OHS | RESOURCE CENTRE

User Management Manual

2025 - VERSION 1.4

SWITCH BC

SWITCH BC

Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare

Contents

About the Occupational Health and Safety (OHS) Resource Centre 1

About SWITCH BC 1

1. Creating your Account 2

1.1 Set Up Your Account 2

2. Resetting your Password 6

2.1 Reset Your Password 6

3. Updating Your Profile Information 9

3.1 Update your Profile Information 9

3.2 Update your Profile Picture 11

3.3 Manage your Notifications 12

About the Occupational Health and Safety (OHS) Resource Centre

The Occupational Health and Safety (OHS) Resource Centre is an online platform for all health care Joint Occupational Health and Safety Committees (JOHSC) and leaders. It provides easy access to agendas, minutes, resources, and actions to improve and enhance a culture of safety throughout British Columbia (BC).

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 manage meeting schedules, meeting minutes, resources, and reports from the 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 the Doctors of B.C.

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 and training, and enhancing 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 07, 2025. If you have questions or have found an error or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca or call 672-333-3311.

1. Creating your Account

Setting up your Occupational Health and Safety (OHS) Resource Centre account is easy! The following instructions apply to all user roles within the system, which are listed below. There are specific details depending on whether you have a health authority email address or not.

User Roles:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- Committee Regular Member
- Committee Alternate Member
- Employer Practitioner
- Ex-Officio (non-voting)
- General Health Authority Staff (staff worker and/or health authority-trusted network)
- General Non-Health Authority Staff (affiliate worker and/or non-health authority-trusted network)
- System Administrator (OHS Resource Centre site administrator)
- Union Practitioner
- 21 Day Recommendations (employer)

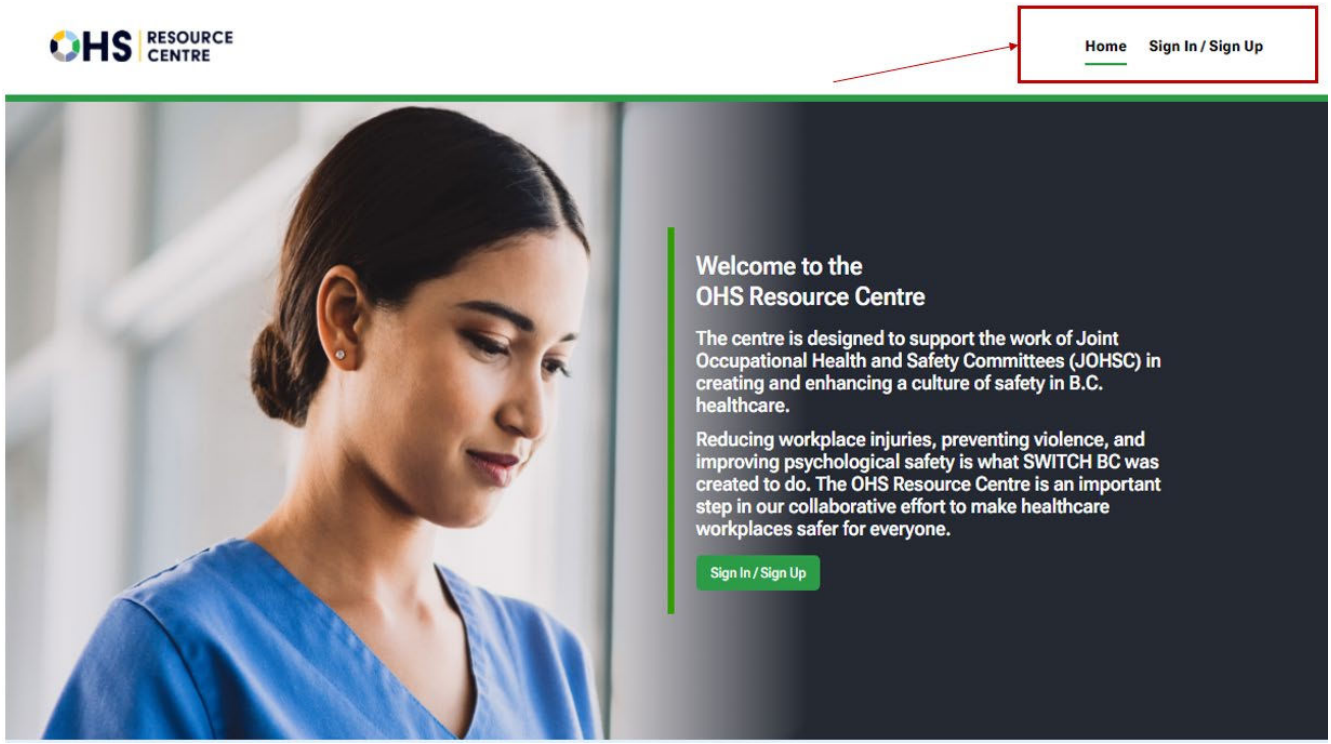
1.1 Set Up Your Account

Applies to:

- All user roles

1.1.1. Go to https://ohsrc.healthcarebc.ca/#/ access the OHS Resource Centre homepage. Google Chrome or Microsoft Edge web browser is recommended for the best performance.

