invited | Present |
|---|---|---|---|
| Committee member two | REG | Y | Y |

**Employer Representation**

| Affiliate | | Invited | Present |
|---|---|---|---|
| Committee co-chair two | REG | Y | Y |

| Non-Committee Members | | Invited | Present |
|---|---|---|---|
| Admin assistant | Admin Assistant | Y | Y |
| Ex officio | Ex-Officio | Y | Y |
| Employer practitioner | Employer Practitioner | Y | Y |

2.5.9 As a Co-Chair, you are encouraged to review the ‘Agenda Items’ dashboard to see what agenda items other committee members may have requested before the meeting.

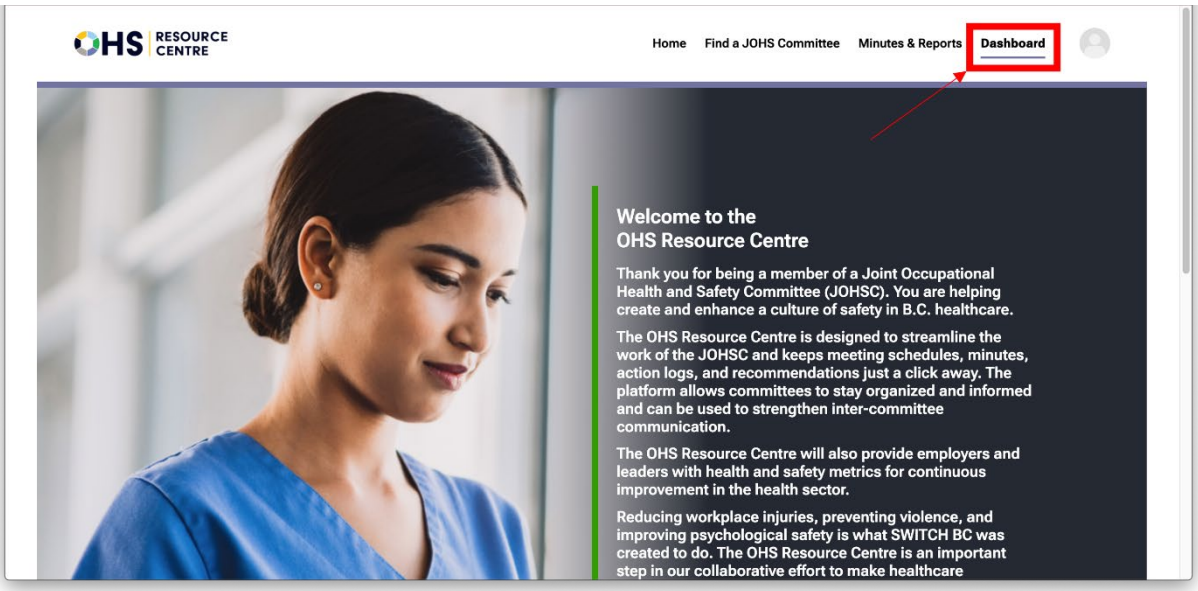



## 2.6 Rescheduling Meetings

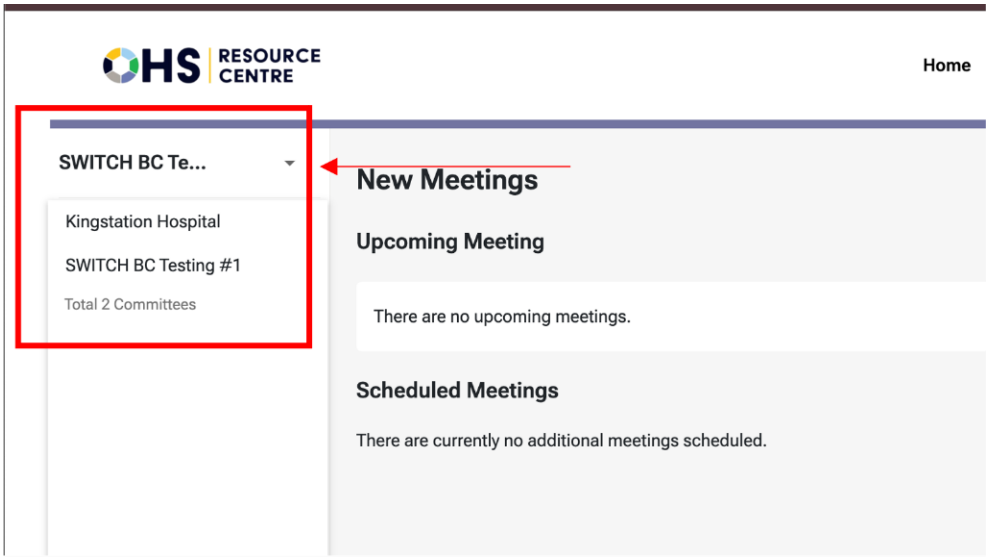
Applies to:

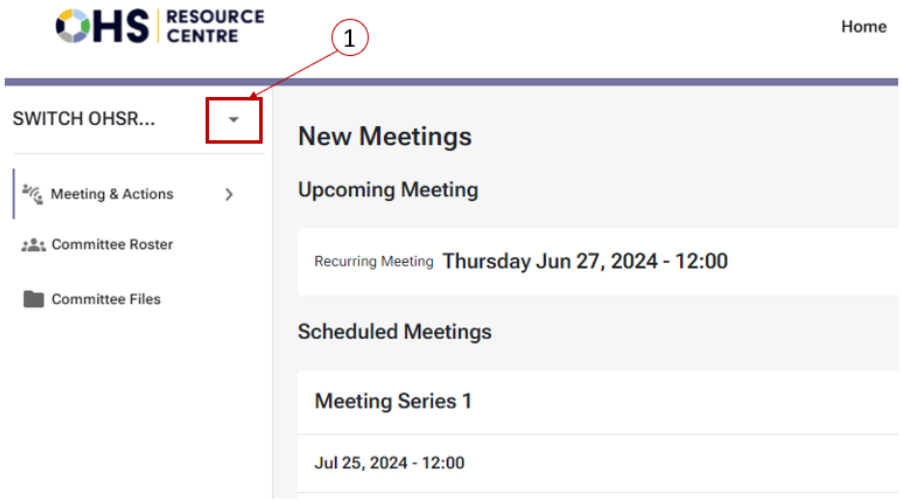
- Admin Assistant
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges

2.6.1 On the header of the page, click on the 'My Dashboard' tab.

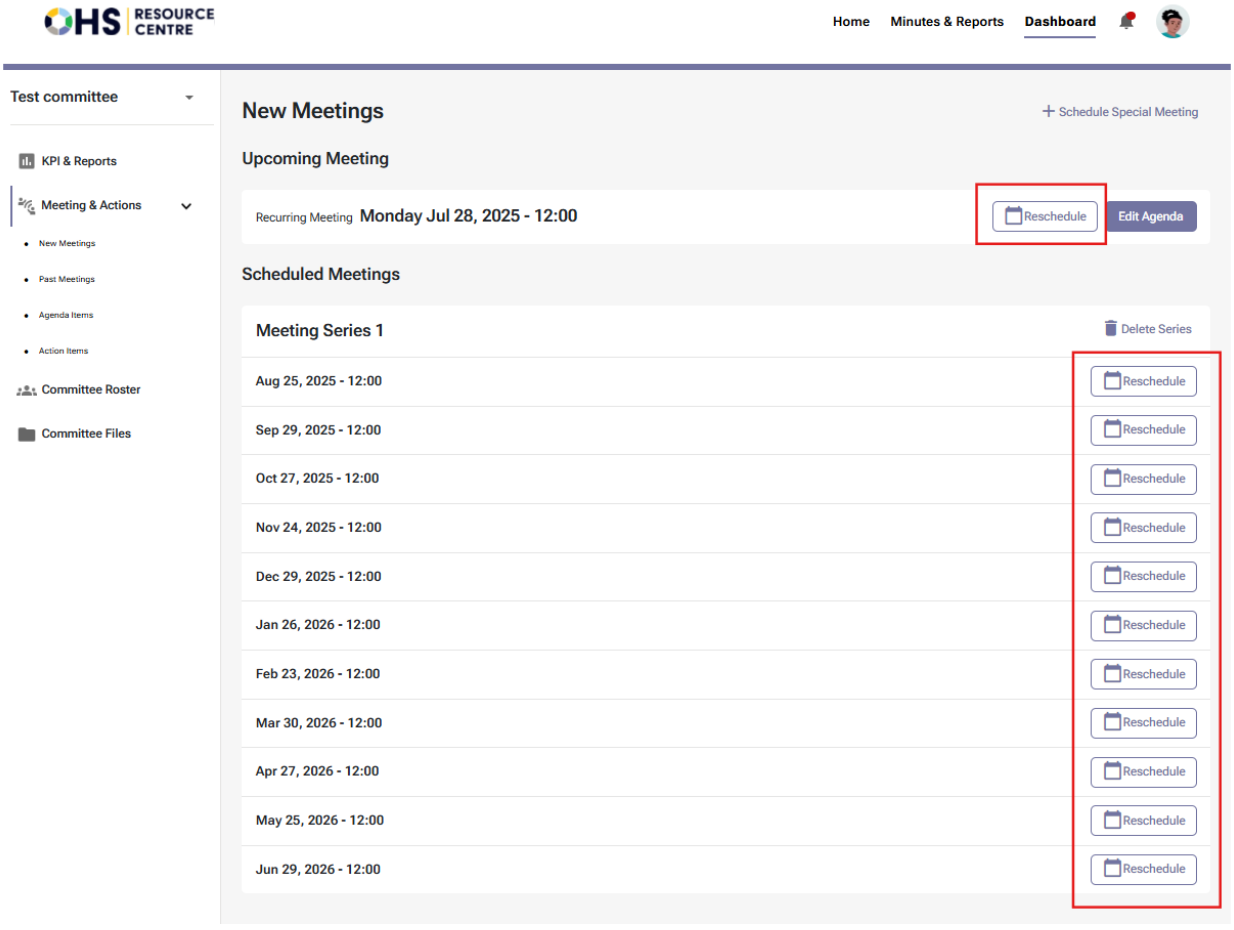



2.6.2 From the drop-down options, select the committee to which you belong.






2.6.3 To start the rescheduling process, select the 'Reschedule' button. The 'Reschedule' button is available for all the scheduled meeting series so that user can reschedule meeting anytime in advance which provides greater flexibility for committees to manage scheduling changes.

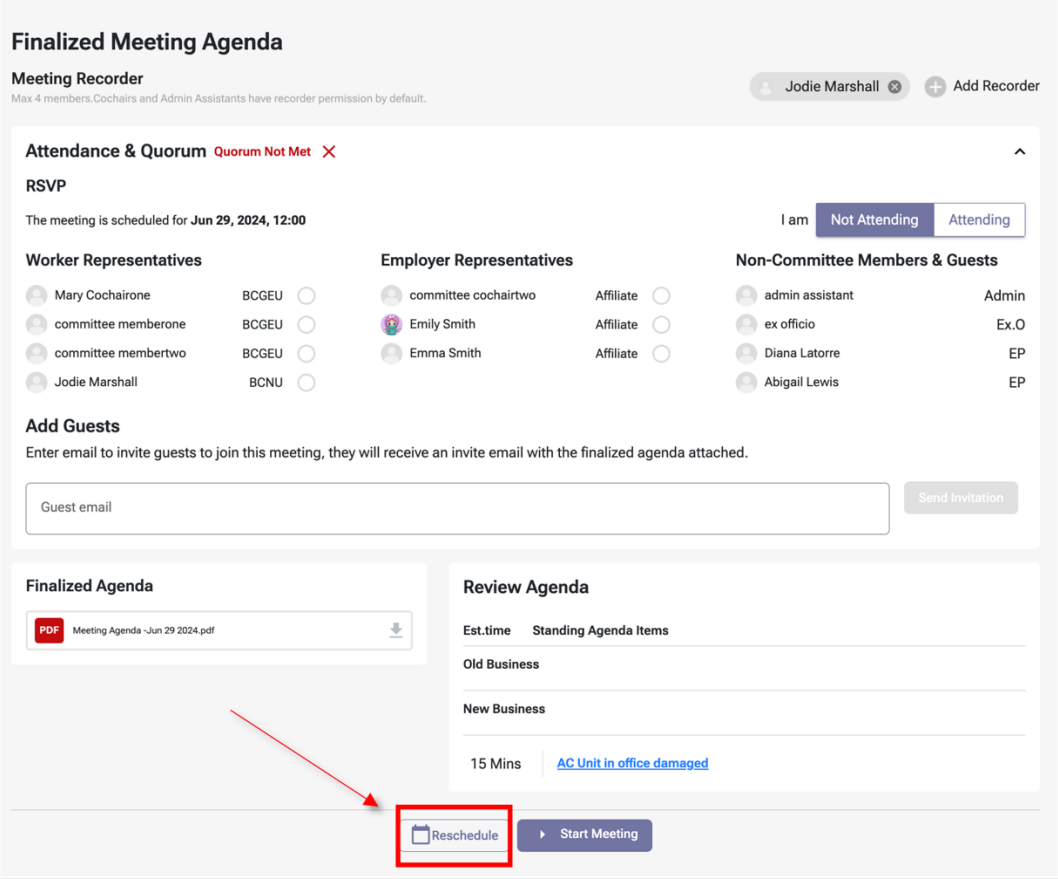


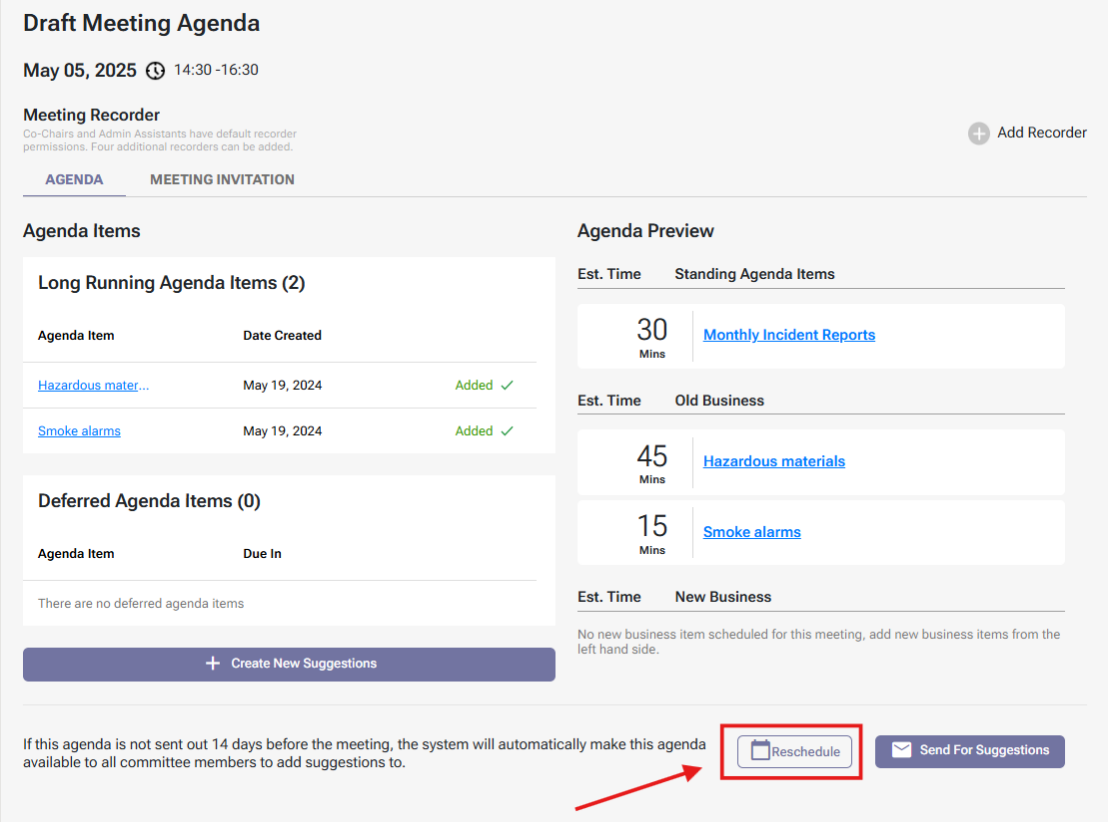
2.6.4 You can also reschedule a meeting by clicking the ‘Edit Agenda’, ‘View Agenda’, or ‘Start Meeting’ button. (See screenshot above)

**Note**

- You cannot reschedule the meeting once you click the ‘Adjourn Meeting’ button.

2.6.5 On the ‘Draft Meeting Agenda’ and ‘Finalized Meeting Agenda’ screen, you can find a ‘Reschedule’ button from the bottom of the screen (See screenshot below)

