

OHS Resource Centre – Enhancement Release Summary



Release Date: February 10, 2026

Enhancement	Before	After
<p>Meeting Minutes: Attachment Redirect to Committee Files.</p>	<p>Attachments referenced in Meeting Minutes (Draft and Finalized PDFs) were not clickable and did not clearly indicate a file was attached. Users were required to manually navigate to the OHS Resource Centre and search for the attachment.</p>	<p>Attachments in Meeting Minutes (Draft and Finalized PDFs) now link directly to the corresponding meeting folder within the OHS Resource Centre “Committee Files.” Users who are not already signed in will be prompted to sign in first. Access to attachments is restricted to authorized users; those without permission will see a “Page Not Found” message to protect confidentiality. Attachments within Agenda PDFs will be clickable in a future release.</p>
<p>The screenshot displays the OHS Resource Centre interface. On the left, a navigation menu includes 'Committee Files' which is highlighted with a pink box. The main content area shows the 'Committee Files' page for 'Test Committee 3', with a sub-section for 'COMMITTEE DOCUMENTS' listing meetings for 2026 (Jan 21 - Recurring, Jan 27 - Special) and 2025. A 'Meeting Agenda' pop-up window is overlaid on the right, showing a 'Standing Agenda' item with a description and a list of 'Associated Files' including 'test file.csv', 'Agenda 1.png', and 'Agenda 2.png'. A pink arrow points from the 'Associated Files' list in the pop-up to the 'Committee Files' menu item in the navigation.</p>		

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Ability to Add Action Items after Meeting Adjourns	<p>Action items could only be added during the meeting on the Meeting Interface screen. Once the meeting was manually adjourned, or auto adjourned after 24 hours, action items could not be added from the Edit Minutes screen.</p>	<p>Action items can now be added from the Edit Minutes screen after a meeting has been adjourned, provided the meeting has not yet been published. This enables users to capture any missed or added action items before publishing.</p>				
Display of Estimated Duration vs Scheduled Duration	<p>Currently, the estimated discussion time for each agenda item is captured at the time of creation and displayed on relevant screens.</p> <p>However, the Agenda PDF (Draft and Finalized) does not display the cumulative estimated duration of all agenda items.</p>	<p>Draft and Finalized Agenda PDFs now display the Total Estimated Duration for all agenda items (Standing, Old Business, and New Business) alongside the Scheduled Meeting Duration.</p> <p>This enhancement supports JOHSC Co-Chairs and overall committee effectiveness by helping compare planned meeting time length with the anticipated time required to address all agenda items.</p> <div data-bbox="1045 805 2032 1230" style="border: 1px solid black; padding: 10px;"> <p>Non-Committee Members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">Invited</td> </tr> <tr> <td>Employer Practitioner</td> <td>Employer Practitioner Y</td> </tr> </table> <p>Meeting Agenda</p> <p>Standing Agenda</p> <p>1. Acceptance of Agenda</p> <p>Description</p> <p>Approve today's agenda</p> <p>Discussion</p> <div style="border: 1px solid pink; padding: 5px; margin-top: 10px; float: right;"> <p>Scheduled Duration: 30 mins Estimated Duration: 28 mins</p> </div> </div>		Invited	Employer Practitioner	Employer Practitioner Y
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Enhancement	Before	After
Ability to Adjust Quorum settings after Meeting Adjournment (Before Publishing).	If quorum settings were updated after a meeting was adjourned, the changes were not applied to that past meeting and only affected future meetings.	If quorum settings are updated after a meeting is adjourned—but before it is published—the changes are now reflected on the Edit Minutes screen. This provides flexibility when quorum settings were missed or updated late.

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