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## OHS Resource Centre – Frequently Asked Questions

### 1. How do I access the OHS Resource Centre?

You can access the OHS Resource Centre [here](#). A step-by-step guide to setting up your OHS Resource Centre account can be found [here](#).

### 2. What email or login method should I select when creating my account?

**Health Authority (HA) Employees:** If you're a Health Authority employee, log in using your HA email. When connected to the HA network, you'll be logged in automatically using your usual credentials—no two-factor authentication (2FA) required.

For setup help, review [Creating your Account](#) step by step guide.

**Non-HA Users:** If you're not with a Health Authority, choose one of the following options to create a login:

- Create an OHS Resource Centre account
- Log in with a Gmail account

Both options work—choose based on your preference. An OHS Resource Centre account keeps work-related communication separate from your personal email but requires entering setup information. A 2FA app is required for each login.

For setup help, review [Creating your Account](#) step by step guide.

### 3. What is the difference between OHS Practitioner, Ex-officio, and Guest roles?

- **OHS Practitioner:** Employer or union representatives who support committees. They are non-voting attendees but can be assigned action items.
- **Ex-officio:** Non-voting recurring attendees, such as risk management specialists or infection prevention officers. Like practitioners, they can be assigned action items.
- **Guest:** One-time attendees invited to address specific issues or presentations. They do not have voting rights and cannot be assigned tasks.

### 4. Has there been a Privacy Impact Assessment (PIA) completed?

Yes, a Privacy Impact Assessment has been completed, and the platform meets all Health Authority privacy and confidentiality standards.

### 5. Who can see my committee's content on the OHS Resource Centre?

Only employees of the same Health Authority as a JOHSC can access its content.

### 6. What committee member information will be displayed on the OHS Resource Centre to members outside my committee?

Committee members' first and last names, along with their co-chair roles, will be visible. Staff can contact the committee by email, but individual email addresses and phone numbers will not be shown to protect privacy.

**7. Who can create a recurring/special JOSHC meeting?**

Co-chairs or Admin Assistants, as requested by co-chairs, can schedule recurring or special meetings. Please review this material for step-by-step instructions on [How to Set Up a Recurring Meeting](#).

**8. Are meetings created in the OHS Resource Centre integrated with Outlook?**

No, meetings are not automatically added to your calendar. You will need to manually add them using the .ICS file in the email notification. Here is how it works:

1. OHS Resource Centre schedules a meeting (e.g., Dec 01).
2. You receive an email with the .ICS file.
3. Add the meeting to your calendar.
4. The OHS Resource Centre will not receive any responses.
5. If the meeting is rescheduled (e.g., to Dec 07), you will get a new .ICS file.
6. Add the new date to your calendar.
7. The original invite (Dec 01) will remain on your calendar, and you will need to remove it manually.

**9. Can the co-chair select who receives a meeting package?**

Yes. By default, all committee members are selected, including the alternate members, but the co-chairs can change the distribution list before the meeting package is sent.

**10. How are guests invited to meetings?**

Guests can be invited during the agenda creation process by co-chairs or Admin Assistants. They receive a draft agenda PDF and an .ICS file for their email calendar but do not have access to the OHS Resource Centre.

**11. Can a committee member change their attendance status even after initially replying?**

Yes, a member can change their status if something changes. Here is how:

1. Log into the OHS Resource Centre platform.
2. Click the **Meeting & Actions** link.
3. Click the **New Meetings** link.
4. Click the **View Agenda** button and change your attendance.

**12. What is the process for alternates?**

Committee members will receive a notification three days before the meeting date that confirms who is attending based on member responses (accept, decline, did not respond).

**Note:** Committee members and alternates will need to coordinate amongst themselves to ensure quorum can be met (meeting can still proceed if no quorum is met.)

**13. Will previous agenda items be automatically populated in the draft agenda for the next meeting?**

Yes, if agenda items were not closed in the previous meeting, they will appear in the next meeting agenda. Once an agenda item is closed it will not appear in upcoming meeting agendas.

**14. Who can be assigned an action item?**

Action items can be assigned to voting JOHSC members (co-chairs, regular, alternate), employer OHS practitioners, Admin Assistants, or employer reps for Written Recommendations (21 Day letters).

Additional action items from investigations or new agenda items must be created and assigned separately.

**15. What is a 'long-running agenda item'? Can the committee change it?**

A long-running agenda item is one that has been postponed for more than three months (it is a default setting). However, co-chairs can adjust this period from one to 12 months if needed.

**16. What is an ad hoc or special meeting?**

An ad hoc or special meeting is a meeting that occurs outside the recurring or regular monthly meeting schedule, usually to deal with an urgent or priority issue. Special meetings do not count towards the required monthly JOHSC meetings. A quorum is not needed to make decisions, but if not attained can still proceed for discussion and decision-making purposes.

**17. What is file management?**

File management allows committees to organize, upload, and store documents like agendas, minutes, reports, and media files. You can easily drag and drop files or move them between folders.

**18. What kind of files can and should be stored on the OHS Resource Centre? (Self-upload/managed or system generated)?**

- Committee specific documents
- Meeting minutes
- Draft and finalized meeting agenda
- Reports (Incident investigation, workplace inspections, and WorkSafeBC inspections)
- Images, audio, and video files
- 21 Day Recommendation Letters

**19. What file formats can be uploaded?**

- Documents: PDF, DOCX, DOC
- Spreadsheets: XLS, XLSX, CSV
- Presentations: PPT, PPTX
- Images: JPEG, JPG, PNG
- Audio: MP3
- Video: MP4, AVI
- Compressed: ZIP
- Other: MSG (email)

**20. What is the maximum file size that can be stored on the OHS Resource Centre?**

The maximum file size is 25 MB.