

## How to Add a New User

This guide explains how to add a new user to a joint occupational health and safety committee (JOHSC) in the OHS Resource Centre. Only Co-Chairs and Admin Assistants are permitted to add new users to the committee.

**Note:** Health Authority and Non-Health Authority members follow a different process outlined below.

### ① Step 1: Account Creation

Before a user can be added to a committee, they must create an account and log in to the OHS Resource Centre at least once to activate their access.

Co-Chairs and Admin Assistants can use the email template below to invite new users to complete the sign-in process. Once the account is activated, the new user will be ready to begin using the OHS Resource Centre.

### ② Step 2: Adding a New User to the Committee

Once the new user has successfully signed up to the OHS Resource Centre:

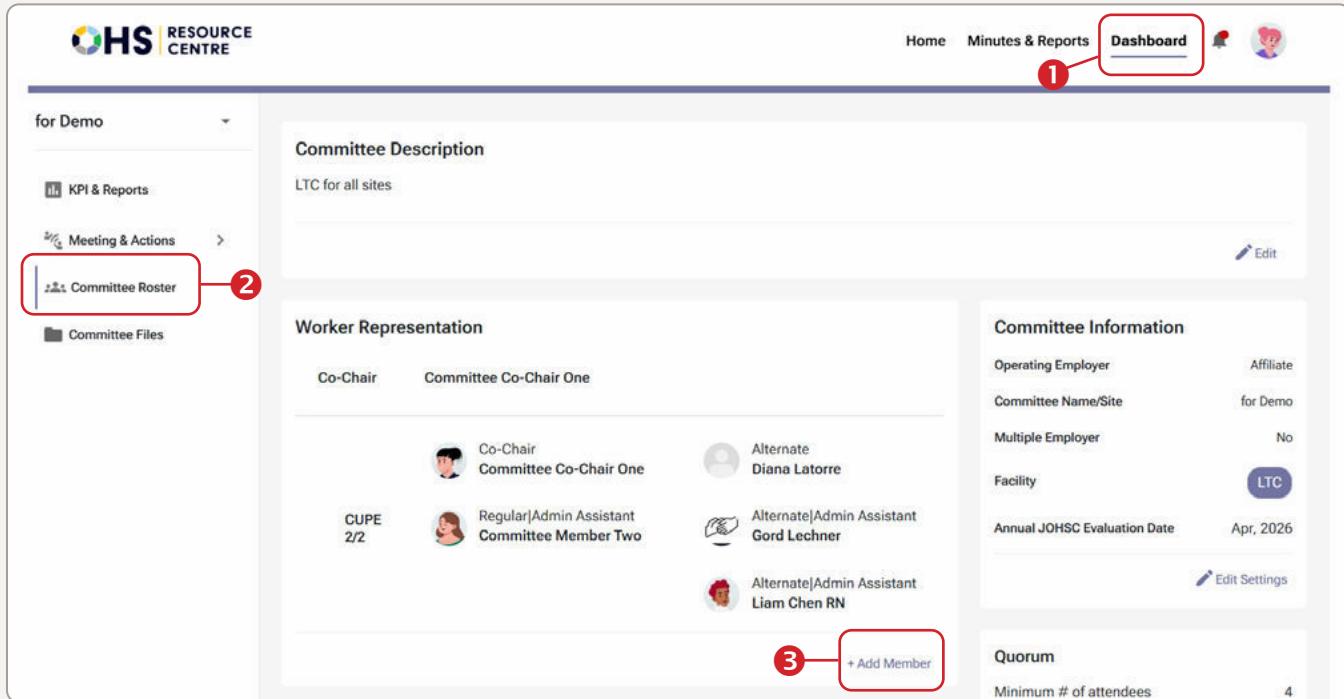
- They must notify their Committee Co-Chair and/or Admin Assistant to confirm that their account has been created and is active.
- The Co-Chair or Admin Assistant can assign the user to the committee.
  1. Click the 'Dashboard' tab. [\(Figure 1\)](#)
  2. Click on the committee's name, then click on the 'Committee Roster' link. [\(Figure 1\)](#)
  3. Click on the '+ Add Member' button in the 'Worker Representation' or 'Employer Representation' section. [\(Figure 1\)](#)
  4. Enter the email address, role, affiliation/employer information. [\(Figure 2\)](#)
  5. Click the 'Add Member' button. [\(Figure 2\)](#)

#### **Note:**

Users with a Union Practitioner or Employer Practitioner role cannot be added via this method.