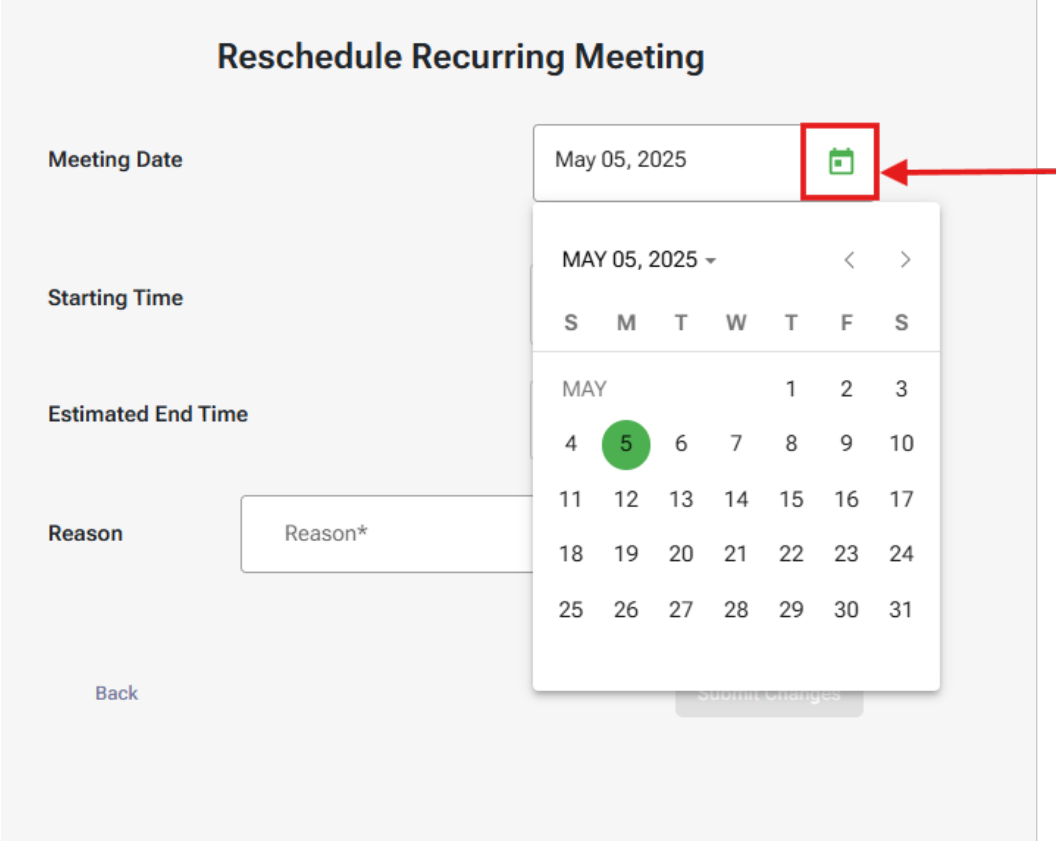


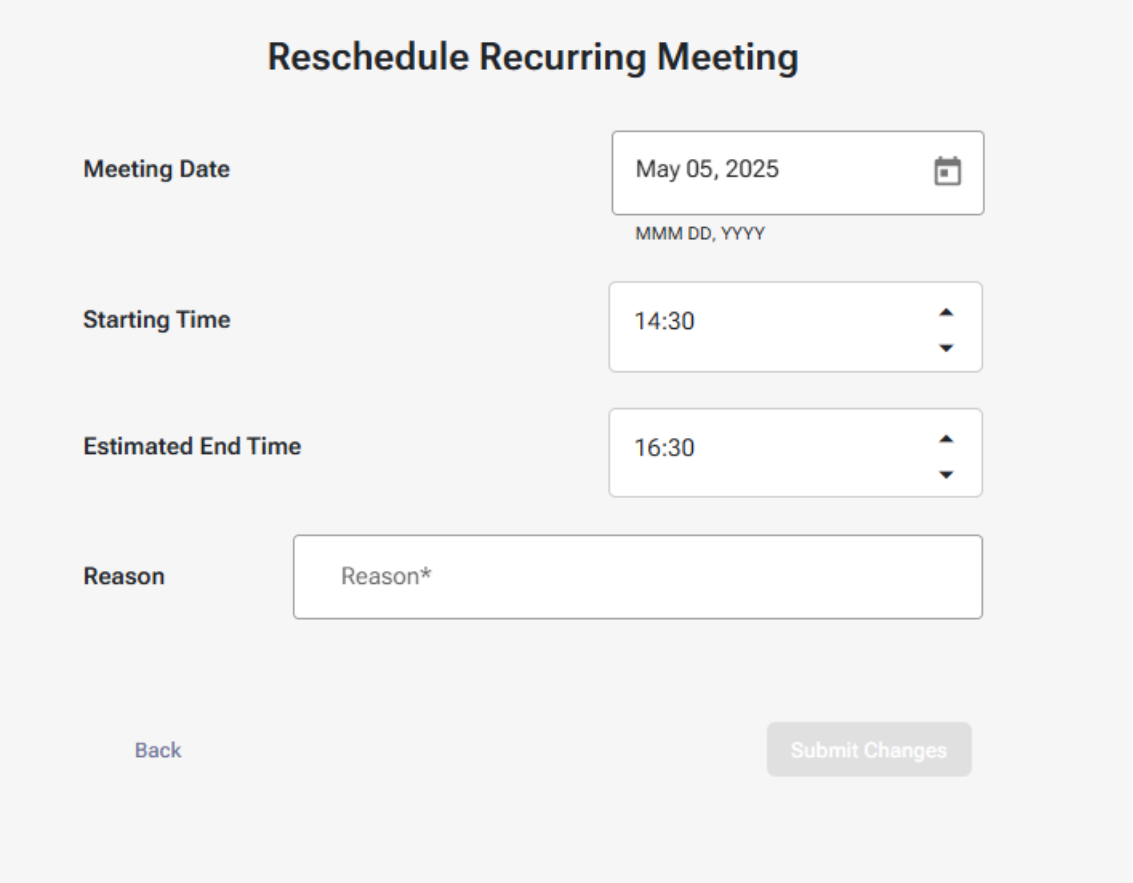



2.6.6 The next screen you will be taken to is the 'Edit Meeting Dates' form. Here, you will input your new meeting date, followed by the start and end times, and the reason for rescheduling the meeting, which is recorded in the meeting minutes. Once this information is inputted, select the 'Review' button.

**Note**

- You must reschedule a recurring meeting within the planned month; otherwise, it will be marked as a missed meeting.


Reschedule Recurring Meeting
Meeting Date
May 05, 2025
Starting Time
Estimated End Time
Reason
Reason*
Back
MAY 05, 2025
S M T W T F S
MAY
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31




2.6.7 After confirming your information, press the ‘Submit Changes’ button.

2.6.8 You will then be taken to the ‘New Meetings’ page. The rescheduled meeting will remain in the finalized phase.

## 2.7 What to Do When You Receive a Meeting Invitation and Draft Agenda

Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- Committee Regular Member
- Committee Alternate Member

**Note**

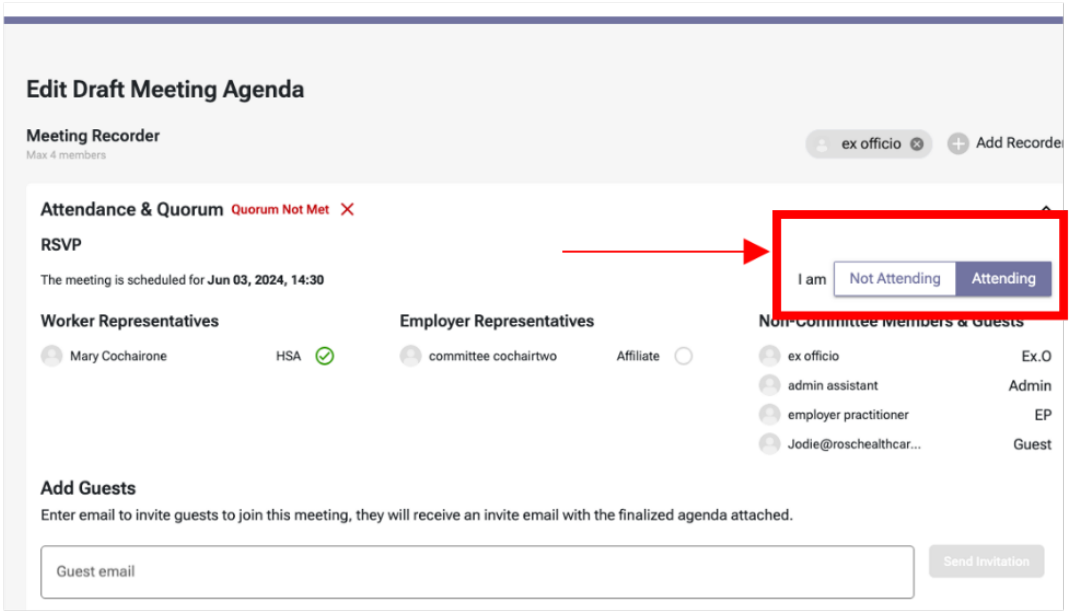
- Ex-Officio (non-voting)- This role only has a view mode of the following functionality.
- Employer Practitioner and Guest-These roles will only receive an email with the meeting invitation (ICS file) and the draft agenda (PDF format).

### 2.7.1 Confirming Attendance

- Open the committee dashboard by clicking the 'Dashboard' tab on the page header and selecting your committee's name.
- Click the 'Meeting & Actions tab on the left side.
- Select the 'New Meetings' link.
- Click the 'Edit Agenda' button.
- Select the 'I am Attending' or 'I am Not Attending' option at the top of the screen.

**Note**

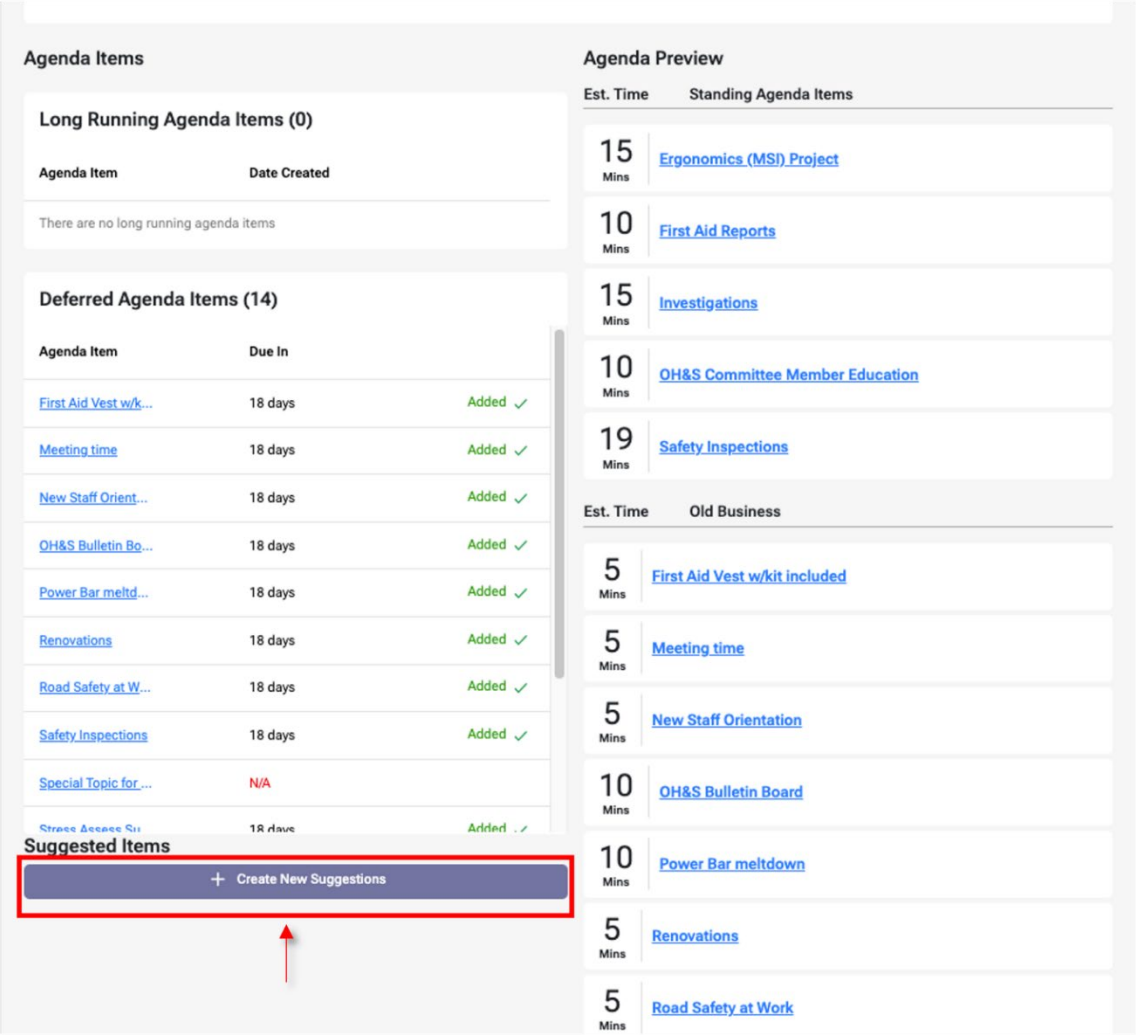
- The option to confirm you are attending pertains only to your own invitation. You cannot confirm anyone else's availability on this screen.




- Before the meeting, review the draft agenda and provide feedback or suggestions from the PDF of the 'Draft Agenda' by following these steps.

### 2.7.2 Sending a Recommended Agenda Item

- On the ‘Edit Draft Meeting Agenda’ page, click the ‘+ Add’ Create New Suggestions’ button (highlighted in the screenshot below) to add your suggestions.



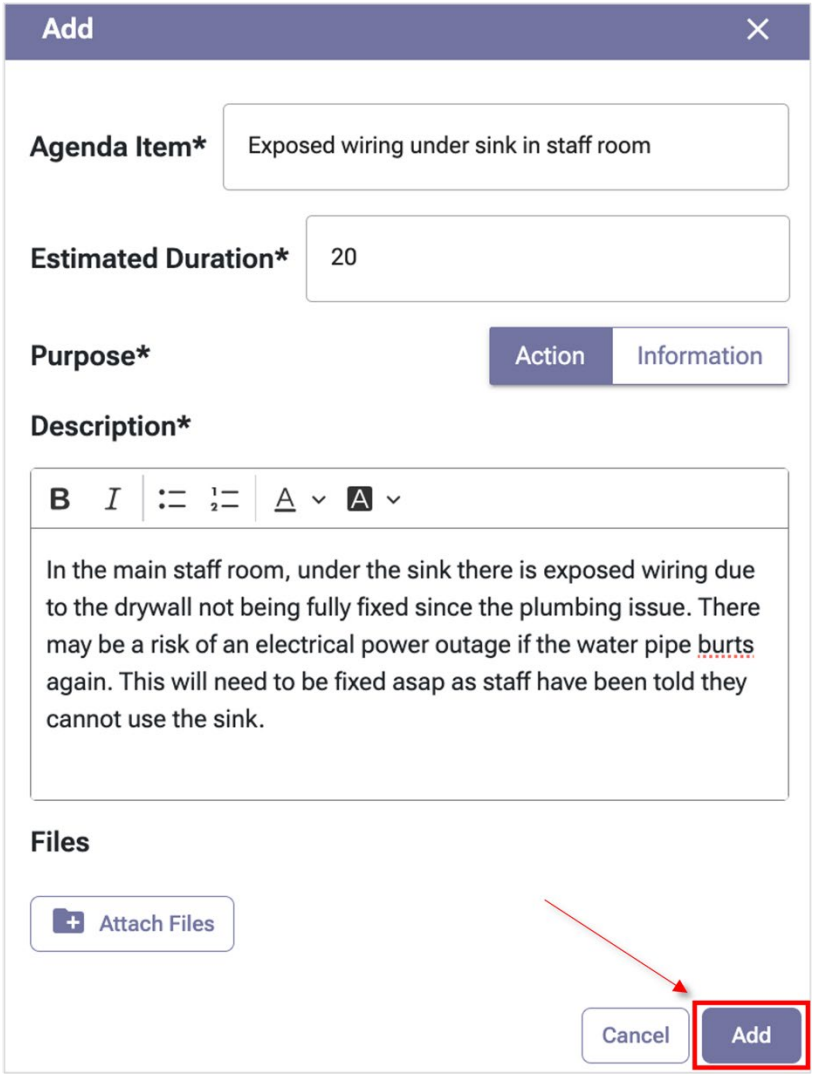

2.7.2.1 After selecting ‘+ Create New Suggestions’, the ‘Add’ form will appear.

There are five fields to complete this process; they are as follows:

1. Agenda Item
2. Estimated Duration
3. Purpose (Action or Information)
4. Description
5. Files (if it is applicable)

2.7.2.2 Confirm the information you have added is accurate.

2.7.2.3 Once accurate, select ‘Add’.




2.7.2.4 A pop-up box will appear to allow you to confirm the information or go back to edit if it is inaccurate.

2.7.2.5 Click 'Yes, Submit’ once all information is correct.

**Note**

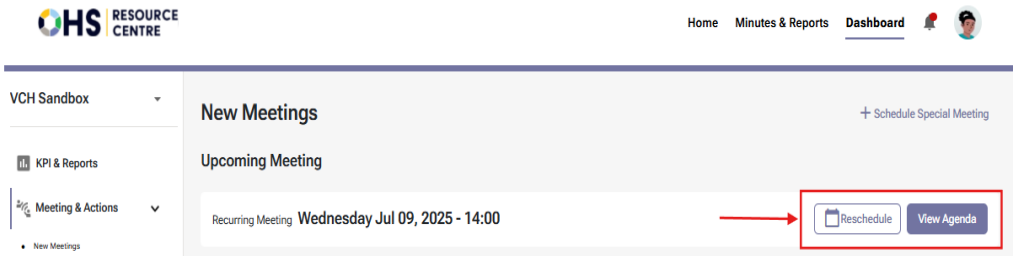
- You can also add a new business (Suggested Agenda Item) from the Agenda Item library, and they will automatically be populated to the ‘New Business’ section in the draft and suggestion agenda phase.

  **Instruction to go to the Agenda Item library:** Dashboard->Meeting & Actions->Agenda Items->Suggested Agenda Item->Add.

## 2.7.3 Reviewing a Recommended Agenda Item

2.7.3.1 As a Committee Member, particularly a Co-Chair, you will need to review recommended business agenda items.

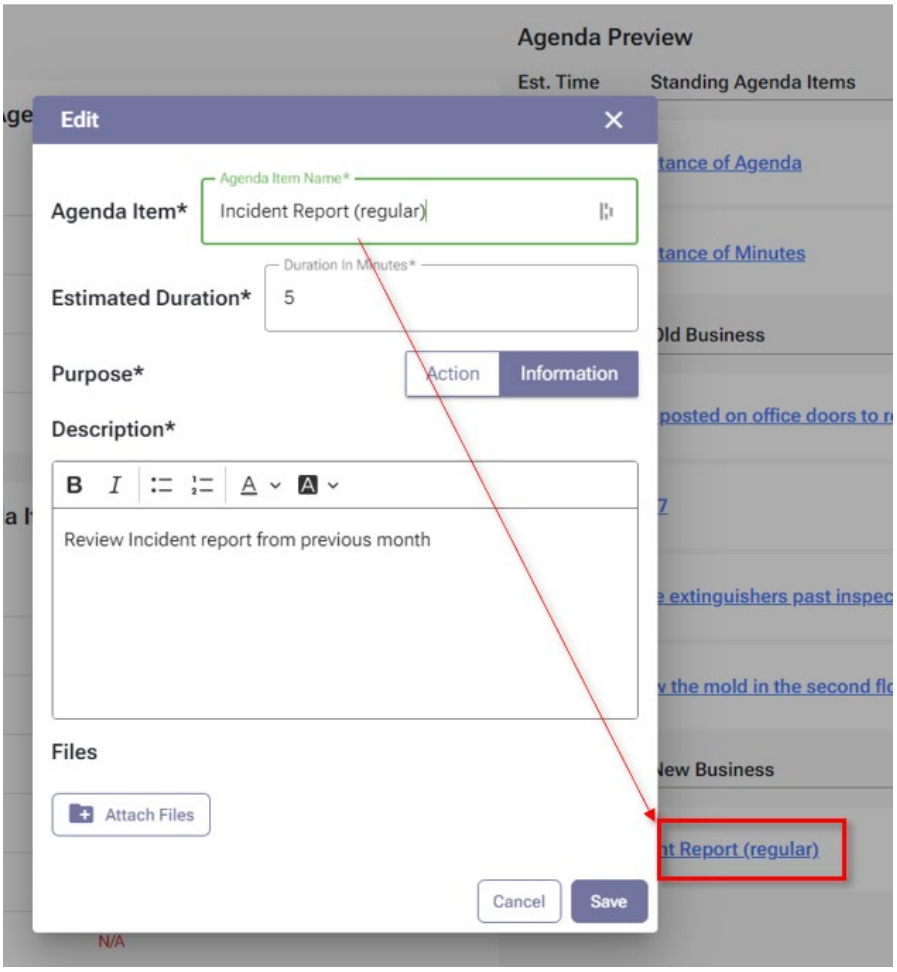
2.7.3.2 To do this, select: ‘Meetings and Actions’, followed by ‘New Meetings’.




2.7.3.3 Once you access the ‘New Meetings’ page, select the ‘Edit Agenda’ or ‘View Agenda’ option. Depending on the process phase, this will take you to the ‘Edit Draft Meeting Agenda’ or ‘Finalized Meeting Agenda’ page. This is where you can review attendance and quorum status, add guests, and review the current agenda (standing agenda items and new/old business). The co-chair or admin assistant can rearrange the new business items.

2.7.3.4 Here, you can review the ‘Suggested Agenda Items’ (New Business) or details for the meeting.

2.7.3.5 To review the details of the agenda item you want to check, click the hyperlink. A pop-up box containing the suggested agenda item description, creator, purpose, and estimated time will appear.




