

OHS Resource Centre – Enhancement Release Summary

Release Date: June 18, 2025

We are pleased to announce the latest set of enhancements to the OHS Resource Centre, focused on improving usability, streamlining processes, and supporting committee efficiency. These changes are based directly on user feedback and aim to strengthen user experience with the platform.

Summary of Enhancements

#	Enhancement	Before	After	Reason for Change
1	New: Miscellaneous Notes field and reflection in minutes	No free-text field currently exists to record miscellaneous notes	A dedicated "Miscellaneous Notes" field will be available for items such as: "User will be absent for the next meeting due to attending XYZ Conference," and these notes will also reflect in the minutes	Provides flexibility to capture and communicate relevant contextual information that does not fit into other structured fields. Note: The new field will show on the meeting interface under the attendance boxes when the meeting is started.
2	Reminder to meeting recorders to publish minutes if it has not been done over 6 weeks.	No reminders are currently sent to designated meeting recorders to publish minutes	Email and Resource Centre notification will be sent to designated meeting recorders 6 weeks (42 days) after the meeting is adjourned	Supports timely publication of meeting minutes and improves compliance with the meeting process. Note: Publishing the minutes makes them 'approved' and visible to others outside the JOHSC committee.
3	Annual JOHSC Evaluation Date Reminder	No reminders are currently sent when approaching the	Two email reminders will be sent: one 2.5 months before and another two weeks before	Helps committee members prepare for their upcoming annual evaluation in a timely manner, improving planning and compliance

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		committee's annual evaluation date	the annual evaluation date to Co-chair and Admin Assistant	
4	Carry forward 'Discussion' text for Standing Agenda Items to the next scheduled meeting	'Discussion' field for Standing Agenda Item is reset and cleared before the next scheduled meeting	System will now automatically carry forward any 'Discussion' field text from Standing Agenda items to the next scheduled meeting. Just like old business items,	Preserves discussion history for Standing Agenda Items, improving meeting continuity and reducing repetitive data entry
5	Update/Remove file attachment for ' Old Business ' agenda item during draft/suggestion phase and anytime from the Agenda Item Library	Files can only be uploaded/removed from the 'Meeting Interface' or 'Edit Minutes' screens for 'Old Business' agenda items	Users will be able to upload/remove files for ' Old Business ' agenda items during all meeting phases , including draft agenda screens and directly from the Agenda Item Library	Increases flexibility and efficiency in managing supporting documents for 'Old Business' items throughout all meeting phases Note: Standing and New Business items will have the same ability in the next enhancement release.
6	Add new committee members to the attendance list post-meeting (before publishing minutes)	If missed before the start of the meeting, new members can only be added to the meeting attendance record before the meeting has been adjourned .	If missed before the start of the meeting, new members can now be added to the meeting attendance record before the meeting has been published .	Ensures accurate attendance records and quorum calculation when committee membership changes occur after the meeting.

These updates are part of our commitment to continuously improve the OHS Resource Centre experience.

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