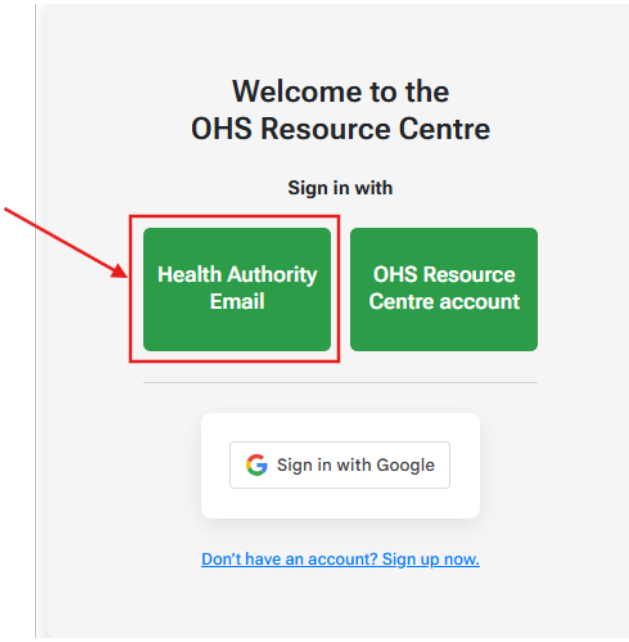
1.1.2. On the homepage, click on the 'Sign In/Sign Up' link on the top right or middle of the page.



If you work at a health authority:

You can sign in with the same username and password you normally use for your work email if you are connected to a health authority network.

1.1.3. On the 'Sign in with' screen, click on the 'Health Authority Email' link if you are an employee of a B.C. health authority.

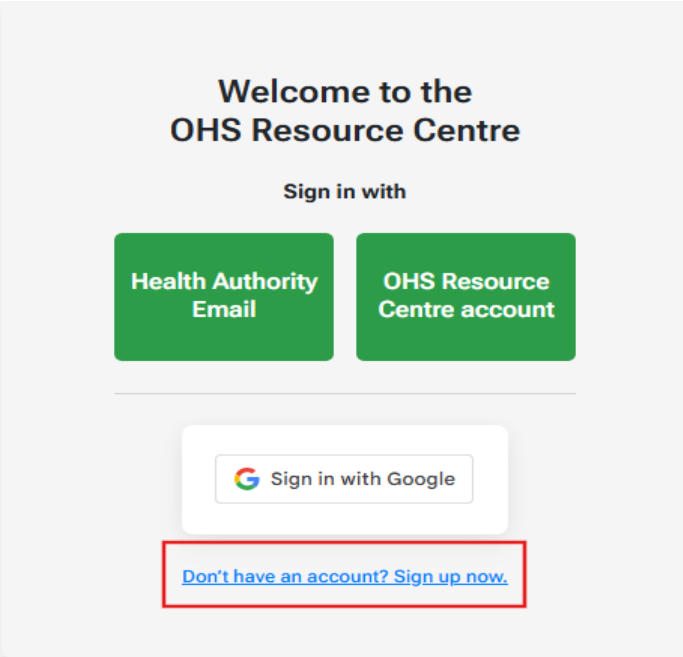


If you do not work at a health authority:

There are two options to choose from. You can create an OHS Resource Centre account with your organization email, or if you do not have an organization email, you can log in with Google email account.

Option 1 - OHS Resource Centre Account

1.1.4. On the 'Sign in with' screen, click on the 'Don't have an account? Go to the Sign up now link.



1.1.5. On the next screen, enter your first name, last name, email address, and then click the 'Next' button.

1.1.6. On the 'Check your email' screen, click the 'Create Password' button.

1.1.7. On the 'Create Password' screen, enter your password into the 'Password' and 'Confirm Password' fields.

Note

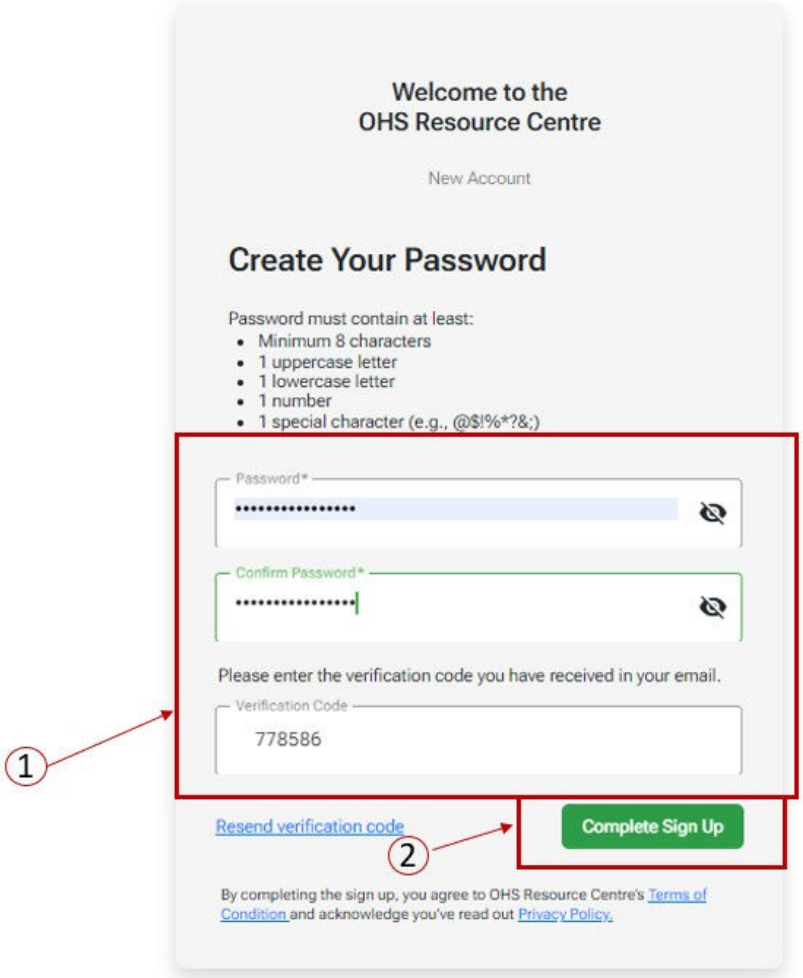
- Passwords must contain:
  - At least eight characters
  - One or more uppercase and lowercase alphabet letter(s),
  - A number
  - A special character