2.7.3.6 You can review who issued agenda items by selecting the hyperlinked description, which creates a pop-up box. At the top of the pop-up box, look for 'Creator', as this will tell you who proposed this item.

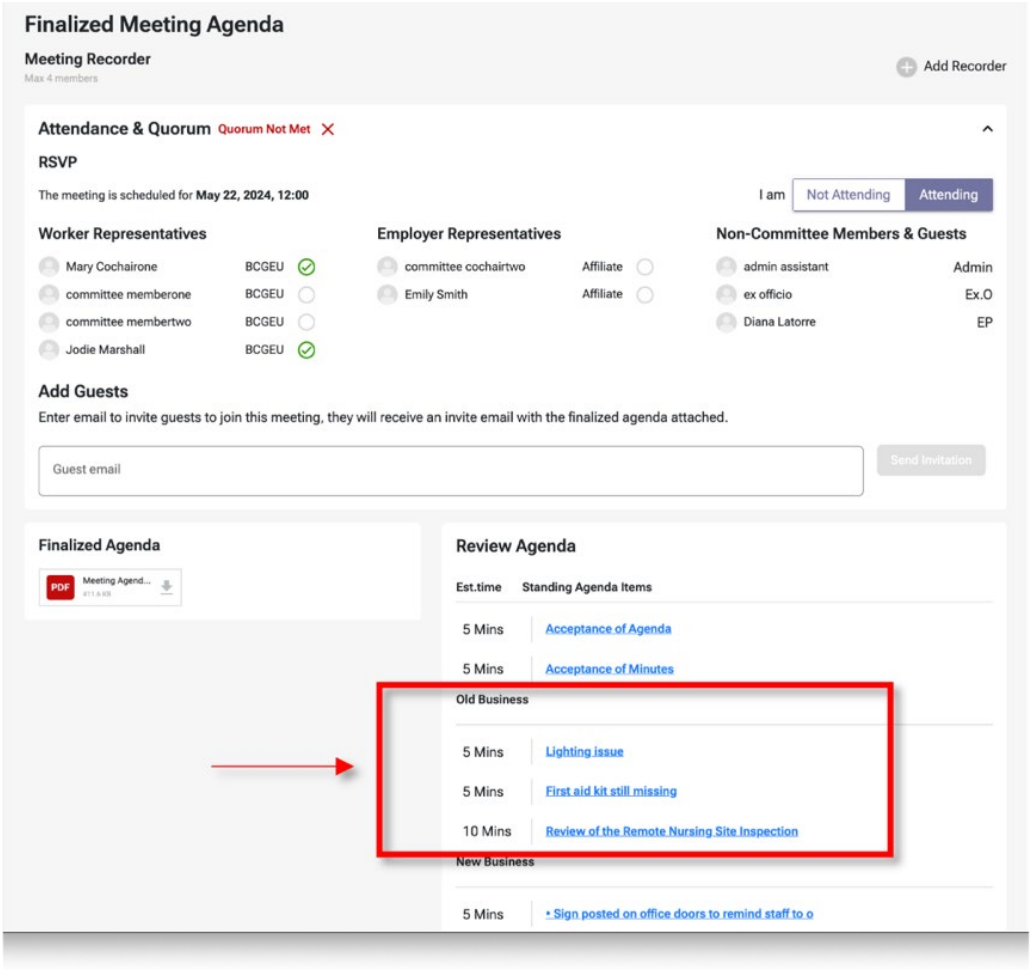
2.7.3.7 As a Committee Member, particularly a Co-Chair, you will need to review old business agenda items to know the status of action items to report updates to the system.

## 2.7.4 Reviewing Old Business Items

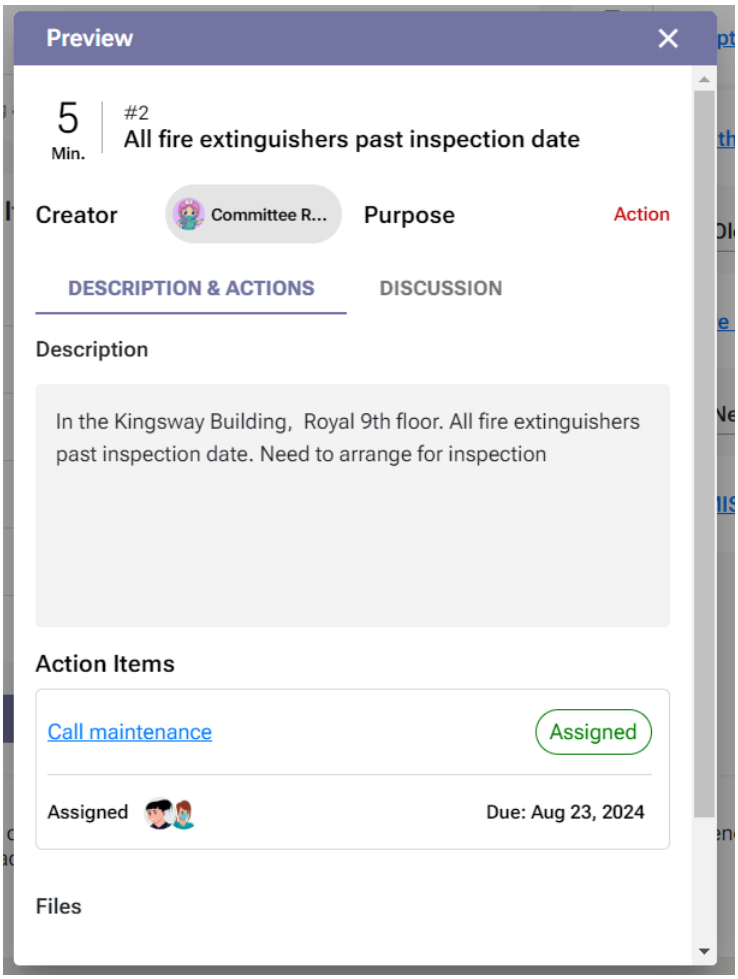
2.7.4.1 As a Committee Member, particularly a Co-Chair, you will need to review old business agenda items to know the status of action items to report updates to the system.

2.7.4.2 To do this, In the 'Edit Draft Meeting Agenda' or 'Finalized Meeting Agenda' page screen is where you can review attendance and quorum status, add guests, review the finalized agenda (standing agenda items and new/old business).

2.7.4.3 To review ‘Old Business’ items, select the chosen item (hyperlinked) in the box. The Co-Chairs or Admin Assistant role can remove or rearrange old business items.




2.7.4.4 When you select a hyperlinked ‘Old Business’ item or Standing Agenda Item, a preview window will appear that contains the details of the previous meeting’s discussion notes, and the status of the action item(s) associated with it.




### 2.7.5 Opening and Accepting a Meeting Invite (ICS File):

Depending on the email program committee members and guests use, the ICS file process may look different. However, the general process is described below:

### 2.7.5 Receiving the Invite:

**Email Notification -** The user receives an email notification with the meeting invite attached as an ICS file. This email is usually sent by the OHS Resource Centre system, which manages the calendar invites.

### 2.7.6 Opening the ICS File:

2.7.6.1 **Email Client** - Open the email containing the ICS file attachment. Most email clients (such as Outlook, Gmail, and Apple Mail) display the ICS file as an attachment or within the email body.

2.7.6.2 **Download/Preview** - Click on the ICS file to either download it to your device or preview it within the email client. In most cases, clicking on the file will automatically be displayed, and you can add it to your calendar.

**Note**

- You may get a security warning message; you need to allow the system to open and save the invitation.

### 2.7.7 Reviewing the Invite:

**Event Details** - Review the meeting details, such as the date, time, location (if applicable), and any additional notes or agenda items included in the invite. This information is typically displayed in a pop-up window or within the calendar application interface.

### 2.7.8 Accepting the Invite:

2.7.8.1 **Calendar Application** - Use your calendar application (such as Google Calendar, Microsoft Outlook, or Apple Calendar) to add the invite to your calendar.

2.7.8.2 **Confirmation** - You need to confirm your attendance using the OHS Resource Centre system. To see the steps, please see the 'Confirming Attendance' section.

### 2.7.9 Synchronization:

**Automatic Sync** - Depending on your calendar settings, you may receive notifications or reminders as the meeting date approaches.

**Note**

- Currently, committee members will not receive notifications if a meeting is rescheduled. The system currently does not send automatic notifications for rescheduled meetings. Until the system can automate notifications, users must manually inform participants about the rescheduled meeting details. This can be done via email or other communication channels.

# 3. During the Meeting

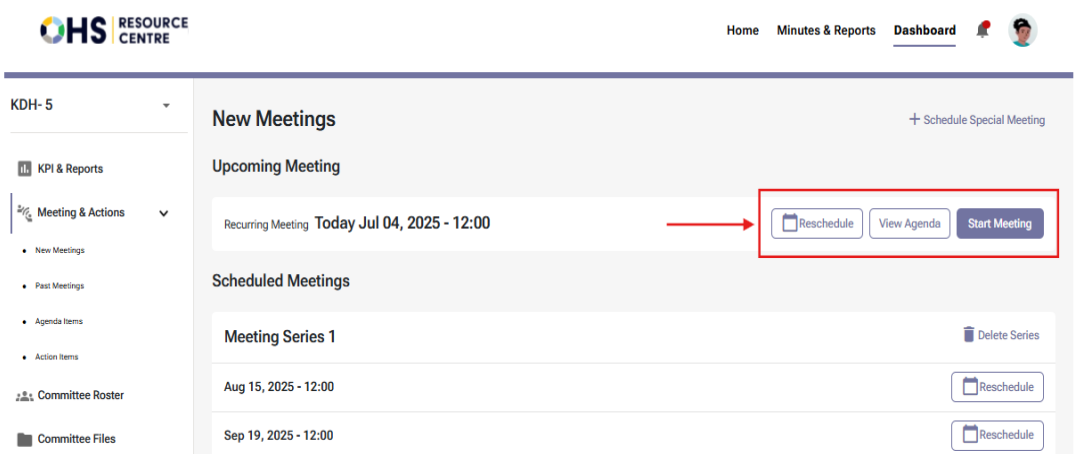
Actions During the Meeting
Applies to:

- Admin Assistant
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges.

## 3.1 Starting the Meeting

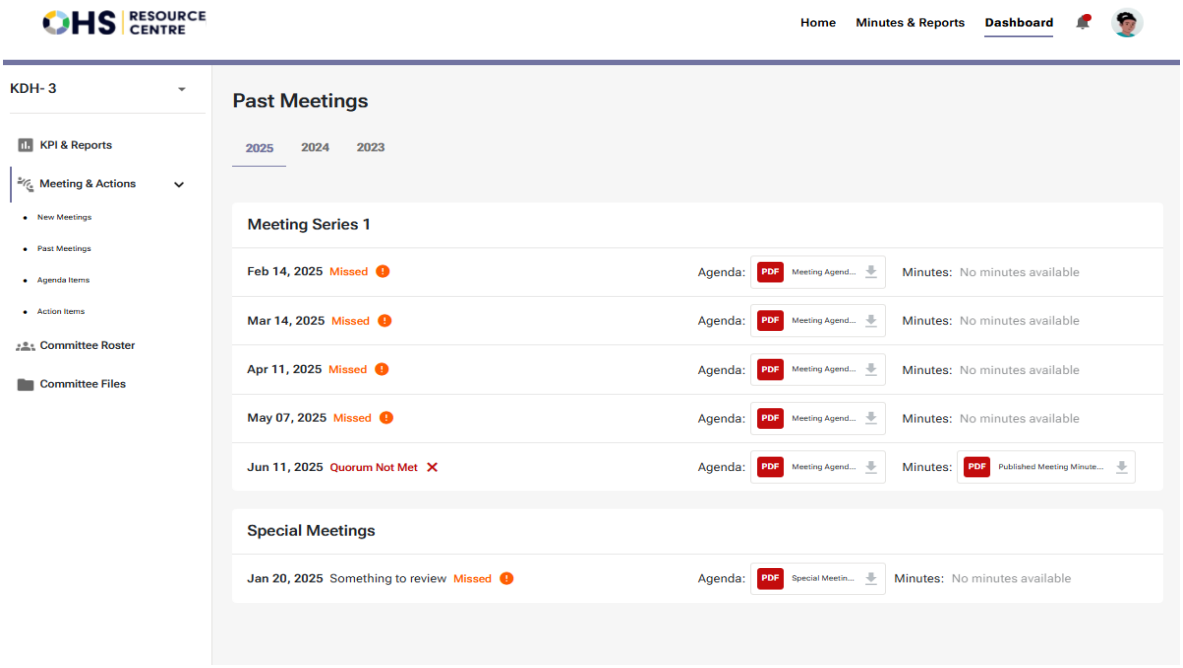
The Co-Chair, Admin Assistants or Recorders are responsible for starting the meeting by confirming attendance. However, they can update the attendance at any point during the meeting and after the meeting is adjourned on the ‘Edit Minutes’ screen (before publishing the minutes). If a quorum is not met, the meeting will still proceed, and the participants will still be able to make decisions. To do this:

1. Click the 'Dashboard' tab on the page header.
2. Click on the committee's name and the 'Meeting & Actions' link.
3. Click ‘New Meetings.’
4. Click ‘Start Meeting’ at the top of the screen.

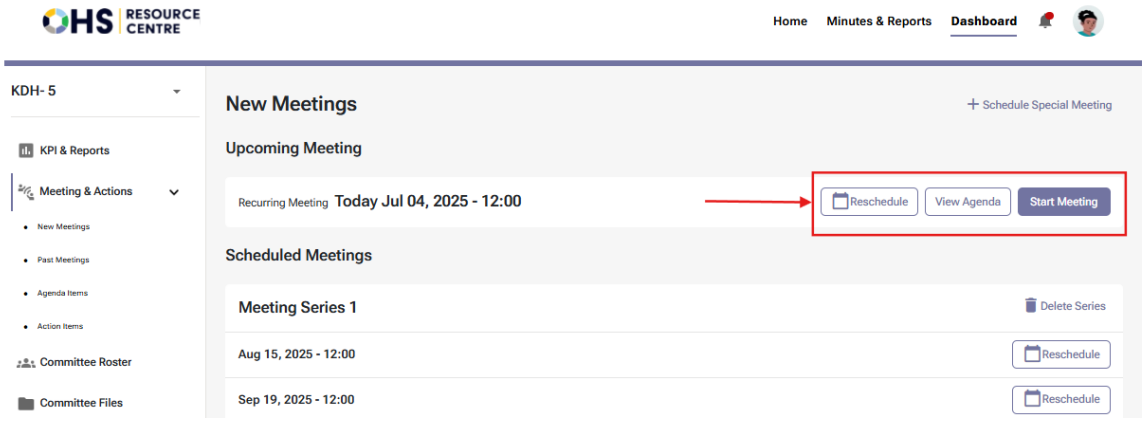



**Note**

- The ‘Start Meeting’ button is available 24 hours before and after the scheduled meeting time. If not used, the meeting will move to ‘Past Meetings’ and be marked as missed. Co-chairs can reschedule within the same calendar month; after that, the meeting will be marked as ‘missed’ and cannot be rescheduled.




- A pop-up box will appear to confirm the start of the meeting. If you selected this button by mistake, you would have the option to go back.



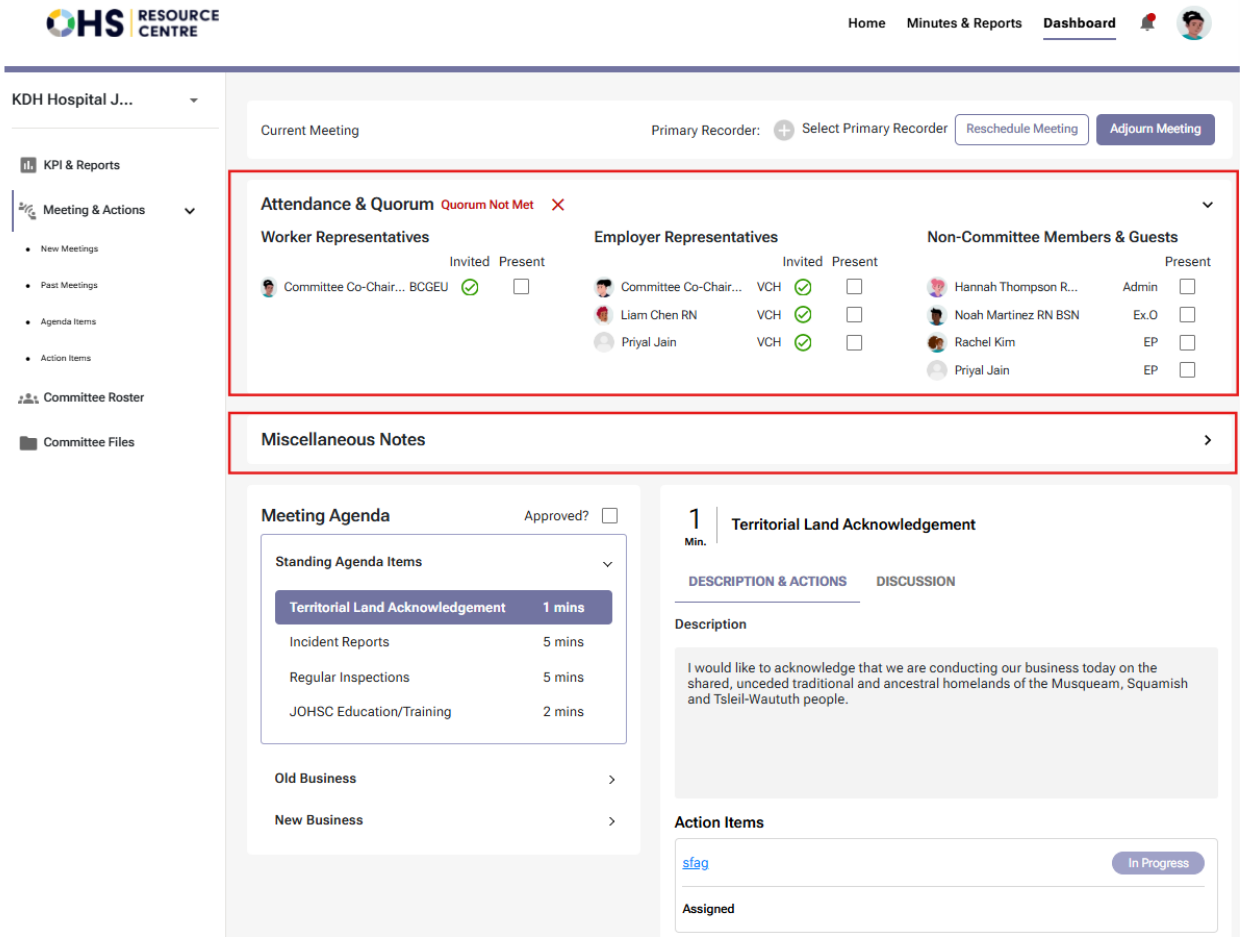

## 3.2 Check Attendance

- After clicking 'Yes, Start Meeting', you will be directed to the 'Current Meeting' page. Manually add attendees by selecting the 'Present' buttons in the 'Attendance & Quorum' section (screenshot below).

- The ‘Current Meeting’ page defaults to ‘quorum not met’. If a quorum is not met, you have the option to ‘Adjourn Meeting.’ Alternatively, if participants still wish to proceed without a quorum, the meeting can continue. In this case, the meeting minutes will indicate ‘quorum not met.’ You can still decide which agenda items to review, postpone, or take other actions on, and add or update action items.

