

OHS Resource Centre – Enhancement Release Summary



Release Date: December 11, 2025

Enhancement	Before	After																													
Capture and Display Terms of Reference (ToR) Review Date + Notifications	New feature	<p>The Terms of Reference (ToR) review month now has an input field and is included in the meeting minutes.</p> <p>Notifications will be sent three months prior to the review month.</p> <p>Note: Following this deployment, each JOHSC will need to enter a date in the ToR, Review Month field for this function to work.</p>	<table><tr><td>Constituency & Structure</td><td></td></tr><tr><td>Quorum</td><td></td></tr><tr><td>Minimum # of attendees</td><td>5</td></tr><tr><td>Minimum # of workers</td><td>3</td></tr><tr><td>Minimum # of employers</td><td>2</td></tr><tr><td>Representation Structure</td><td></td></tr><tr><td>Worker Representation</td><td>Required Members</td></tr><tr><td>BCNU</td><td>1</td></tr><tr><td>HEU</td><td>1</td></tr><tr><td>HSA</td><td>1</td></tr><tr><td>Employer Representation</td><td>Required Members</td></tr><tr><td>Affiliate</td><td>1</td></tr><tr><td>Terms of Reference</td><td></td></tr><tr><td>Review Date</td><td>Mar, 2026</td></tr></table>	Constituency & Structure		Quorum		Minimum # of attendees	5	Minimum # of workers	3	Minimum # of employers	2	Representation Structure		Worker Representation	Required Members	BCNU	1	HEU	1	HSA	1	Employer Representation	Required Members	Affiliate	1	Terms of Reference		Review Date	Mar, 2026
Constituency & Structure																															
Quorum																															
Minimum # of attendees	5																														
Minimum # of workers	3																														
Minimum # of employers	2																														
Representation Structure																															
Worker Representation	Required Members																														
BCNU	1																														
HEU	1																														
HSA	1																														
Employer Representation	Required Members																														
Affiliate	1																														
Terms of Reference																															
Review Date	Mar, 2026																														
Reschedule the Existing Recurring Meeting into the Next Calendar Month	In exceptional circumstances, a JOHSC may need to move a meeting into the subsequent month—for example, when a meeting scheduled during the final week of a month can only be rescheduled to an available date later in the same week which falls in the next month. Under the previous limitation, meetings could only be rescheduled within the same month.	<p>In these circumstances, users can now reschedule a meeting into the following month to capture attendance, record the meeting minutes, and publish them in the system.</p> <p>As an example, although the meeting date will display as January 2, it will be associated with December meeting requirements in the KPI and reporting fields. A regular January meeting is still required.</p> <p>This should remain a rare exception and not a standard practice for JOHSCs, in accordance with WorkSafeBC requirements.</p> <p>Resource Centre best practice recommends holding JOHSC meetings within the first two weeks of the month, where feasible, to provide rescheduling availability in the same month. For performance tracking, these meetings will continue to appear under Missed Meetings in KPIs. However, they can also be tracked separately using the new KPI: “Meetings rescheduled outside the month.”</p>																													

Enhancement	Before	After
		<p>This supports non-routine scheduling needs for OHS legislation compliance and provides KPI tracking.</p>
Ability to Delete 'New Business' Agenda Items	<p>Agenda items created under 'New Business' could not be easily removed once added. If an item was created in error, the only option was to reject it, which still caused it to appear in the meeting minutes.</p>	<p>Co-chairs, Administrative Assistants, and the creator of an item can now delete a 'New Business' agenda item if it was created in error. Deleted items will no longer appear in the meeting minutes.</p> <p>Note: This applies only if the item has not yet been adopted at a meeting. Once adopted, the standard actions—Complete, Postpone, or Reject—must be used. Provides greater flexibility in agenda management and ensures that PDFs remain clean and free of unnecessary or erroneous items.</p>
Estimated Duration and Scheduled Duration is Displayed	<p>Currently, the estimated time required to discuss each agenda item is captured at the time of creation.</p> <p>The agenda and meeting interface do not show the cumulative estimated duration of all agenda items.</p>	<p>The system now displays the Total Estimated Duration for all agenda items (Standing + Old Business + New Business) on all relevant screens (Draft and Finalized Agendas, Meeting Interface) and displays it in correlation to the Scheduled Duration of the meeting.</p> <p>This will assist JOHSC Co-Chairs and overall committee effectiveness by providing a better estimation of how long the meeting is planned vs how long the agenda items are anticipated to need.</p> <p>This change replaces the former 'Approved?' checkbox, which was nonfunctional and has been removed from the meeting interface in response to user feedback.</p>

For any questions or support, please reach out to us via ohsresourcecentre@switchbc.ca or call us at 672-333-3311.