- Examples of special characters are @$!%*?&.

1.1.8. An email with a validation code will be sent to you as part of the registration process. It will look like this:

From: OHS Resource Centre Admin Support <DoNotReply@phsa.ca>
Subject: Your OHS Resource Centre Verification Code

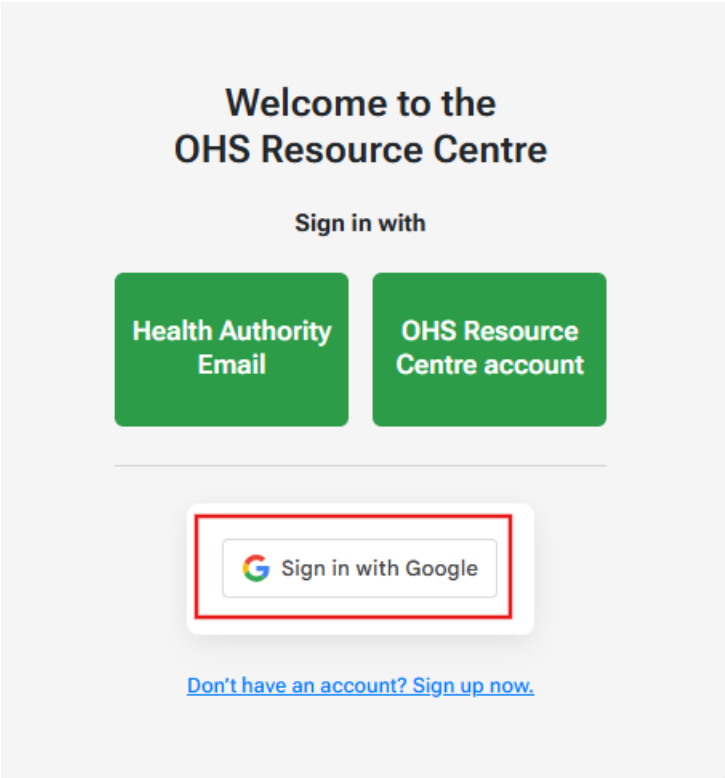
1.1.9. Locate the six-digit validation code, copy, and paste it into the 'Validation Code' field. Click the 'Complete Sign Up' button.



1.1.10. Once the screen has changed to 'Sign up successful,' click the 'Go To Sign In' button.

Option 2 –Google Email Authenticated Account

1.1.11. On the 'Sign in with' screen, click the 'Sign in with Google' link.



1.1.12. Enter your Google email address in the 'Email or Phone' field and click the 'Next' button.

1.1.13. Enter your password into the 'Enter your password' field and click the 'Next' button.

1.1.14. If you agree with the conditions, click the 'Confirm' button.

2. Resetting your Password

This process is only for accounts created and managed through the OHS Resource Centre.

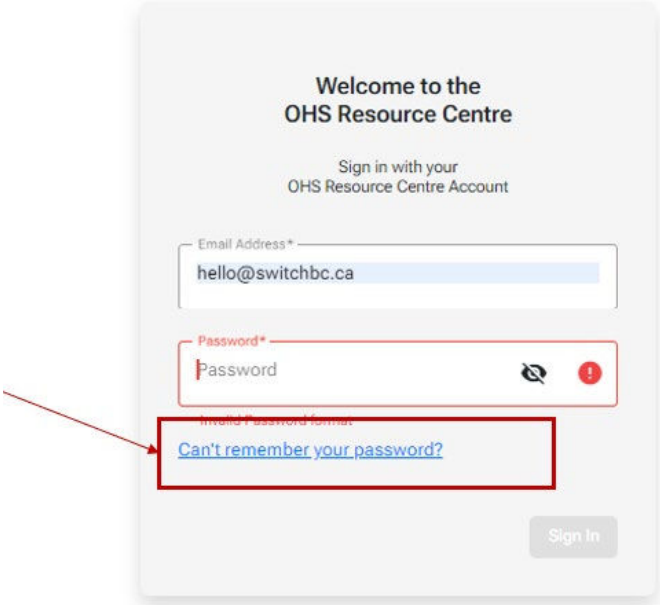
Health authority and Google email recovery password processes are done outside the OHS Resource Centre platform through their respective platforms and processes. Health authority users may need to contact Information Management/Information Technology Services (IMITS) to reset their passwords.