**Note**

- On the Edit Minutes screen (before publishing), you can update the attendance of current members or add a new committee member who was added to the roster after the meeting was adjourned.
  The Miscellaneous field (see screenshot below) can be used to record the name of any guest who attended the meeting or to capture and communicate relevant contextual information that does not fit into any other structured fields. Any text entered here will appear in the meeting minutes.

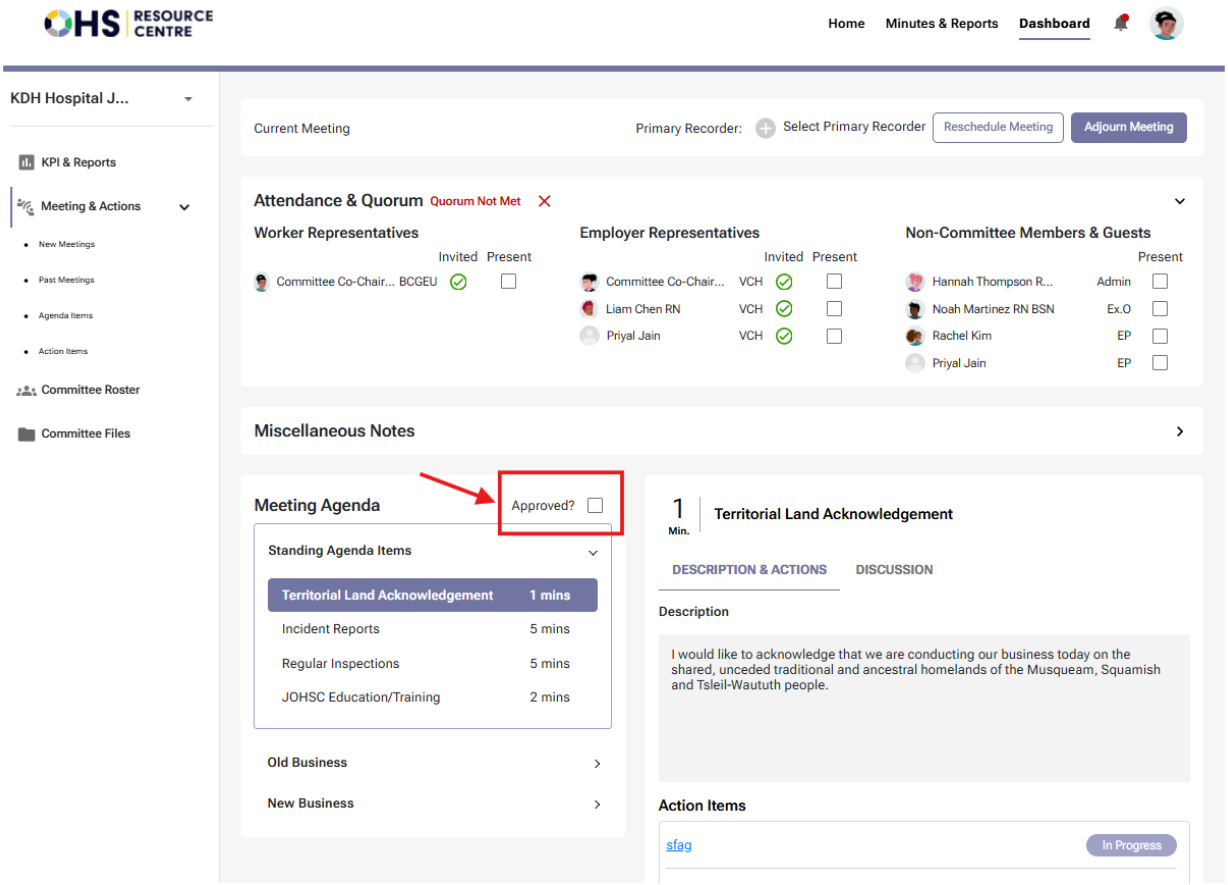



## 3.3 Check and Approve the Agenda

3.3.1 A button labelled “Approved?” will appear regardless of whether the quorum is met. This button is simply part of the regular committee process to approve the agenda and does not have any functional purpose linked to it.

**Note**

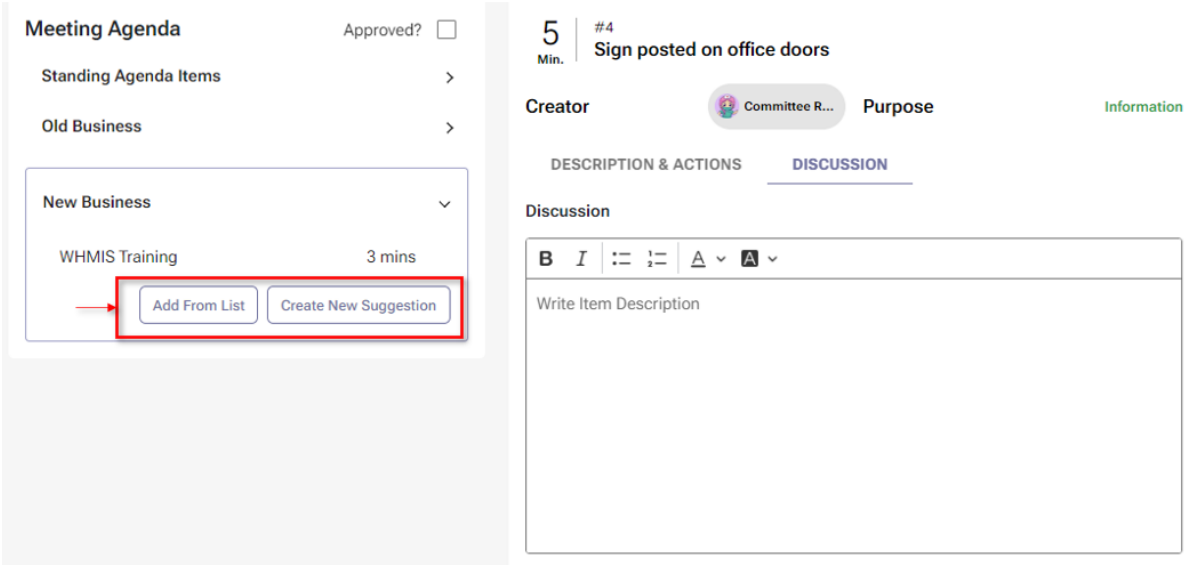
If not manually adjourned, the system will automatically adjourn the meeting 24 hours after the meeting starts.




## 3.4 Add and Update Agenda Items

3.4.1 As the meeting discussion moves forward, the primary meeting recorder should use the ‘Add from List’ and ‘Create New Suggestions’ options in the ‘New Business’ section to include additional agenda items for discussion (refer to the screenshot below). The primary recorder should also take notes in the ‘Discussion’ field and add any relevant files or action items during the discussion in standing as well as old/new business agenda items. Detailed

instructions on how to do this will be provided later, with an example in the 'Old Business' section.'




**Note**

- If new suggestions are added during the meeting, the recorder will be listed as the owner of the new agenda items. You can enter the name of the actual task owner in the 'Discussion' form.

3.4.2 Once the agenda item has been discussed, the recorder can decide the status of agenda items by selecting one of the following options (more detail will be explained later in this manual):

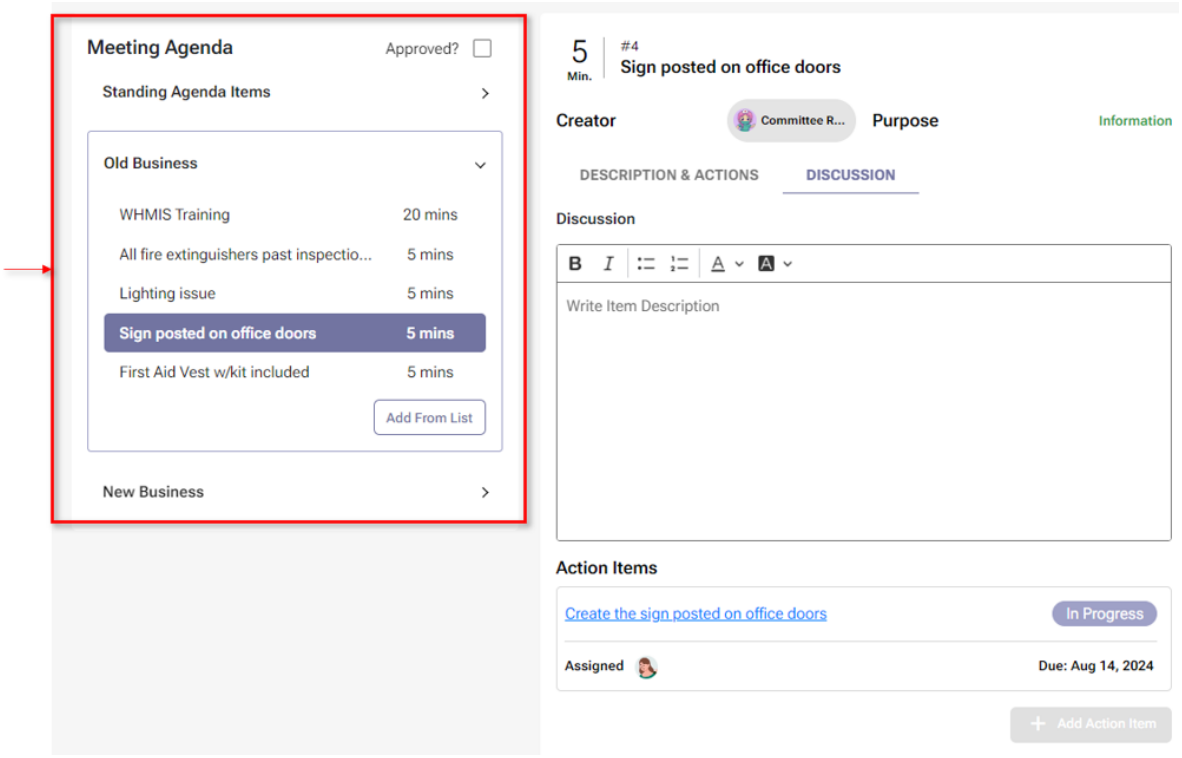
- **Postpone:** if a decision has not been made or needs further discussion, the recorder can postpone it by # month(s) to review it in a later meeting. The item will automatically populate on the agenda for the meeting month you selected, but the system allows you to manually add it to the agenda if the committee wishes to discuss it earlier.
  **Note:** A long-running agenda item is an agenda item that has been postponed for more than three months (default), but that can be adjusted by the committee co-chairs to up to 12 months.
- **Carry Forward to Next Meeting:** If a decision has not been made or needs further discussion, and the committee decides to review it in the next meeting, the agenda item will automatically appear on the agenda for the next meeting.

- **Complete:** If the agenda item discussion has no outstanding items to cover.
- **Reject Agenda item:** if the committee decides that the agenda item is not necessary or relevant anymore.

**Note**

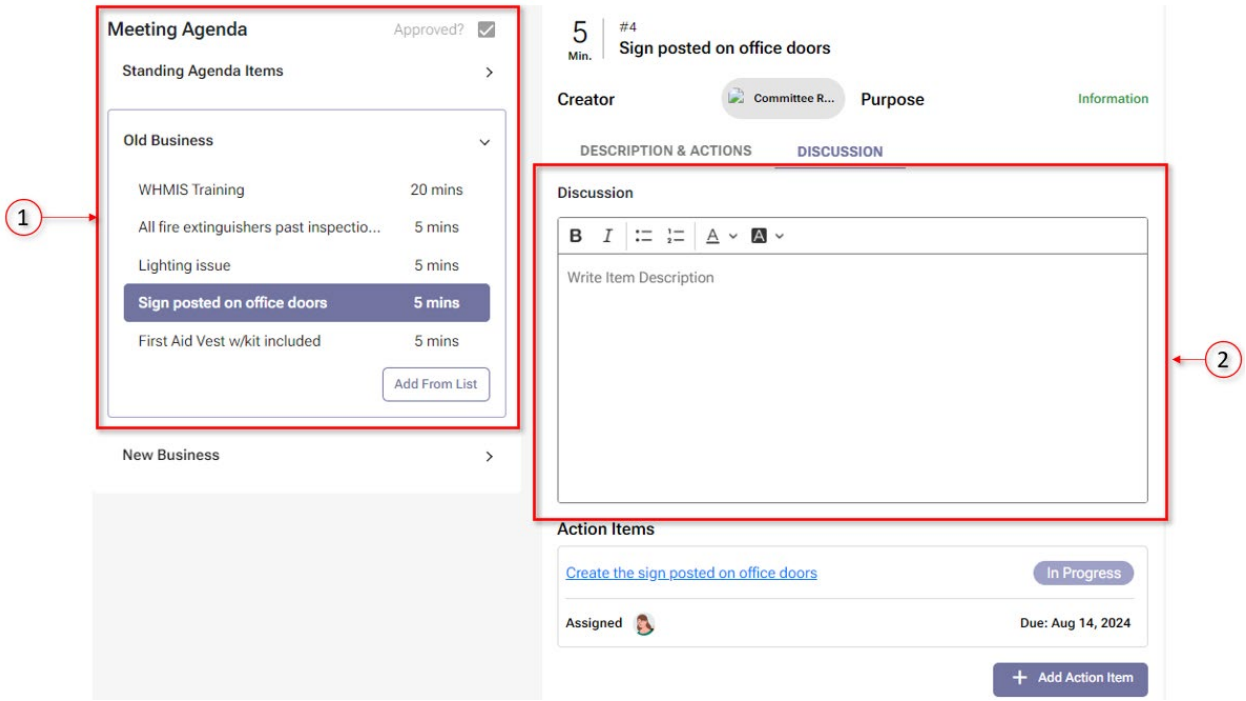
- If an agenda has an open action item, you cannot complete or reject the agenda item. The action item(s) will need to be completed or cancelled.

3.4.3 Depending on how the recorder facilitates the meeting, they can move to the next section of the business. In the example below, the recorder selected to move onto 'Old Business' (see highlighted box).




3.4.4 In the 'Old Business' section, select the item to be discussed. This will highlight the item (see below screenshot, highlighted box number 1) and open the 'Discussion' box for you to capture the discussion notes (see number 2). The 'Discussion' box has a 2000-character limit.

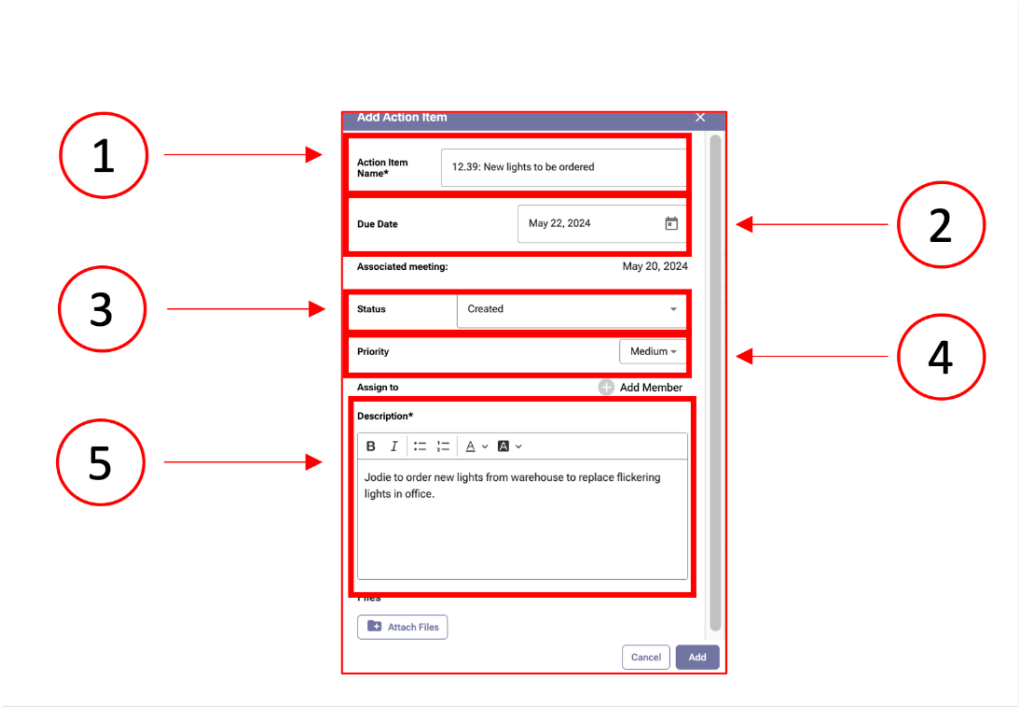
3.4.5 From this form, you can add action items. When you select '+ Add Action Item', a pop-up box will appear where you can leave details on the action items.



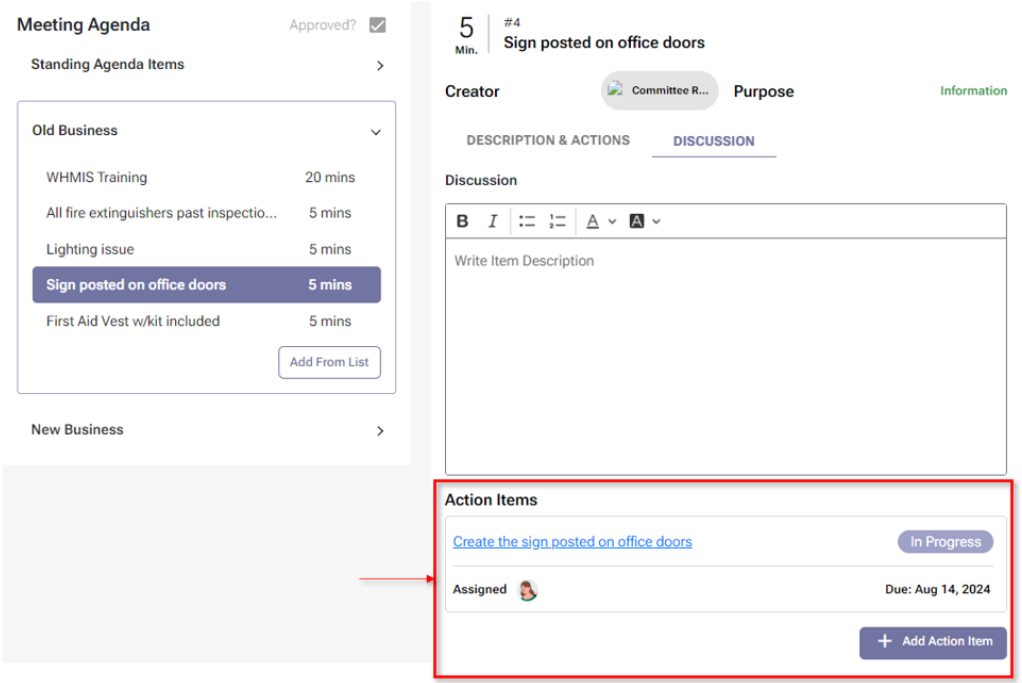

3.4.6 In the pop-up box that appears after you select '+Action Item', complete the pop-up box as thoroughly as possible to ensure that the action item can be clearly understood and communicated to those responsible. As you will see in the screenshot below:

- **Highlighted box number 1** displays the name of the action item.
- **Highlighted box number 2** displays the due date of the action item
- **In highlighted box number 3,** you can choose from a range of options that matches the status of the action item (e.g., 'Created', 'Assigned', 'Completed' etc.).
- **In highlighted box number 4,** the recorder should mark the action item according to its agreed priority level,
- **In highlighted box number 5,** the system allows the recorder to capture description/discussion notes.