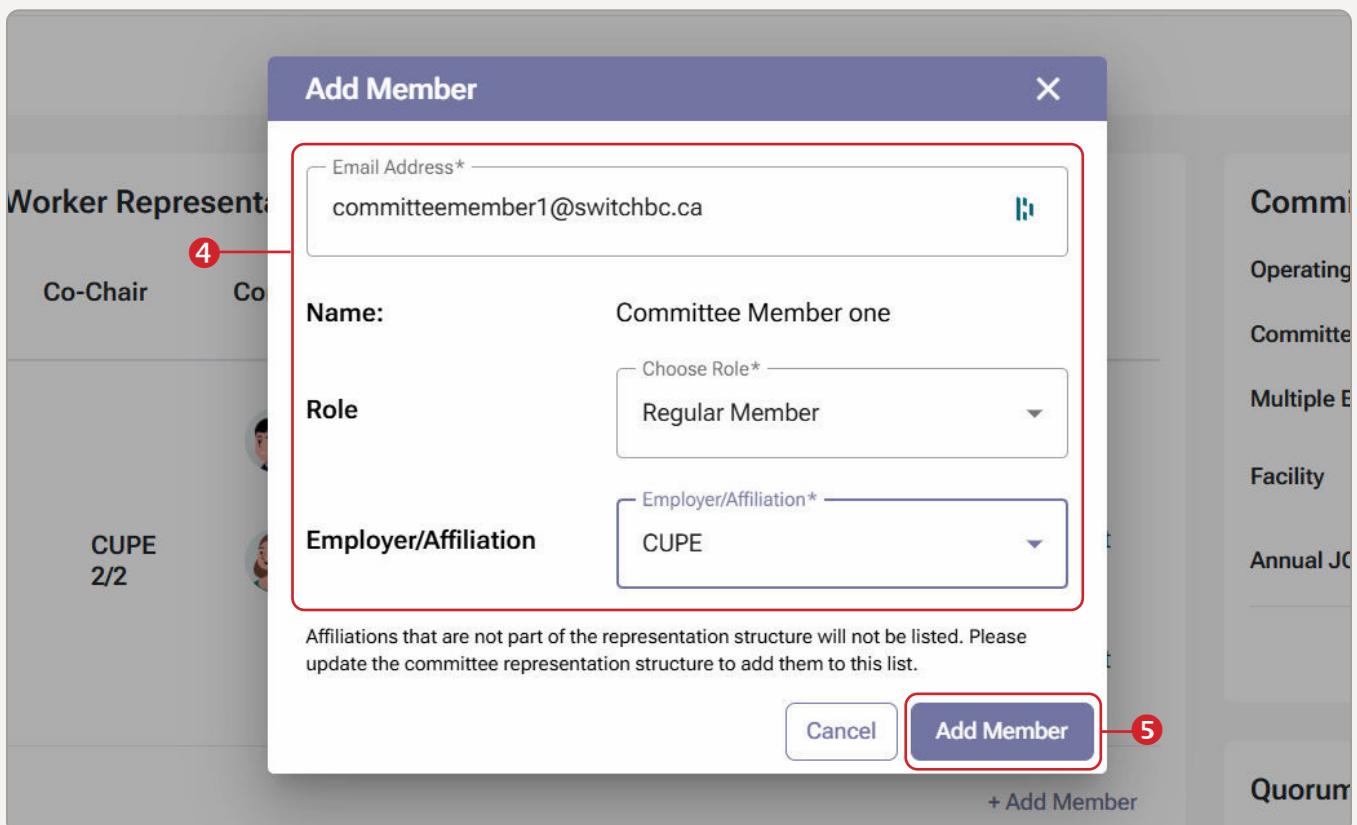
# QUICK START GUIDE

Figure 1: Adding the User to the Committee



The screenshot shows the OHS Resource Centre dashboard. At the top, there is a navigation bar with 'Home', 'Minutes & Reports', 'Dashboard' (which is highlighted with a red box and a red number '1'), and a user icon. Below the navigation is a sidebar with 'for Demo' and 'Meeting & Actions' sections, including 'Committee Roster' (highlighted with a red box and a red number '2'). The main content area is titled 'Committee Description' with the text 'LTC for all sites'. It includes sections for 'Worker Representation' (listing 'Co-Chair Committee Co-Chair One' and 'Committee Member Two' with roles 'Regular|Admin Assistant' and 'Alternate|Admin Assistant'), 'Committee Information' (listing 'Operating Employer' as 'for Demo', 'Committee Name/Site' as 'for Demo', 'Multiple Employer' as 'No', 'Facility' as 'LTC', and 'Annual JOHSC Evaluation Date' as 'Apr, 2026'), and a 'Quorum' section. A red box with a red number '3' highlights the '+ Add Member' button in the 'Worker Representation' section.

Figure 2: Adding the User to the Committee



The screenshot shows the 'Add Member' dialog box. The 'Worker Representation' section is visible in the background. The dialog box has a purple header 'Add Member' and a red border. It contains fields for 'Email Address\*' (with 'committeemember1@switchbc.ca' entered), 'Name:' (with 'Committee Member one'), 'Role' (with 'Regular Member'), and 'Employer/Affiliation' (with 'CUPE'). A note at the bottom states: 'Affiliations that are not part of the representation structure will not be listed. Please update the committee representation structure to add them to this list.' At the bottom are 'Cancel' and 'Add Member' buttons, with a red box and a red number '5' highlighting the 'Add Member' button.

## Appendix- New user sign-up email template

Hello,

Welcome to our Joint Occupational Health and Safety Committee (JOHSC). We're excited to have you join us. To get started, please log in to the OHS Resource Centre and complete the sign-in process here: <https://ohsrc.healthcarebc.ca/#/login>.

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### If You Work at a B.C. Health Authority

You can sign in using your regular work email credentials if you are connected to your Health Authority network. (Such as: @vch.ca, @fraserhealth.ca, @interiorhealth.ca)

#### Steps:

1. On the "Sign in with" screen, select "Sign in with Health Authority Email."
2. After signing in, notify your Co-Chair or Admin Assistant so they can complete your onboarding.

**Need Help?** Watch video: [How to create an account - Existing Health Authority employees](#)

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### If You Do NOT Work at a Health Authority

(This includes contractors without network access, such as @paladin, etc.)

#### You have two sign-in options:

- Sign in using an OHS Resource Centre account
- Or use your Google email account

**Need Help?** Watch video: [How to create an account - Non-Health Authority employees](#)

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#### Important Notes:

- If you are a Health Authority employee, do not use the Non-Health Authority login methods, as this may limit system functionality.
- Once signed in, please notify your Co-Chair or Admin Assistant so they can onboard you to the committee.

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If you have any questions, feel free to reach out.

[Your Name]  
Co-Chair / Committee Admin  
[Your Organization]