2.1 Reset Your Password

Applies to:

- All user roles with access to OHS Resource Centre through an OHS Resource Centre-created account

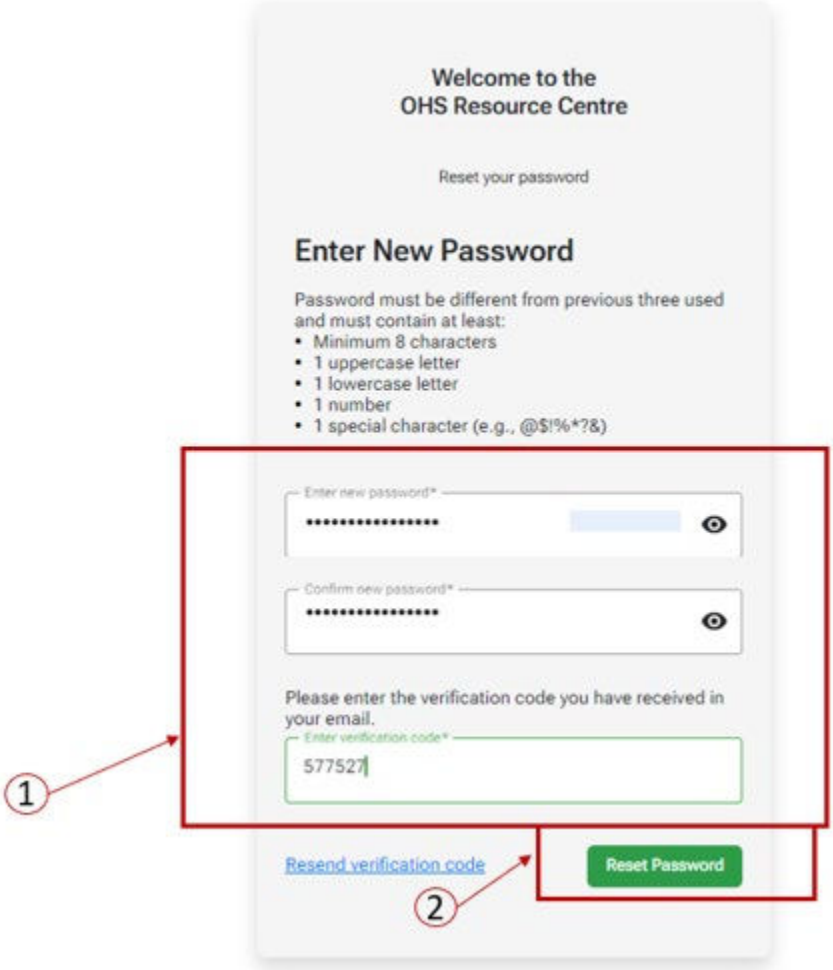
2.1.11 On the OHS Resource Centre homepage, click on the ‘Sign In/Sign Up’ link.
2.1.2 On the ‘Sign in with’ screen, click on the ‘OHS Resource Centre account’ button.
2.1.3 Click on the ‘Can’t remember your password?’ link.



2.1.5 On the ‘Enter New Password’ screen, enter your new password into the ‘Enter new password’ and ‘Confirm new password’ fields.
2.1.6 An email with a verification code will be sent to your OHS Resource Centre email address.

From: OHS Resource Centre Admin Support <DoNotReply@phsa.ca>
Subject: Your OHS Resource Centre Password Reset Verification Code