3.4.7 In this pop-up box, the recorder can also attach files, add member(s) who are responsible for the task, and cancel/add the task to the record.

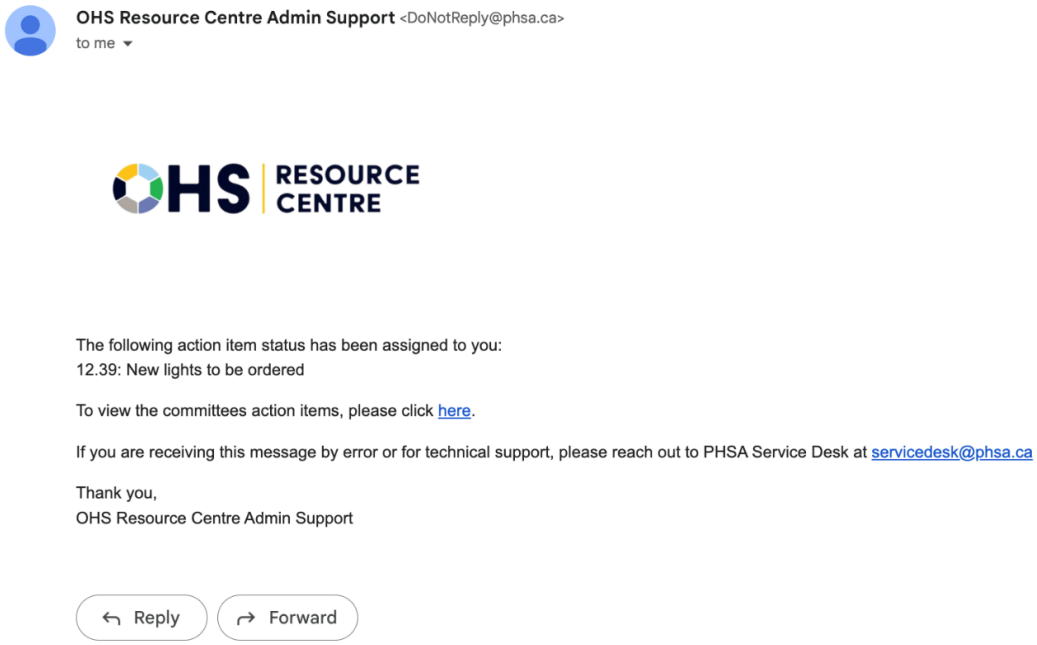



3.4.8 Once the action has been added, as is shown in the screenshot, the action item is recorded in the 'Action Items' section. Committee members assigned to this action item will also receive an email confirming the task and providing details (see second screenshot below).



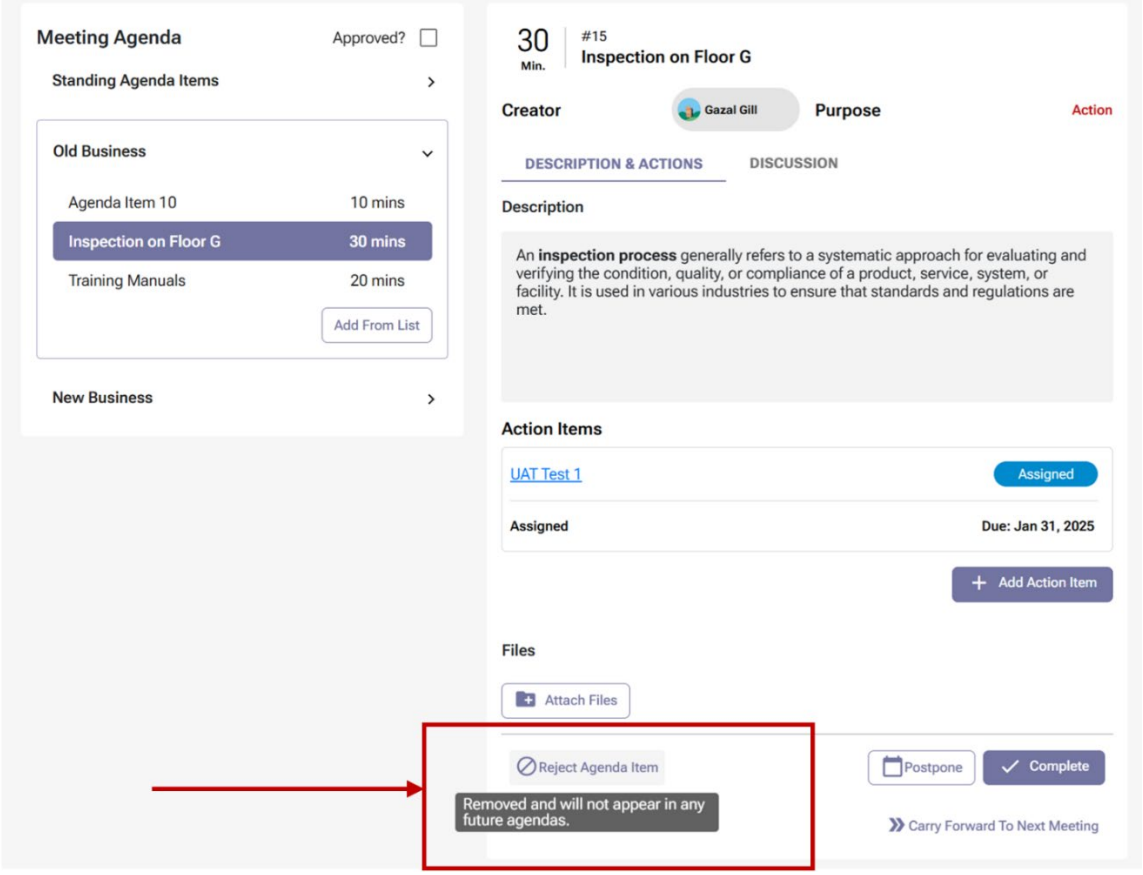

**Note**

- Action items can be added under any agenda items: Standing, Old, or New Business.

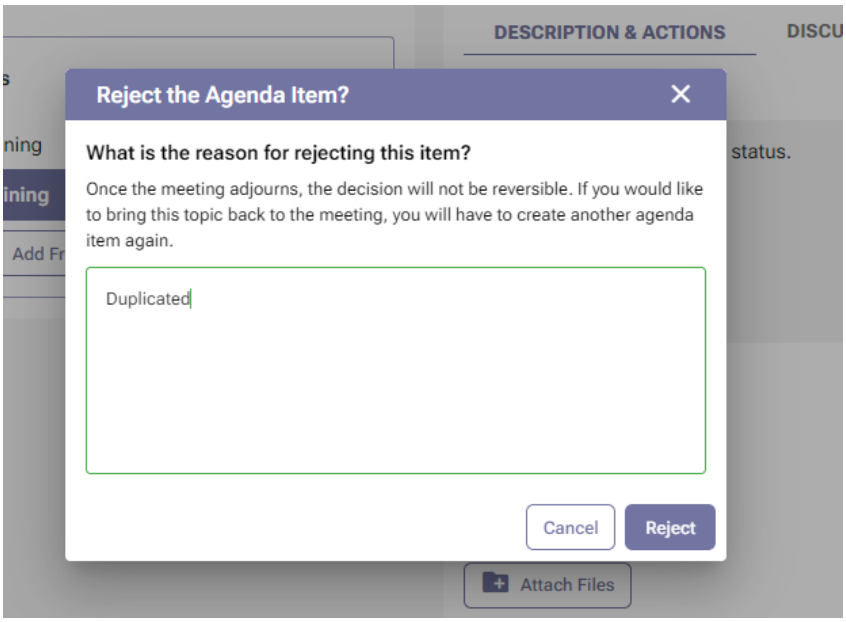



**Reject Agenda item**

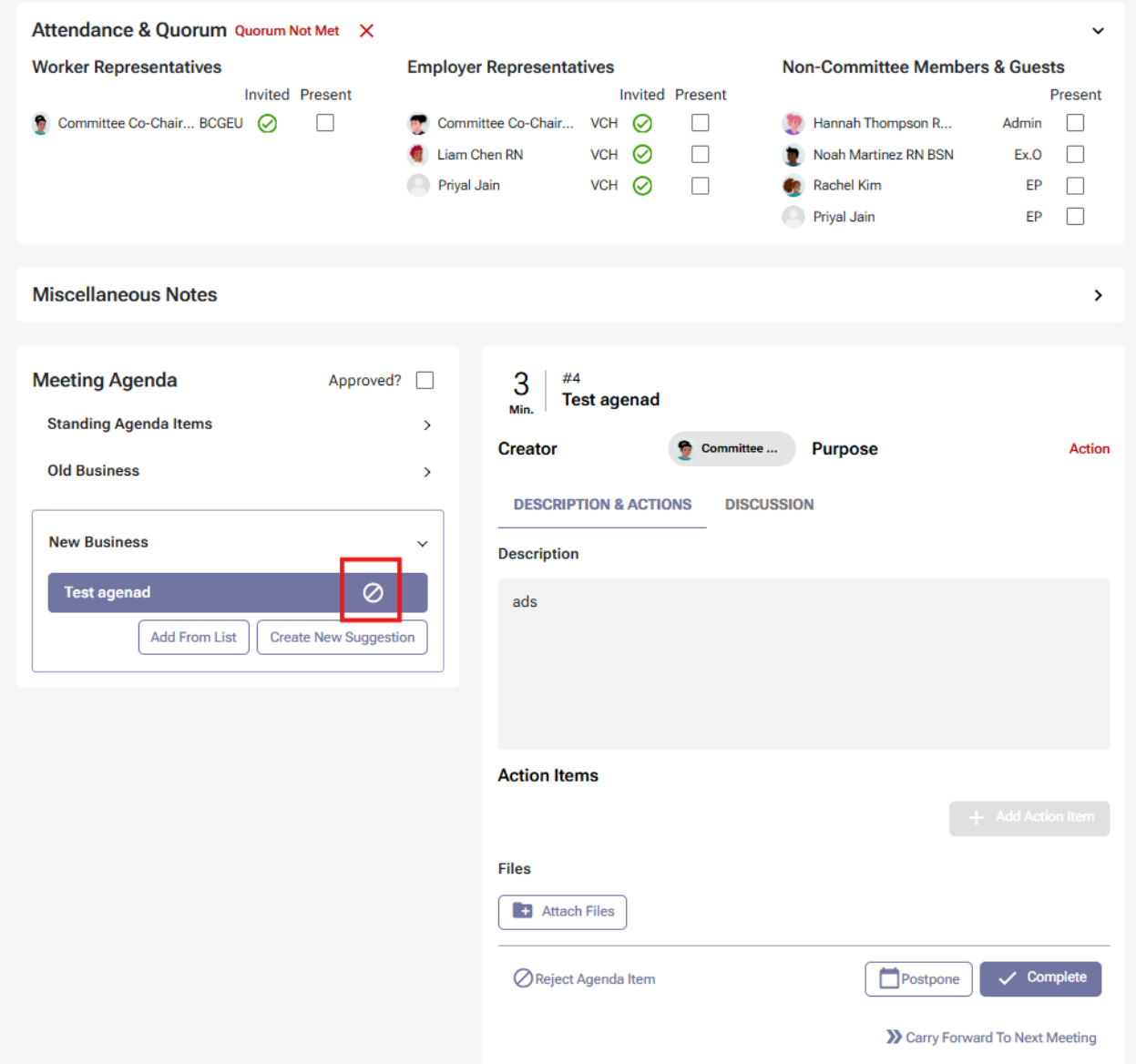
3.4.9 Select ‘Reject Agenda Item’ to remove an agenda item. Once this option is selected, a pop-up box will appear. A hover-over text for Reject button displays the corresponding actions to enhance clarity on their functionality (see screenshot below).




In the pop-up box, leave as much detail as possible as to why this item is to be rejected from the meeting agenda. After completing the description, select the 'Reject' button. If a pop-up appears at the top of the screen that states, 'Cannot reject or complete agenda item. Please close all agenda action items.' This is because all action items associated with agenda items must be closed (closed means either being completed or cancelled).

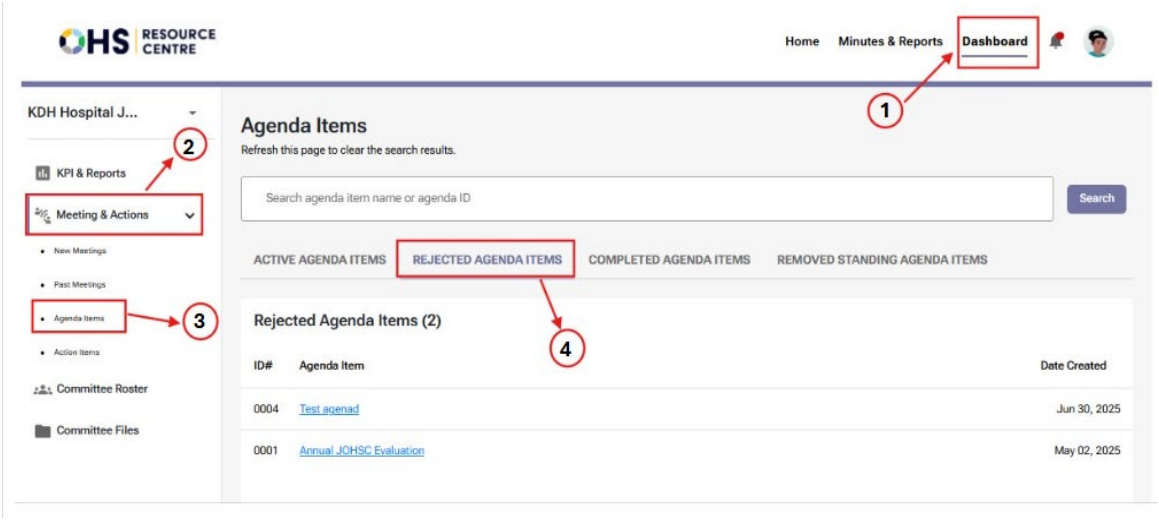



3.4.10 Once the item has been rejected, a rejected icon will appear next to it (see screenshot).



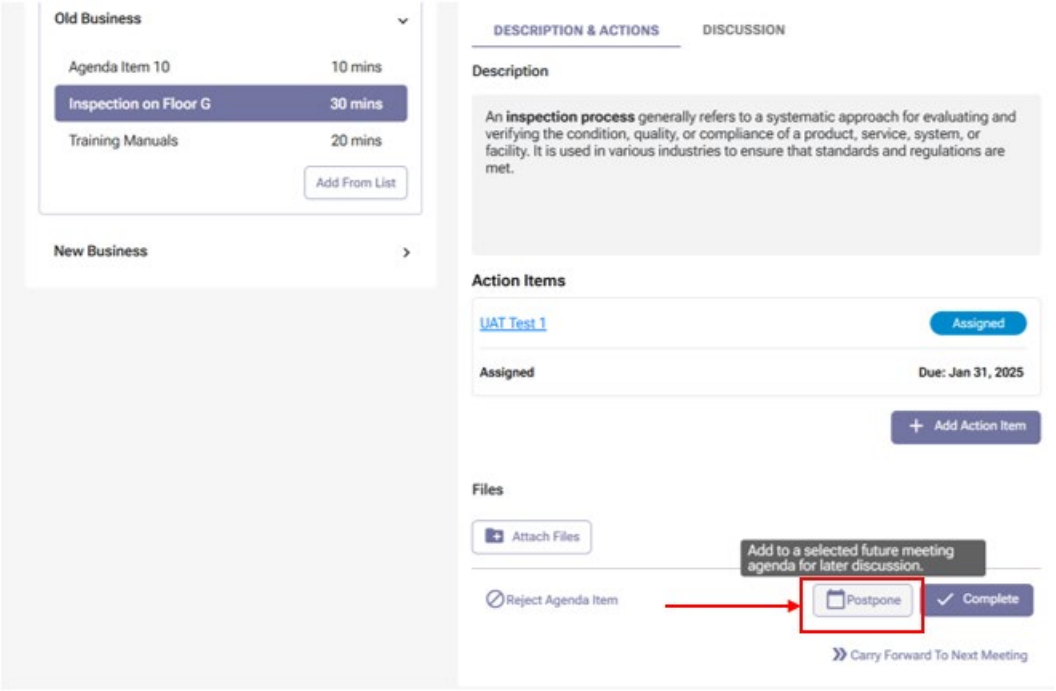

3.4.11 In addition, you can also check all the rejected agenda items with the following structure:

- Click the ‘Dashboard’ tab on the page's header.
- Click on the committee's name you want to check the rejected agenda items, and then click on the ‘Meeting & Actions’ link.
- Click on the ‘Agenda items’ link and select the ‘Rejected Agenda Items’ tab.




## Postponing an Agenda Item

3.4.12 To postpone an agenda item, click the "Postpone" button at the bottom of the form. A pop-up box will appear. A hover-over text for the "Postpone" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).



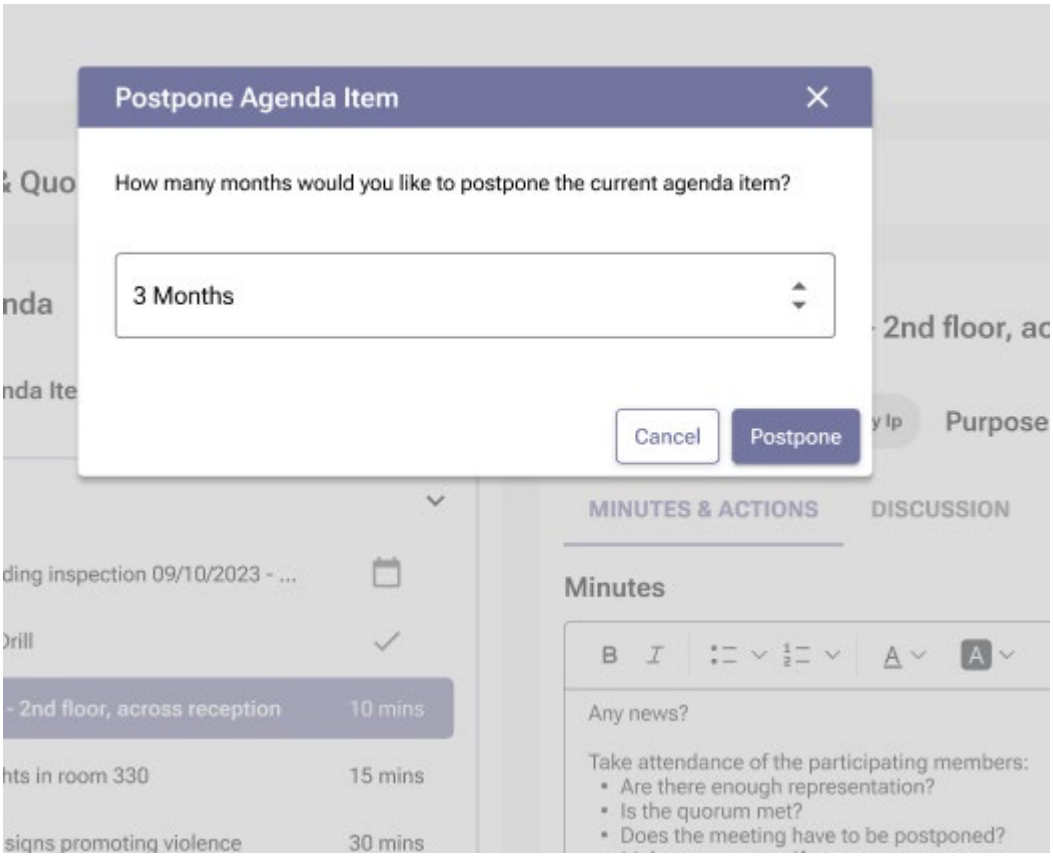

3.4.13 In the pop-up box, you will be given an option to choose how many months the item will be postponed. You can only postpone the agenda item for up to

11 months. A 12-month option will be available once the current meeting has been adjourned. Postponing the action item for 1 will be the same as carrying forward to the next meeting functionality.

**Note**

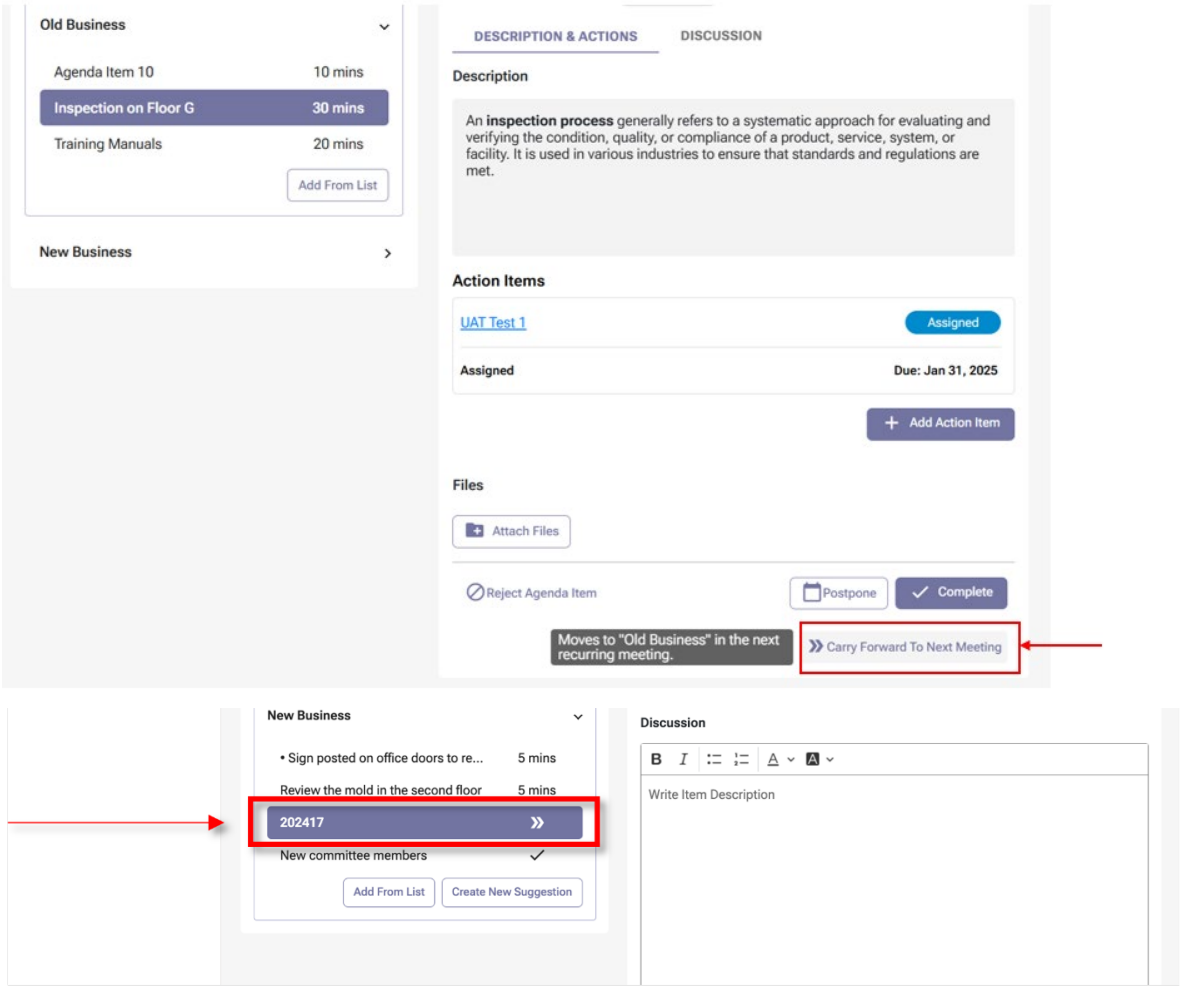
- It is important to note that these decisions and functions can only take place during the meeting and with consensus from the committee members. If the quorum is not met for the meeting, the recorder and attendees will still be able to make decisions (postpone, reject, complete, or carry forward to the next meeting) on an agenda item.

3.4.14 When the meeting for the postponed action item occurs in the following month, it will automatically be placed into the 'Old Business' section. However, if you have postponed the action for more than 1 month (e.g., 3 months), the agenda item will only appear in the 'Old Business' section on this date. If needed, you can add it to an earlier meeting.




**Carry Forward to Next Meeting**

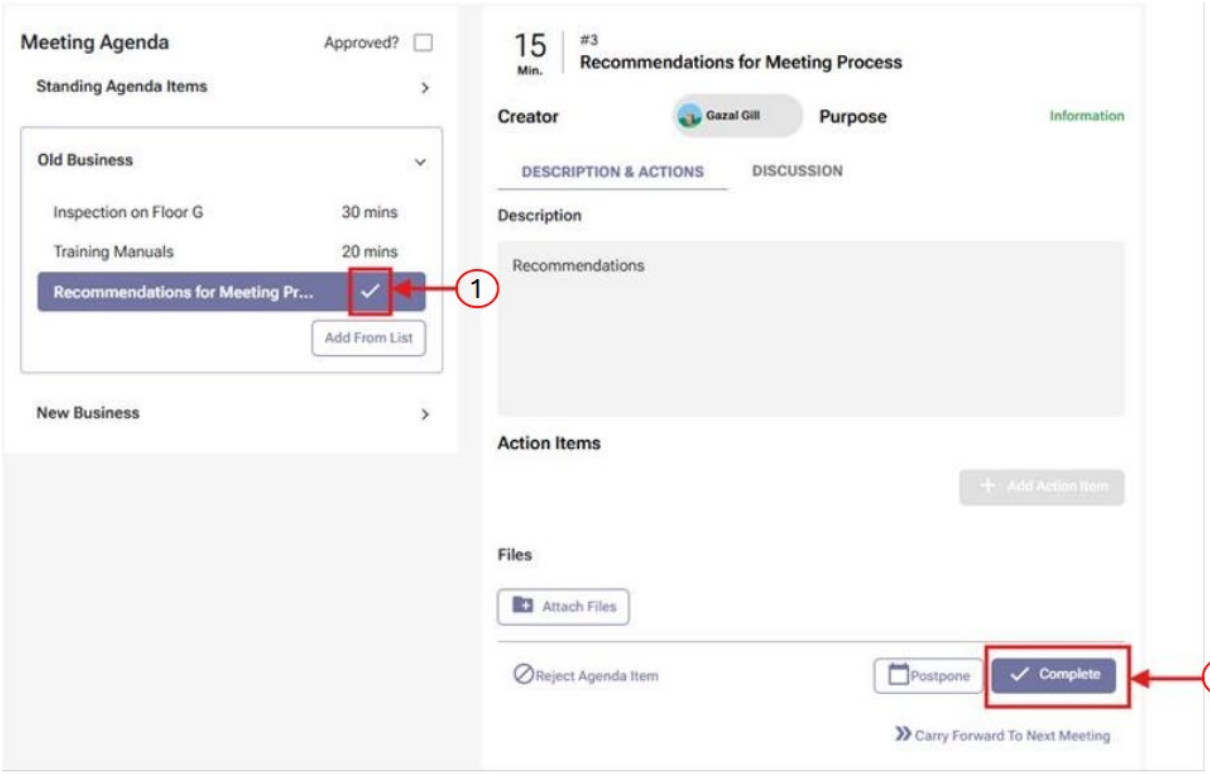
3.4.15 To carry forward to the next meeting, select the ‘Carry Forward to Next Meeting’ option at the bottom of the form (see the screenshot below). Selecting this option will add arrows to indicate that the item has been carried forward (see the second screenshot). A hover-over text for the "Carry Forward To Next Meeting" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).

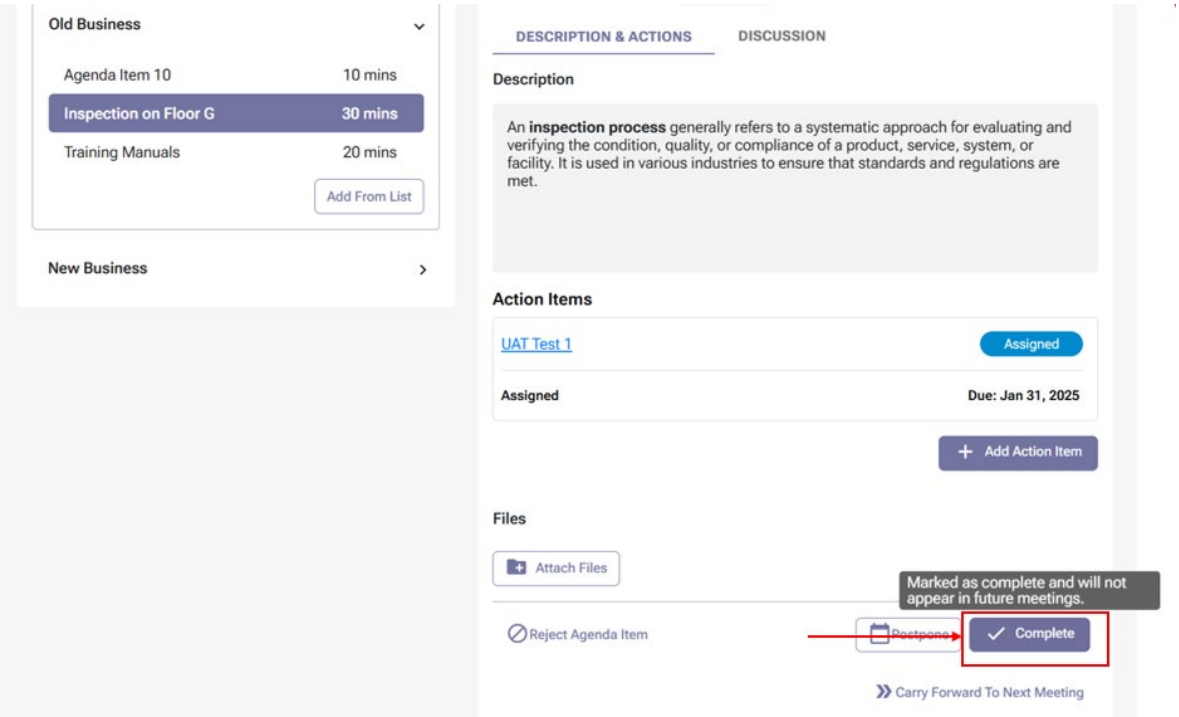



3.4.16 If there are agenda items left undiscussed, or a decision has not been made on it at the end of the meeting, it will automatically be carried forward to the next meeting date.

**Complete an Agenda Item**

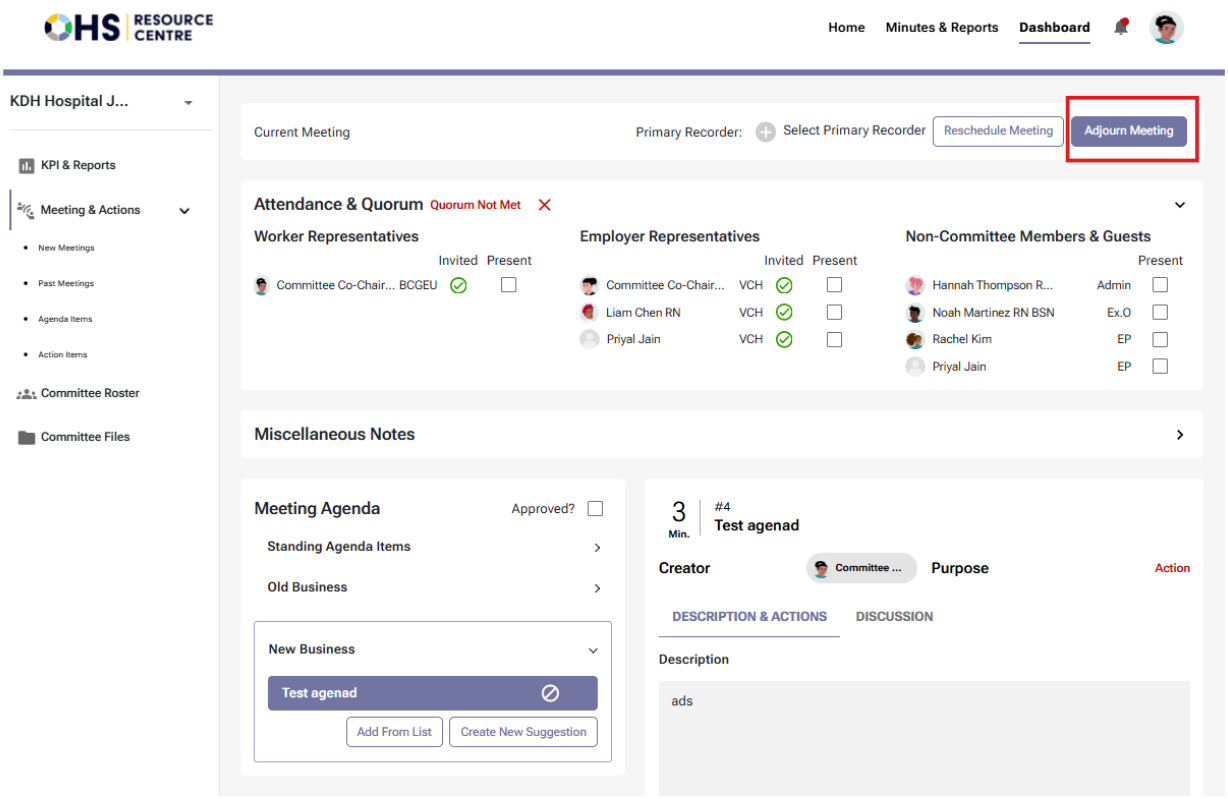
3.4.17 To close an agenda item that the committee had decided does not need further discussion and is complete, select the ‘Complete’ option at the bottom of the form (see screenshot number 1). When this is selected, the system adds a checkmark to denote that this item has been completed (see screenshot number 2). A hover-over text for the "Complete" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).



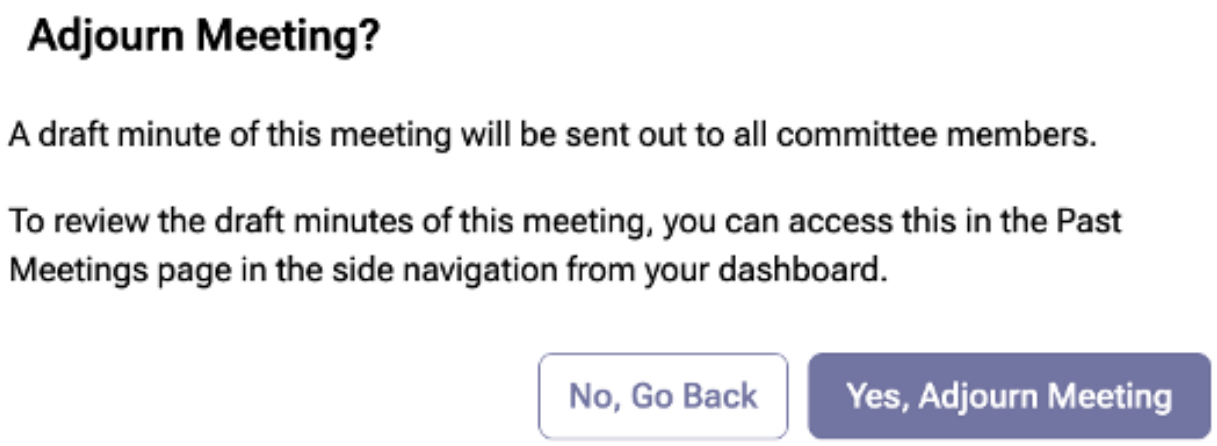



## 3.5 Adjourn the Meeting

3.5.1 After reviewing all agenda items, when the meeting time is up, or for any other reason deemed appropriate, select the primary recorder from the drop-down list and click the ‘Adjourn Meeting’ button (see screenshot below). If the ‘Adjourn meeting’ button has not been selected at any point during the meeting, the system will automatically adjourn the meeting 24 hours after you click the ‘Start Meeting’ button. In this case, the Primary Recorder field will be left blank in the draft minutes and must be selected on the Edit Minutes screen before publishing the minutes.




3.5.2 Once you have selected the 'Yes, Adjourn Meeting' button, the 'Meeting Completed' screen will pop up.



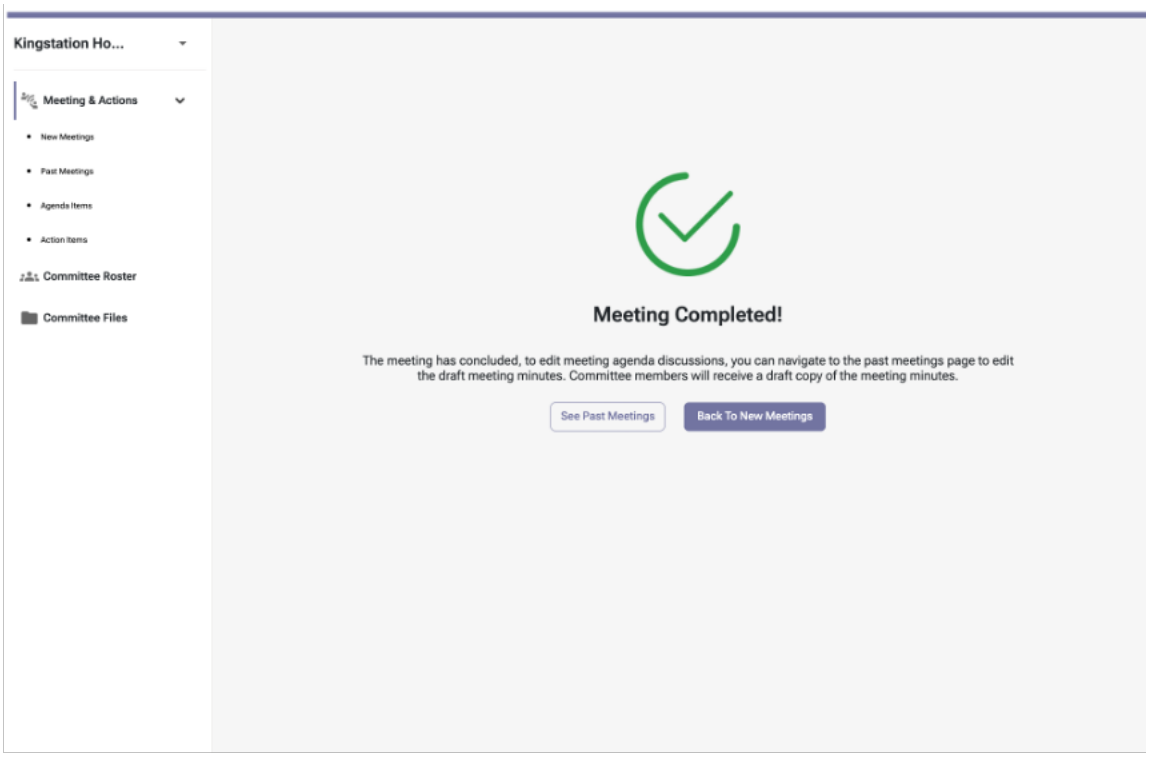

# 4. After the Meeting Is Adjourned

## 4.1 Actions After the Meeting

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- Committee members with meeting recorder privileges

4.1.1 Once the meeting is adjourned and the ‘Adjourn Meeting’ button is selected, the system will display the message shown in the screenshot below. This is your confirmation that the meeting has ended, and all discussion notes and action items will be issued to the attendees in a Draft Minutes Meeting PDF.