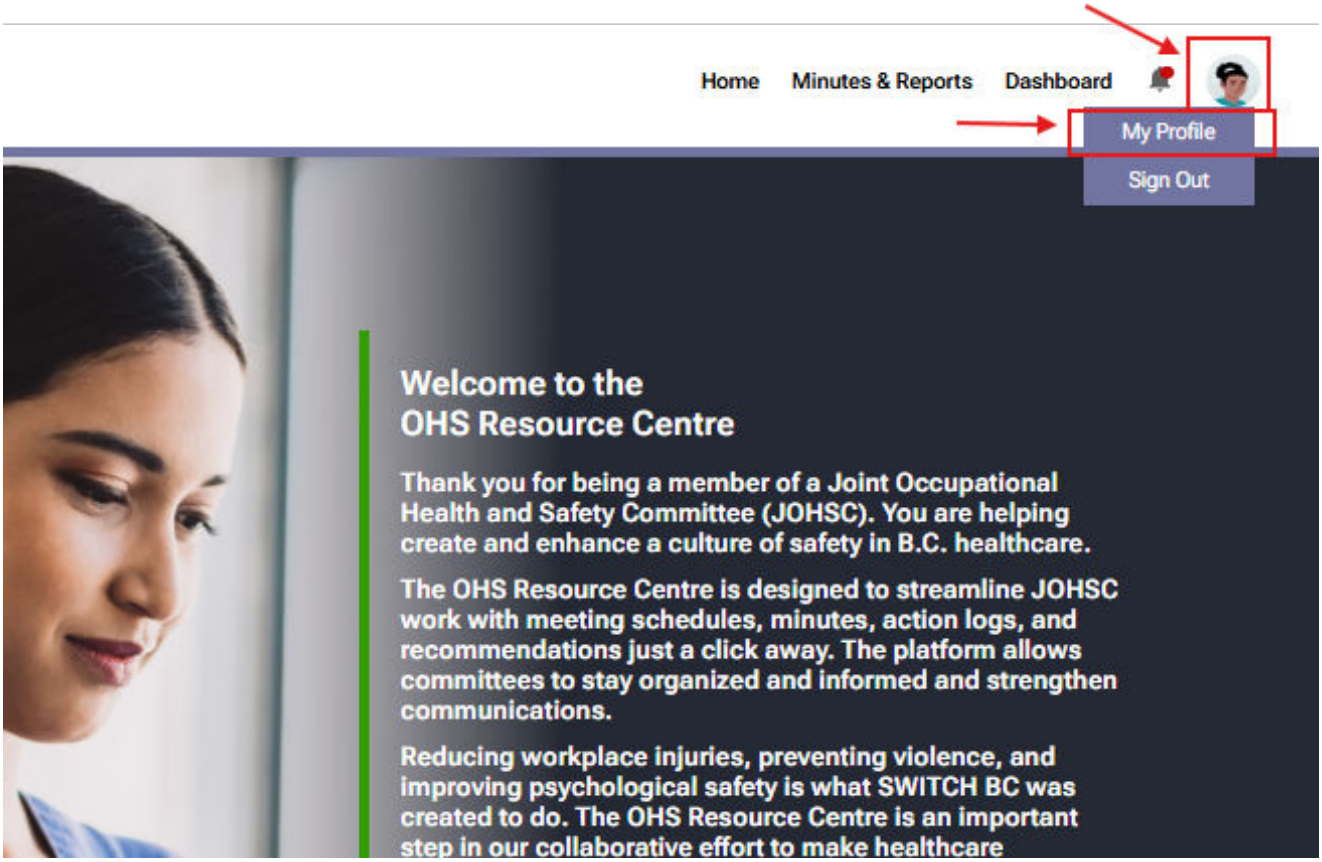
2.1.7 Locate the six-digit verification code, copy and paste it into the ‘Enter verification code’ field, and then click the 'Reset Password' button.



2.1.8 On the ‘Reset Complete’ screen, click the ‘Back to Sign In’ button.

3. Updating Your Profile Information

To update your profile information, sign into your account and click on the profile icon in the top right corner. Click on the 'My profile' button and then follow the instructions based on what you want to update.

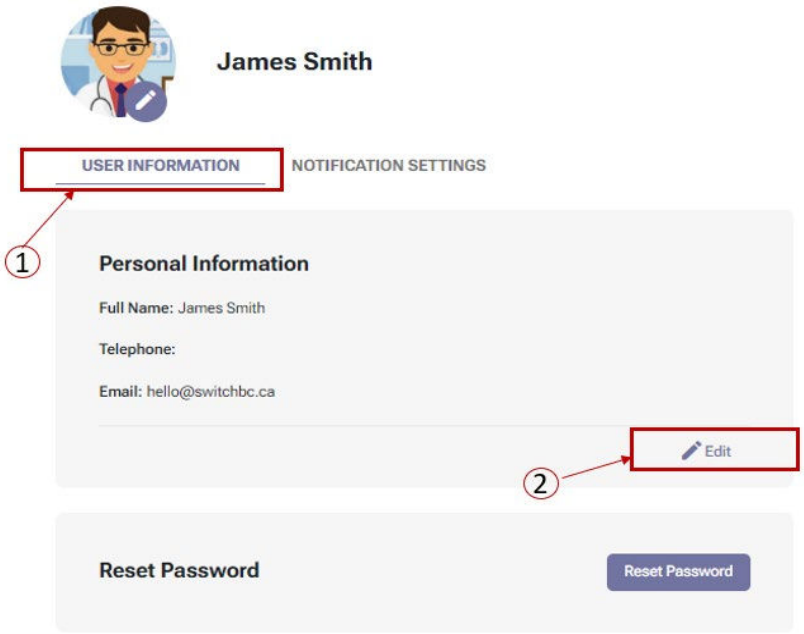


3.1 Update your Profile Information

Applies to:

- All user roles

3.1.1 On the 'User information' screen, click on the' Edit' button in the 'Personal Information' table.



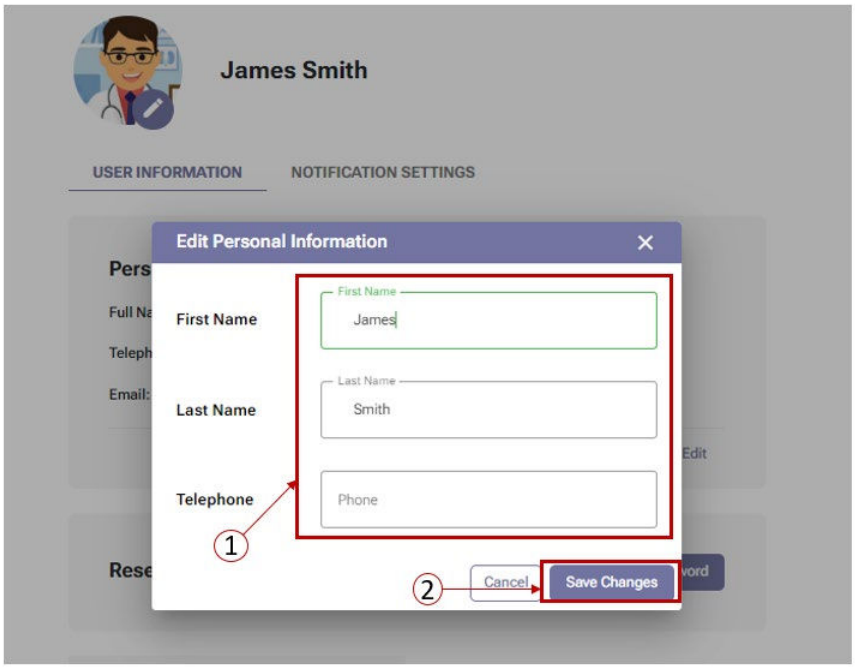
3.1.2 On the 'Edit personal information' window, you can update the following fields:

a. First name

b. Last name

c. Phone number

3.1.3 After updating, click on the 'Save Changes' button.



3.2 Update your Profile Picture

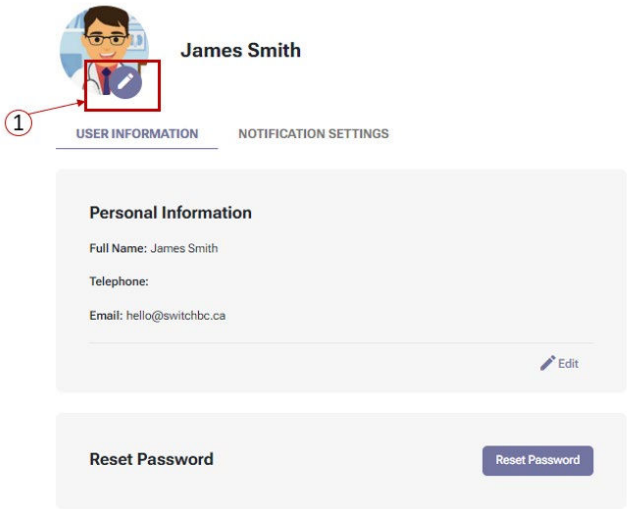
Applies to:

- All user roles

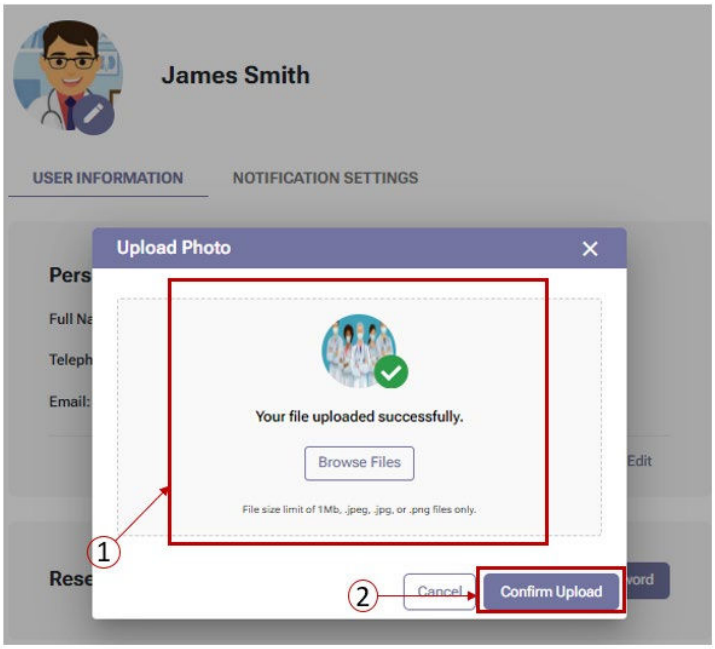
3.2.1 After signing into your account, click on the profile icon in the top right corner, and then click on 'My Profile.'

3.2.2 On the 'User information' screen, click on the edit/pencil icon on the profile avatar.

3.2.3 Add your photo by either dragging and dropping the file into the 'Adding image' window or by uploading the image by selecting the 'click here' link.



3.2.4 On the 'Adding image' window, click on the 'Confirm Upload' button.



3.3 Manage your Notifications

Applies to:

- All user roles *except* Union Practitioners. Union Practitioners do not receive notifications in order to reduce notification fatigue, as they typically serve on numerous committees.

3.3.1 After signing into your account, click on the profile icon in the top right corner, then click on 'My Profile'.

3.3.2 On the 'User information' screen, click on the 'Notification Settings' header and update the settings as required. You can manage your preferences for Email/RC notifications by checking or unchecking the box to subscribe or unsubscribe. Email Notifications will be sent to the email address linked to your account and RC notification will be received in a bell icon on the page's header with Resource Center. Below screenshot shows the default notification settings that apply when a user is first signed into the system.