**Note**

- Action items marked as 'Completed' or 'Cancelled' will no longer appear in the agenda and minutes PDFs once 65 days have passed since their completed/cancelled date.

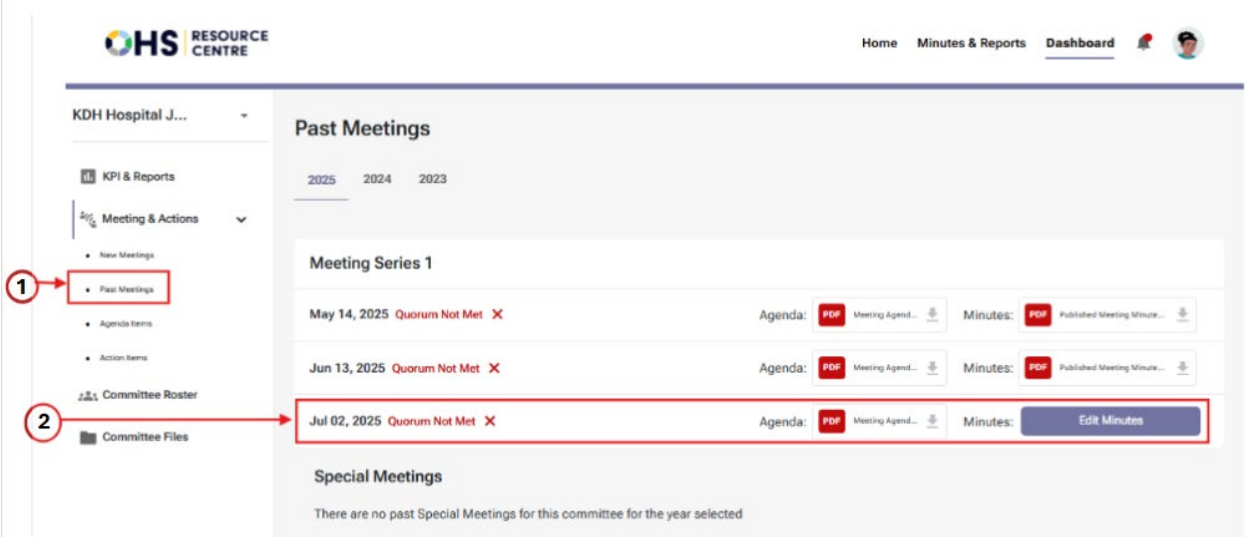
4.1.2 The meeting will no longer exist in the ‘New Meetings’ schedule, and it will appear in the ‘Past Meetings’ section (below screenshot, highlighted box number 1). Look for the meeting date that your meeting was held (highlighted box number 2) to access the agenda and minutes.
In the ‘Past Meetings’ section, you may see the following options depending on your role:

Committee Co-Chair, Admin Assistant, and Committee members with meeting recorder privileges roles:

- Download the 'Finalize agenda' (PDF)
- Have the 'Edit Minutes' functionality

Committee members role

- Download the 'Finalize agenda' (PDF)




4.1.3 If the meeting was adjourned, with or without meeting quorum, in the 'Past Meetings' section, you will see the 'Finalized Agenda' along with finalized minutes if they have been published. In case of missed meetings, only the finalized agenda can be seen.

**Note**

- The regular members must review the draft meeting minutes and make the co-chair, admin assistant and/or recorder(s) aware of any changes required.

## 4.2 Editing the Meeting Minutes

Applies to:

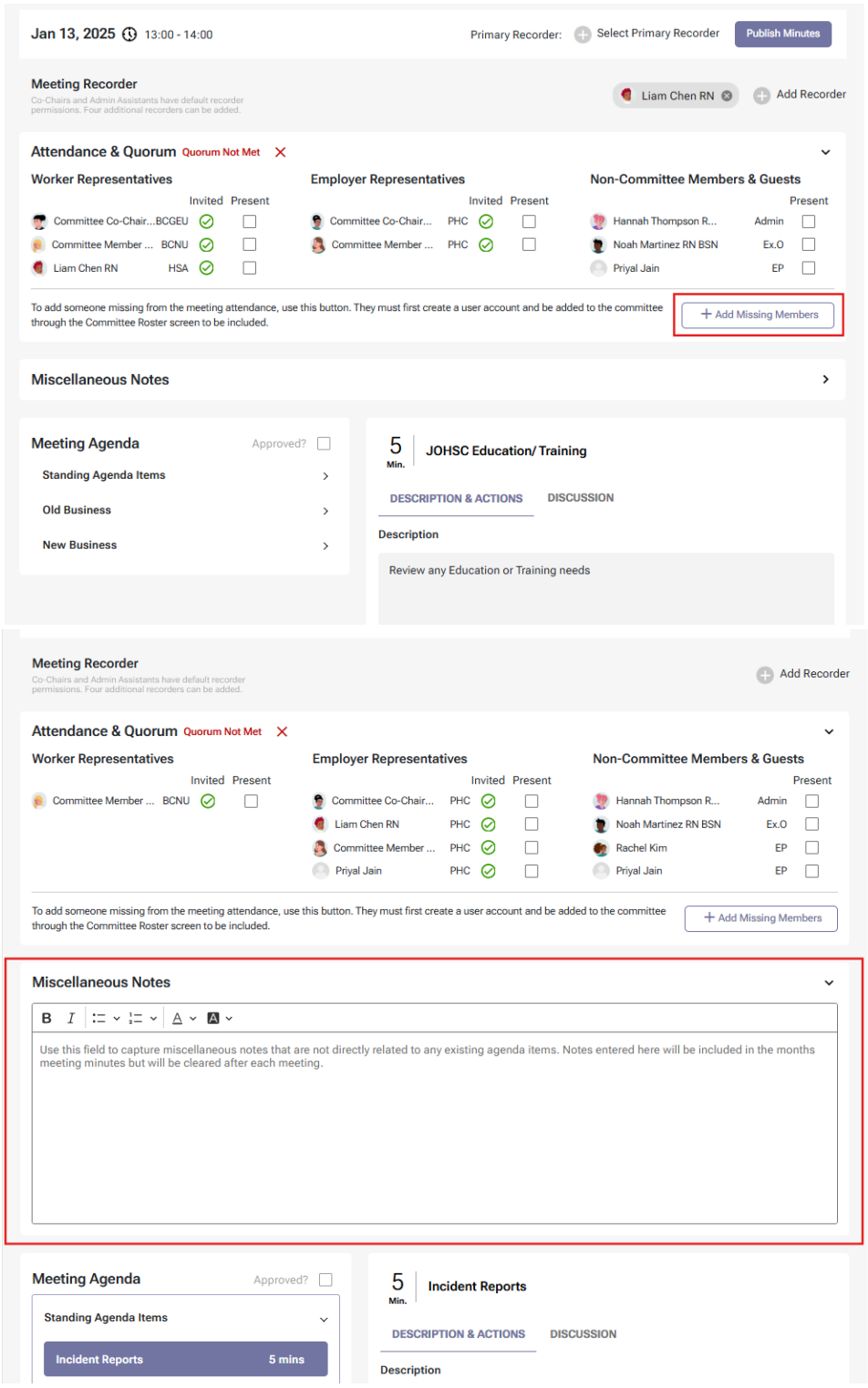
- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges

4.2.1 Once the meeting is adjourned, all committee members will receive a notification with a link to download or edit the meeting minutes based on their role (see 'Actions After the Meeting' - 4.1.3 section). This link directs users to the Past Meetings page.

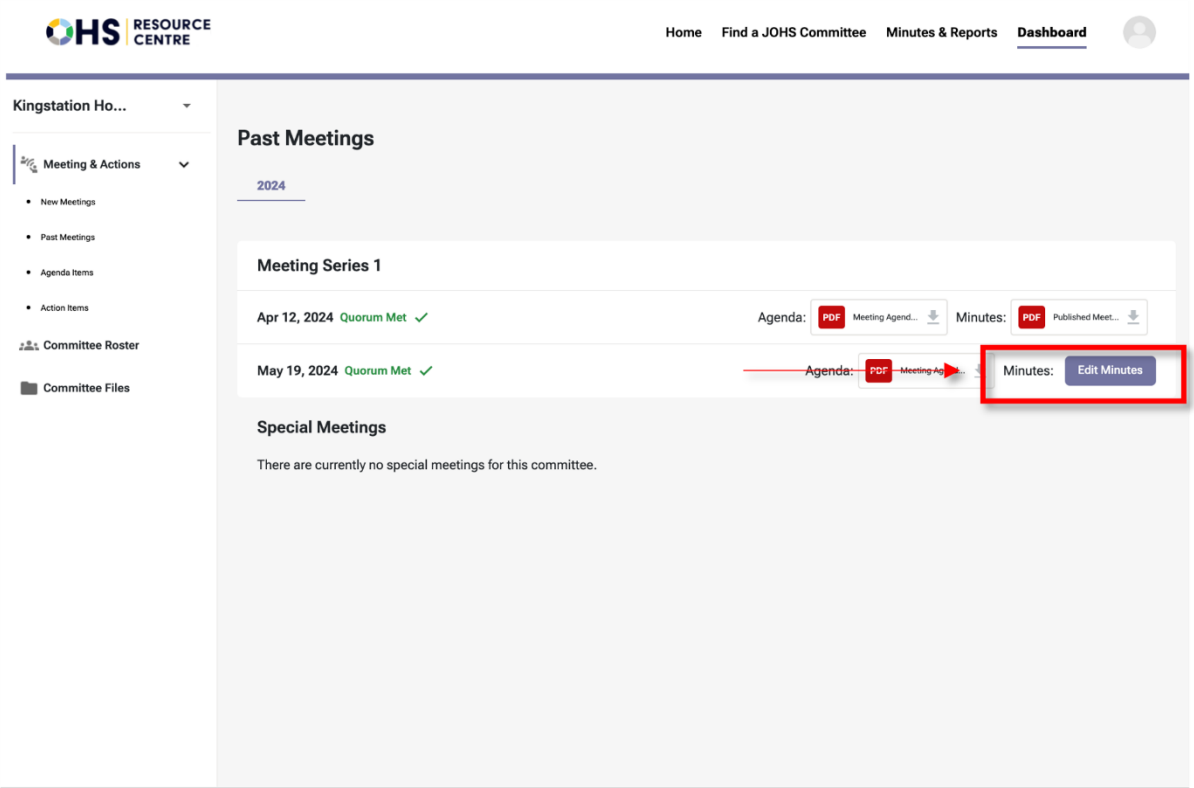
**Note:** Only the Co-chair, Recorder, and Admin Assistant will have access to edit the draft meeting minutes.

These roles can perform the following actions before the minutes are published:

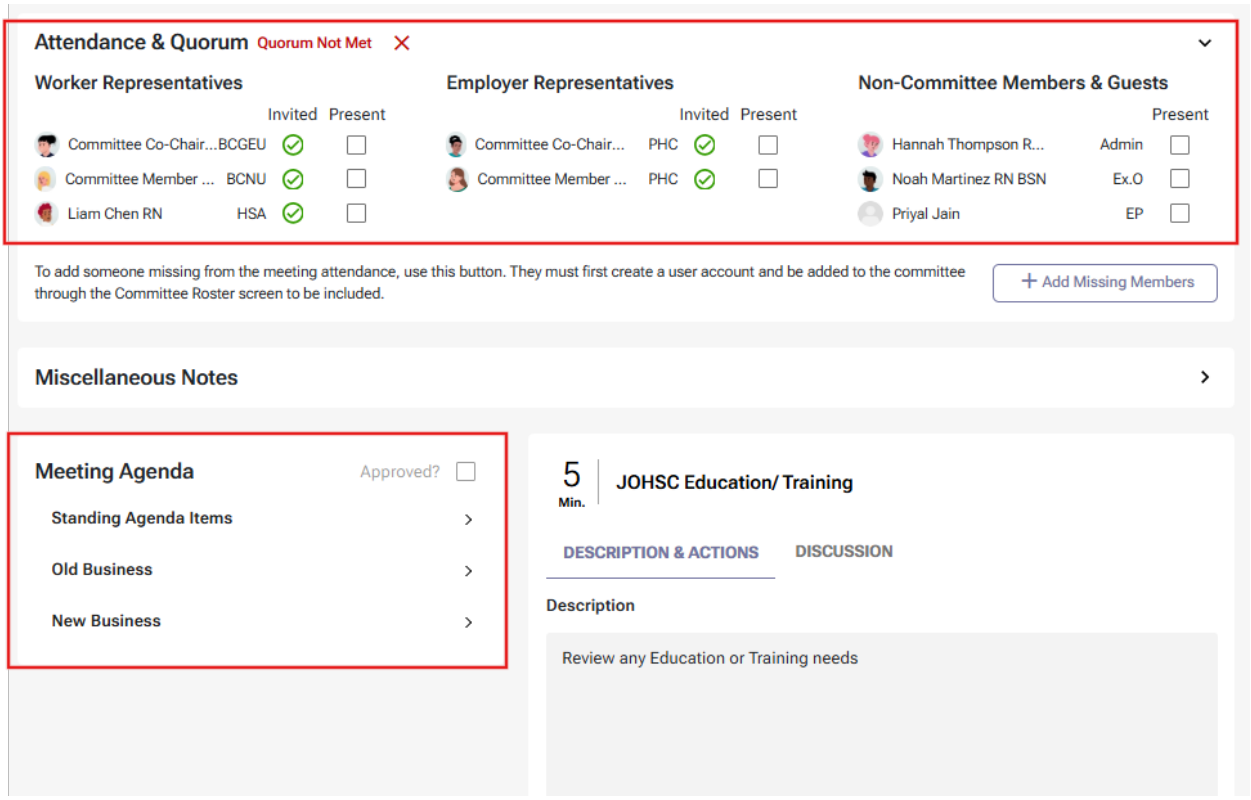
- Edit the Primary Recorder
- Add an additional recorder
- Edit the attendance of current members
- Add a new committee member who was added to the roster after the meeting adjourned by clicking the "+Add Missing Member" button. This ensures anyone who attended the meeting—but was not on the original attendee list—is included and counted toward quorum. (See the screenshot below.)
- Use the Miscellaneous Notes field to capture and communicate any relevant contextual information that doesn't fit into structured fields.
- Add notes to the Discussion field of an agenda item
- Add/remove attachments of the agenda item, and
- Edit the exist action items (update name, due date, status, assignee, description, and add/remove files fields)



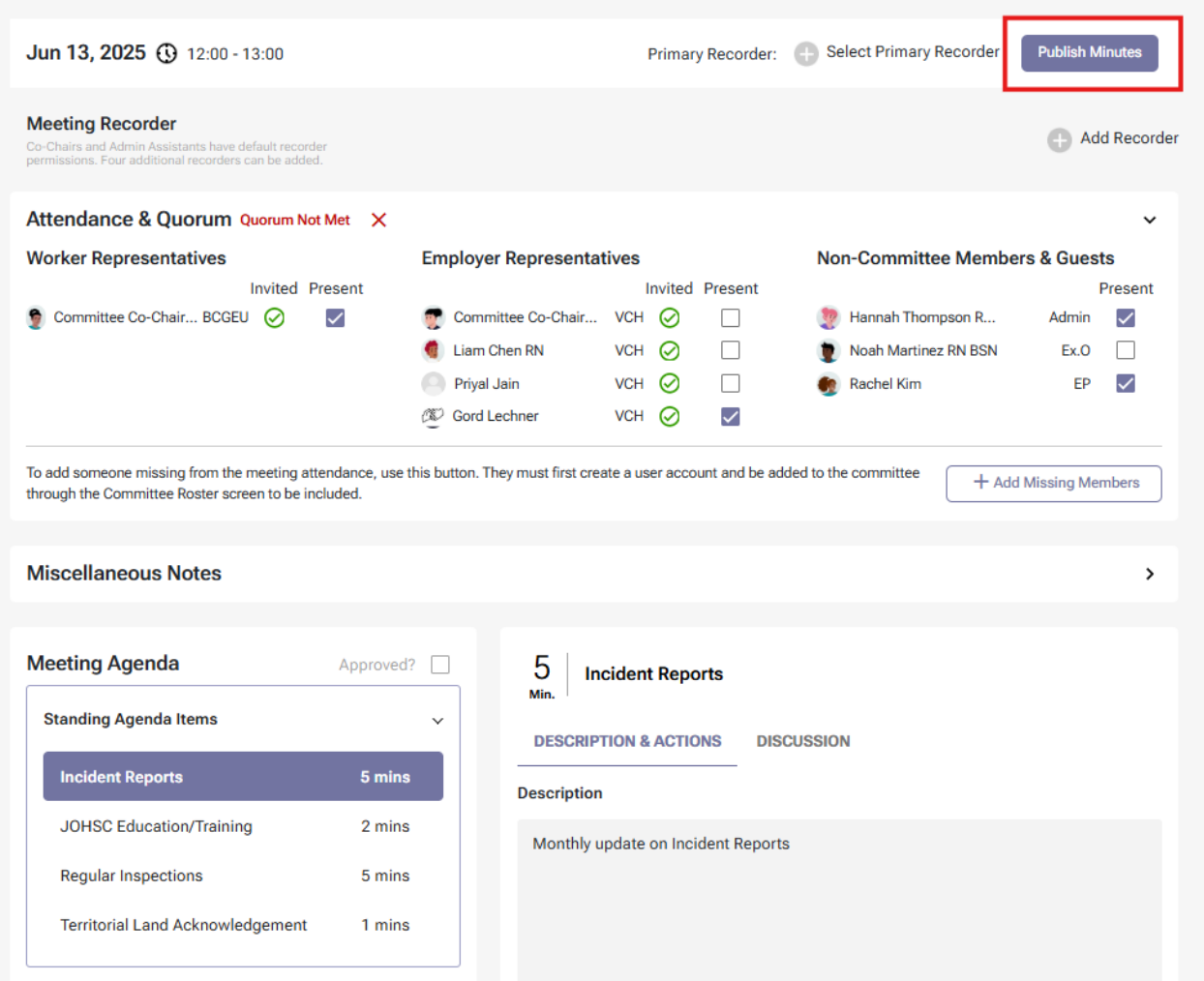

4.2.2 To edit the meeting minutes, navigate to ‘Past Meetings’, where you will find the non-finalized meeting minutes (see screenshot).

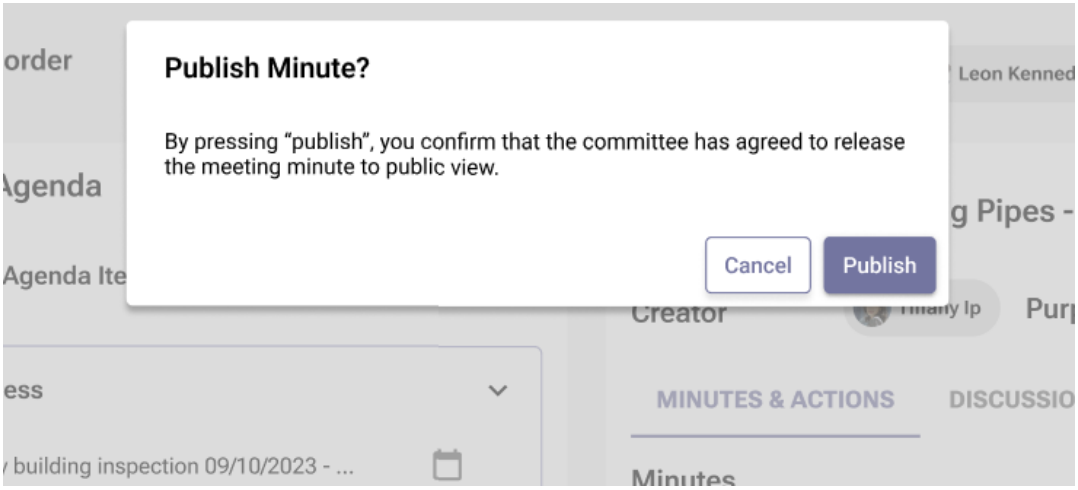



4.2.3 When you select the 'Edit Minutes' button, you will be directed to the 'Meeting Recorder' page (see screenshot). From here, ensure that all details are correct, including a review of the 'Attendance', 'Standing Agenda Items', 'Old Business' and 'New Business' (highlighted).



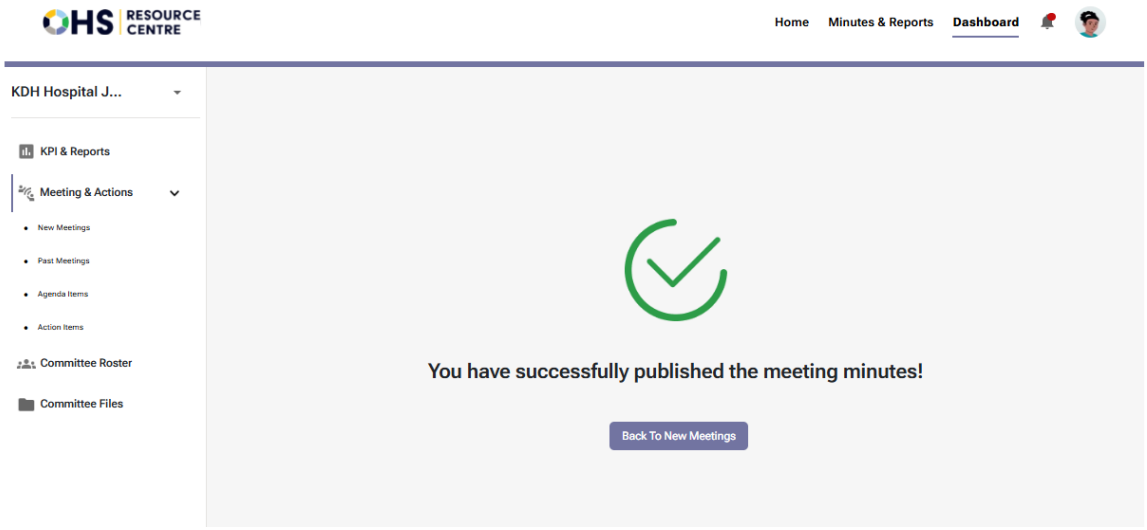

4.2.4 If all details are accurate in the 'Attendance' and 'Meeting Agenda' section, select the 'Publish Minutes' button at the top of the screen (see screenshot below). When this is selected, a pop-up box will appear for you to confirm this action (see second screenshot).



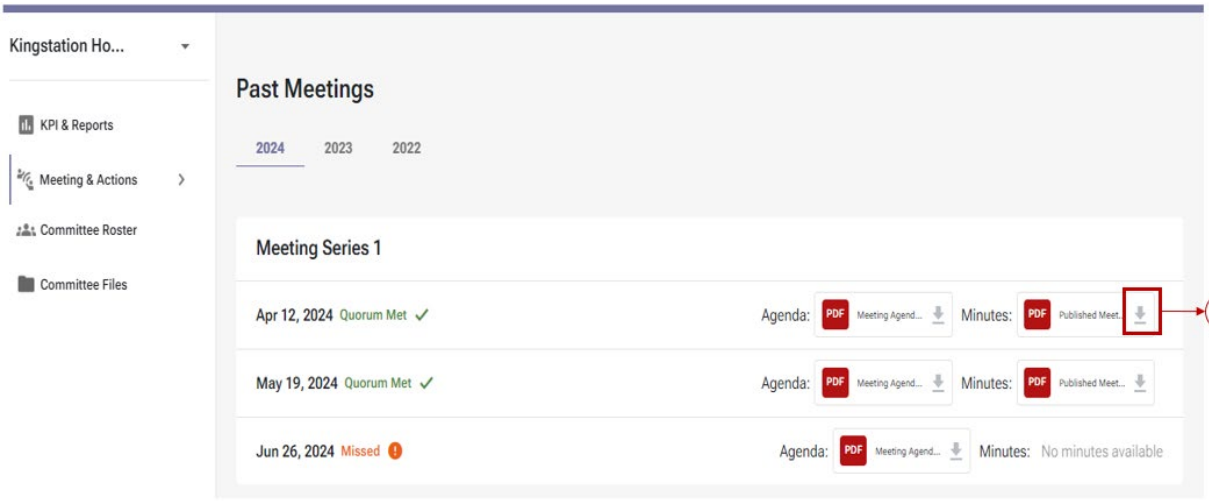




4.2.5 After you select the 'Publish' button, you will see the following confirmation from the system. All committee members will receive a copy of the published

meeting minutes via email, and the system will post the minutes for the publisher to view.




4.2.6 To access the published meeting minutes, navigate to the 'Past Meetings' section. To download the meeting minutes PDF, click on the download option in your relevant meeting date (screenshot number 1).




4.2.7 The images below demonstrate what the final published meeting minutes look like once they are checked and completed (the meeting minutes will look slightly different for each meeting, depending on how much detail was captured in the discussion boxes).

**Attendance** Quorum Met ✓

**Worker Representation**

| BCNU | | Invited | Present |
|---|---|---|---|
| Committee Co-Chair | Co-Chair | Y | Y |
| Committee Member | REG | Y | N |
| Committee Member | ALT | Y | Y |

**Employer Representation**

| BCEHS | | Invited | Present |
|---|---|---|---|
| Committee Co-Chair | Co-Chair | Y | Y |
| Committee Member | REG | Y | N |
| Committee Alternate Member | ALT | Y | Y |

| Non-Committee Members | | Invited | Present |
|---|---|---|---|
| Admin Assistant | Admin Assistant | Y | N |
| Ex Officio | Ex-Officio | Y | N |
| Employer Practitioner | Employer Practitioner | Y | N |

**New Business**

**1.7 - WHMIS Training** **Withhold**

Created By
Committee Alternate Member

Description

Audit found we are not meeting WHMIS requirements.

Research and suggest best options for WHMIS training providers.

**2.8 - WHMIS Training** **Rejected**

Reason
Duplicated

Created By
Committee Co-Chair

Description

Review the WHMIS Training status.

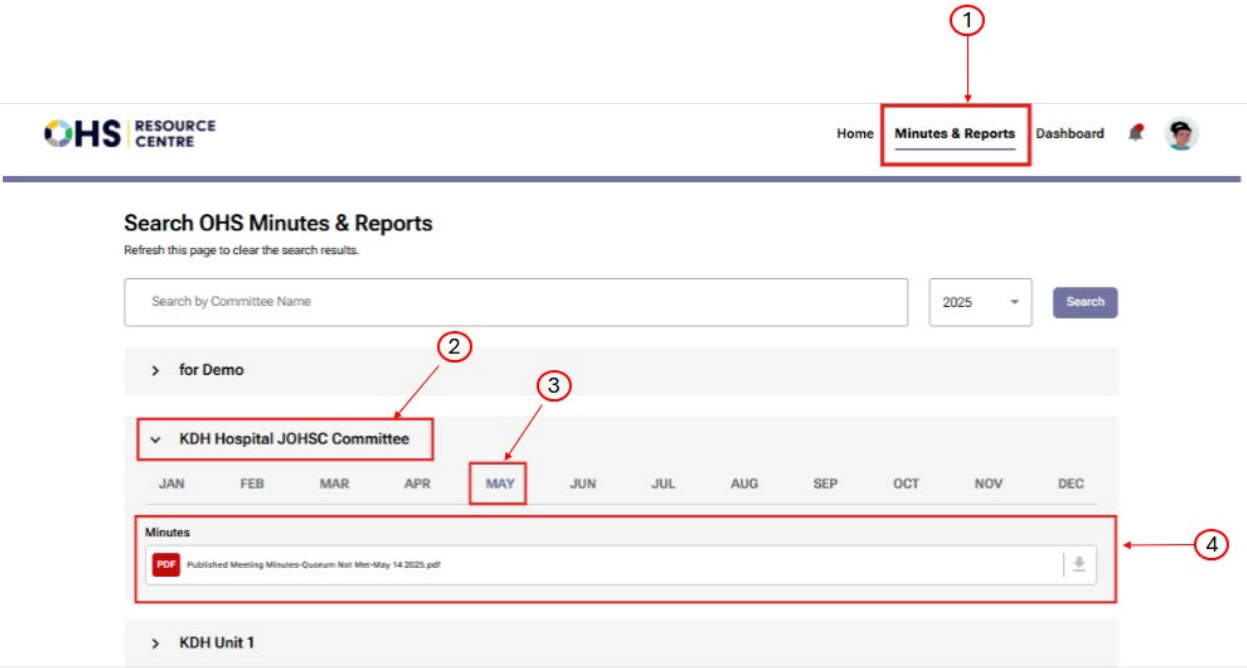
4.2.8 It is important to note that decisions around agenda items cannot be adjusted once the minutes are published. Decisions can only be made during the meeting or within the 24-hour period if you have not clicked the ‘Adjourn meeting’ button during the meeting.

4.2.9 You do not have to wait for the next meeting to approve and publish the meeting minutes. They can be published any time after the meeting has elapsed, depending on the committee process.

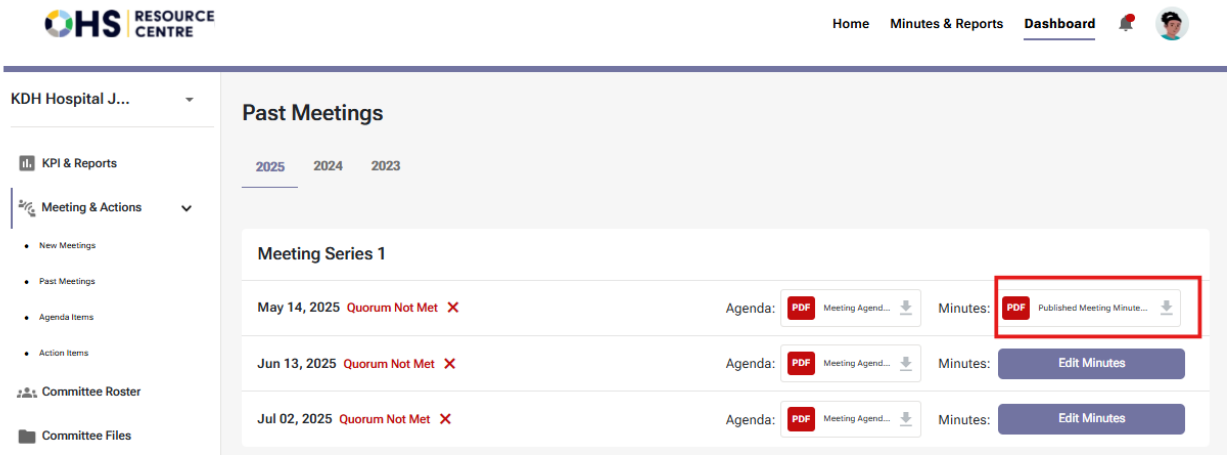
**Note**

- The action items created during the meeting can be updated by the assigned committee member, even if the minutes are not published yet.
- If a meeting is not published within six weeks of its adjournment date, meeting recorders will receive an Email and RC notification reminding them to publish the minutes. This notification cannot be opted out of by the user. It is mandatory by law to publish the meeting minutes, and vital to the committee's metrics.
- The minutes do not publish automatically; the user must manually publish them to make them accessible to the rest of the committee members.

4.2.10 There are two ways to locate the meeting minutes, you can access them via the 'Minutes & Reports' option at the top of the screen (see highlight number 1). You will then access the 'Search OHS Minutes & Reports' search bar and a list of previous meetings under the committee names (see highlight number 2). To access the meeting minutes, select the committee's name and the month of the meeting (See highlighted number 3), followed by the download icon on the right side of the bar. All health authorities/affiliates staff can access this option.



4.2.11 If you are a committee member, you can also find your committee's meeting minutes by navigating to the Past Meeting screen. Once the minute has been published, the draft minutes download button will become download minutes button (see screenshot below)

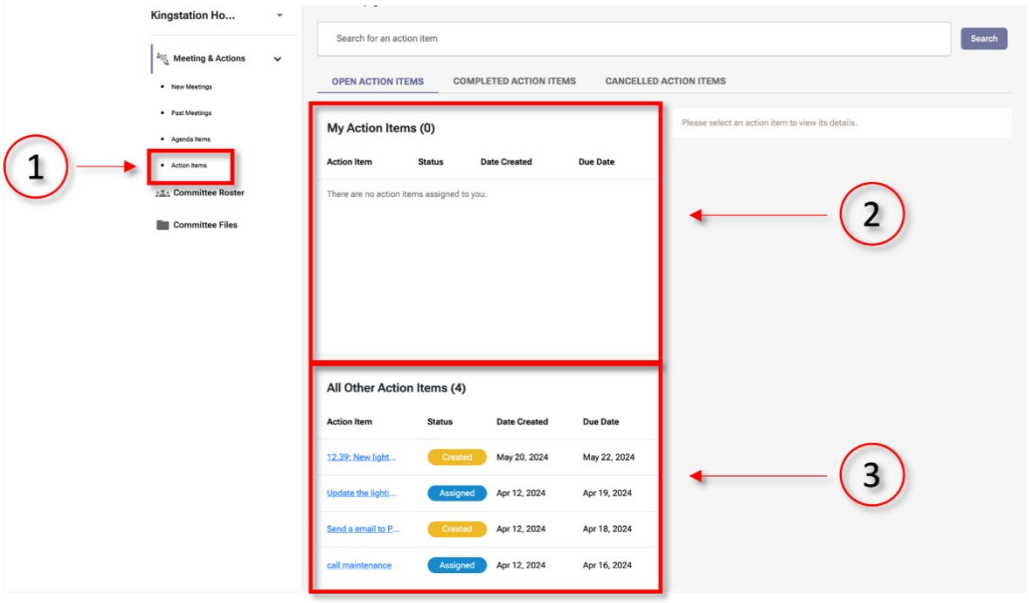



## 4.3 Action Items

Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- Committee Regular Member
- Committee Alternate Member
- Ex-Officio (non-voting)

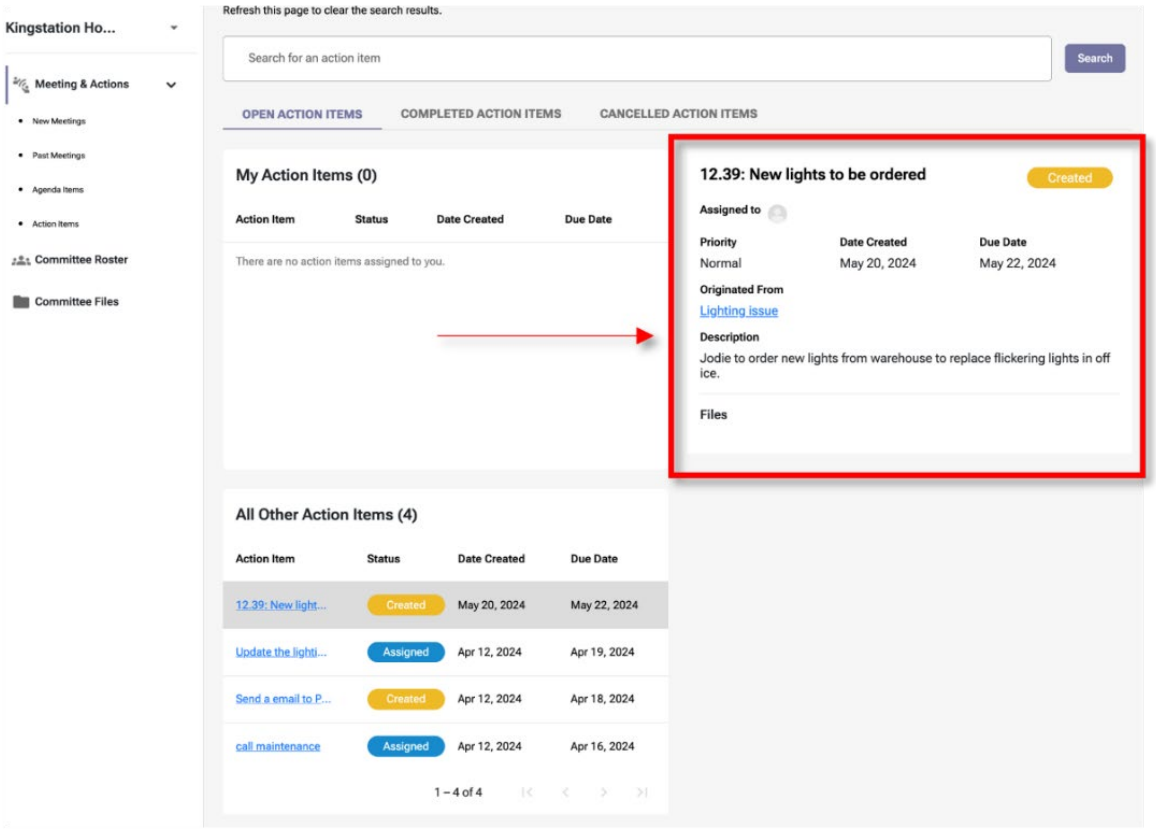
4.3.1 To view action items for your committee that are open, completed, and cancelled, navigate to the 'Action Items' option on the left side of the screen (see highlight number 1). Above highlighted box number 2, you will find tabs to review 'open action items', completed action items', and 'cancelled action items. In the highlighted box number 2, you will find any action items to which you are assigned. In highlighted box number 3, you will find all action items assigned to other committee members.




4.1.1 To drill down into the action items, select the action item that you need to review. This will open a table on the right side of the form that describes the action item in more detail (see the screenshot below).

4.1.2 In the highlighted box in the top right corner, you can update the status of your task. If you hover over the 'Assigned to' option, you can see those to whom this task is assigned. If you are not assigned the task you are reviewing, you cannot update the status.

4.1.3 Once the task is complete, the item will be removed from this area and automatically moved into the 'completed action items' section.

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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