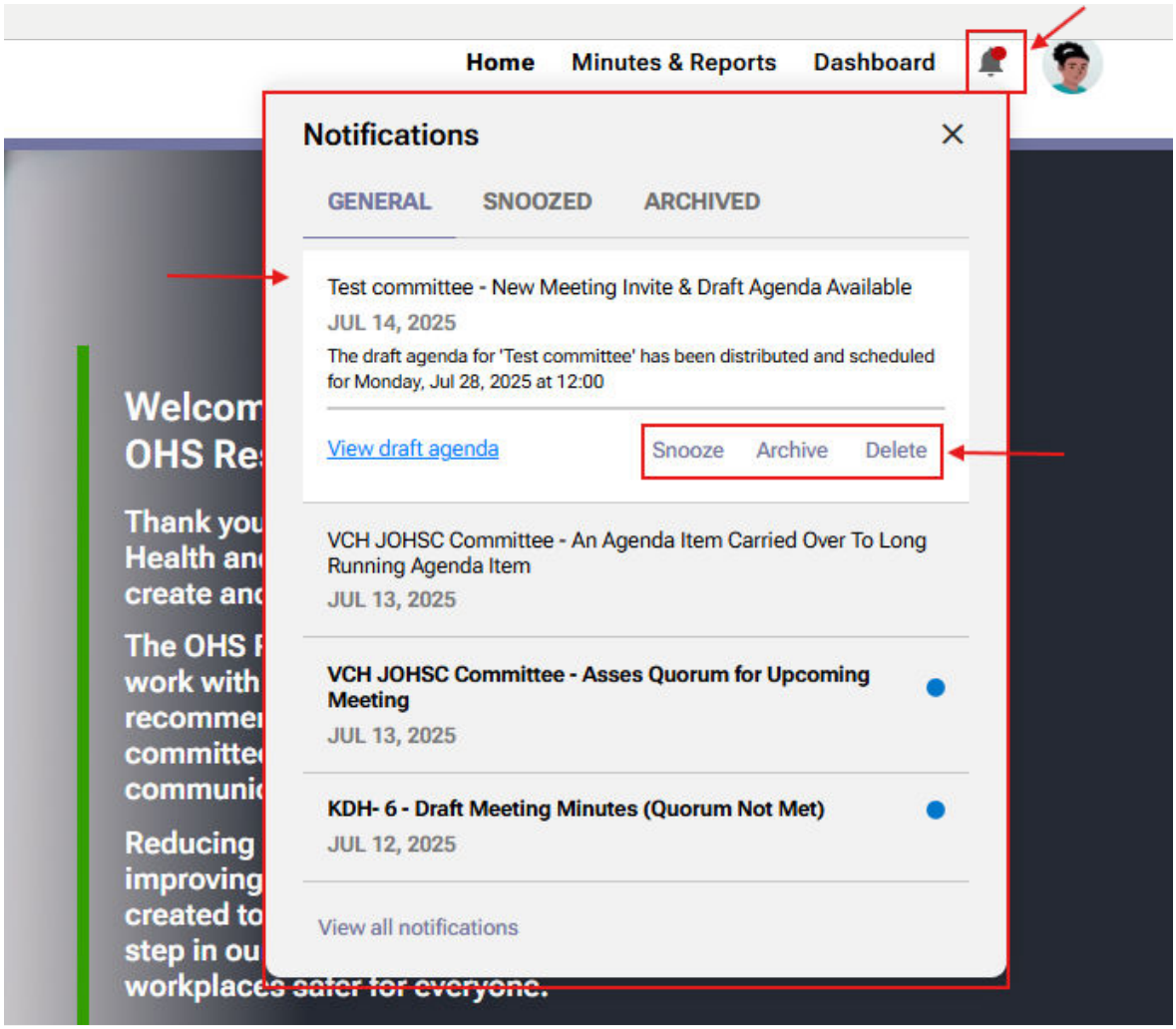
3.3.3 A red dot on the bell icon signals unread notifications awaiting your attention.

Committee Co-Chair two

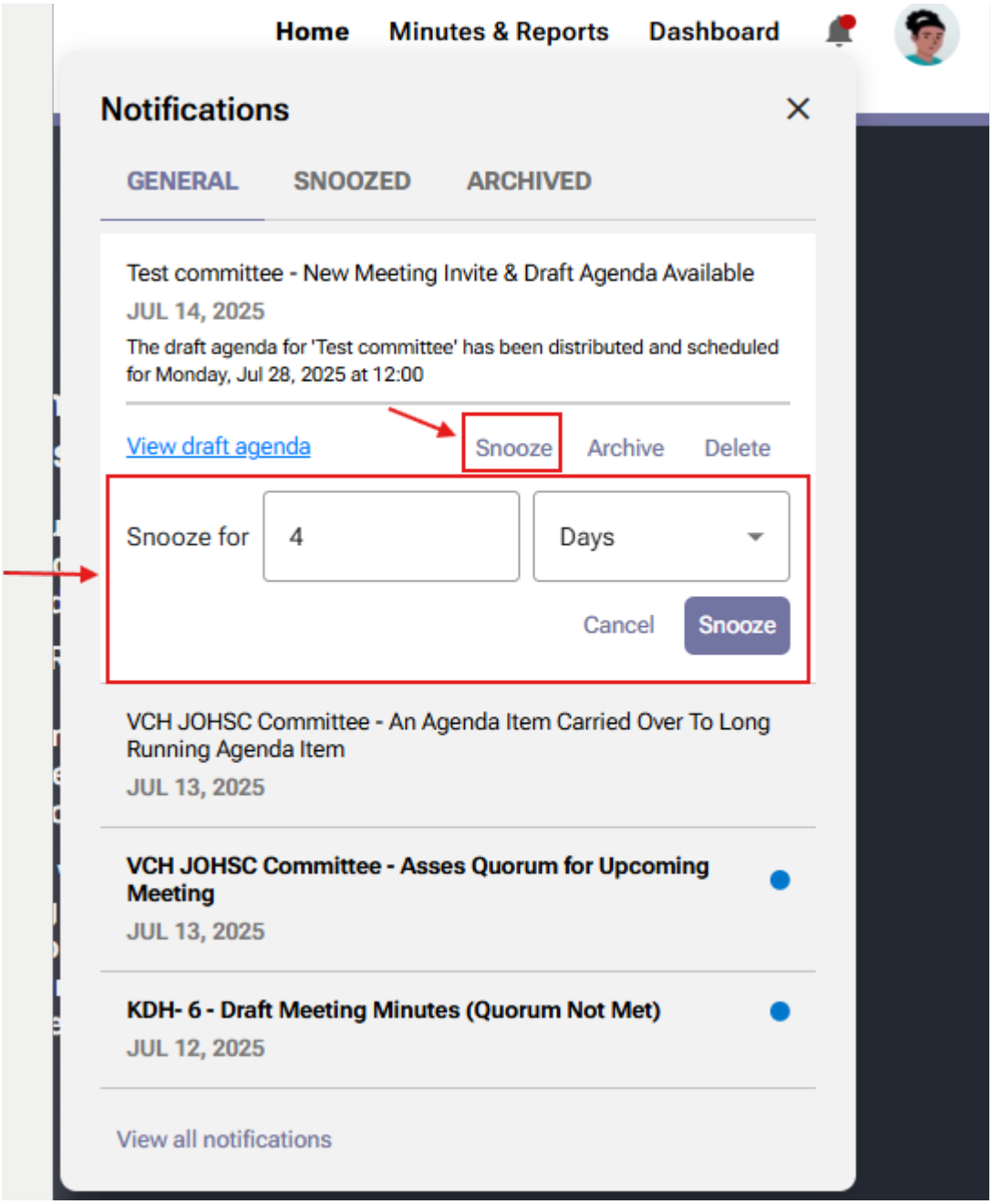
USER INFORMATION | NOTIFICATION SETTINGS

Select how you would like to receive notifications - email, resource centre, or both.

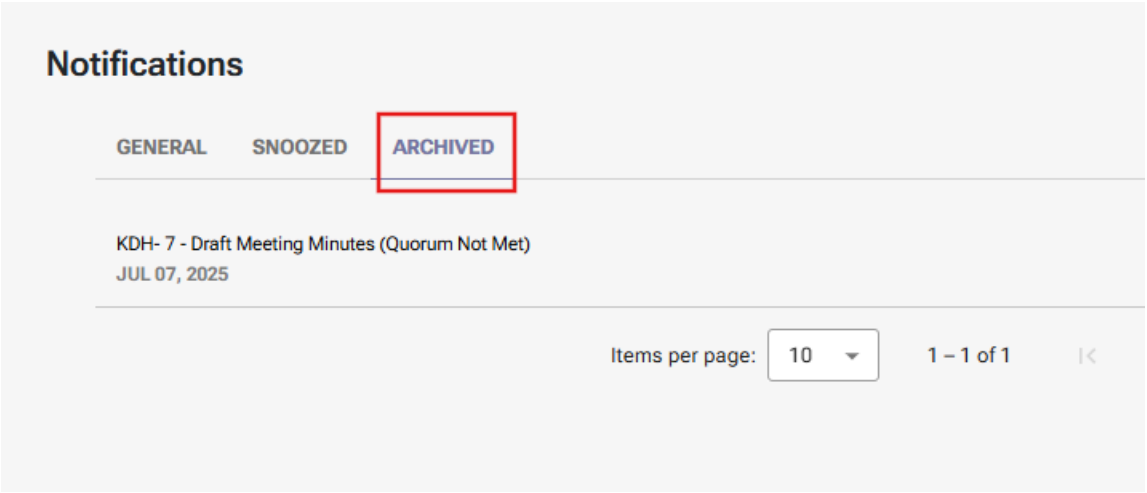
	Email	Resource Centre
All notifications	☐	☐
User Management notifications		
When I receive a message from OHS Resource Centre search	☑	☑
Meeting Management notifications		
When a draft agenda is available	☑	☐
When a meeting package & meeting invite has been distributed	☑	☐
When the draft meeting minutes are available	☑	☐
When a meeting minute has been published	☑	☐
Three (3) day reminder for upcoming meeting and quorum	☑	☐
When an action item has been assigned to me	☑	☐
When an action item assigned to me is due within seven (7) days	☑	☐
Remind me when an action item is due and/or overdue	☑	☐
When an action item assigned to me has a status change	☐	☑
When action item has been completed	☐	☑
When the long running agenda item time setting has changed	☐	☑
When a long running agenda item has been carried over	☐	☑



3.3.4 When you click the bell icon, all new notifications will appear under the General tab. Clicking on a notification gives you the option to Snooze, Archive, or Delete it. Snoozed notifications will move to the Snoozed tab for the duration you select. Notifications in the General tab are automatically deleted after 180 days.



3.3.5 Notifications can also be archived, which moves them to the Archived tab, where they will remain indefinitely until you choose to delete them.



© SWITCH BC. All Rights Reserved.

SWITCH BC, incorporated under the Societies Act as the British Columbia health care Occupational Health and Safety Society, was established in November 2020