

How to Add Standing and Existing Agenda Items, and Action Items

This guide provides step-by-step instructions for adding Standing and Existing Agenda Items within the OHS Resource Centre. While both follow similar steps, they are entered into different sections of the platform. The guide also explains how to assign and manage Action Items linked to these Agenda Items, ensuring all committee discussions and follow-ups are accurately documented and tracked.

Definitions:

- **Standing Agenda Items** – routine or procedural topics covered at every meeting (e.g., Land Acknowledgement, Incident Summary, Inspections, JOHSC Training).
- **Existing Agenda Items** – items in progress but expected to be completed or resolved.

HOW TO ADD STANDING AGENDA ITEMS

- ➔ **STEP 1:** Log in to the [SWITCH BC OHS Resource Centre](#).
- ➔ **STEP 2:** From the Dashboard, locate the left-hand menu and:
 - Select your committee. ([Figure 1](#))
 - Click on 'Meetings and Actions'. ([Figure 1](#))
 - Navigate to 'Agenda Items'. ([Figure 1](#))
 - Then click on 'Standing Agenda Items'. ([Figure 2](#))

QUICK START GUIDE

Figure 1: Access the Standing Agenda

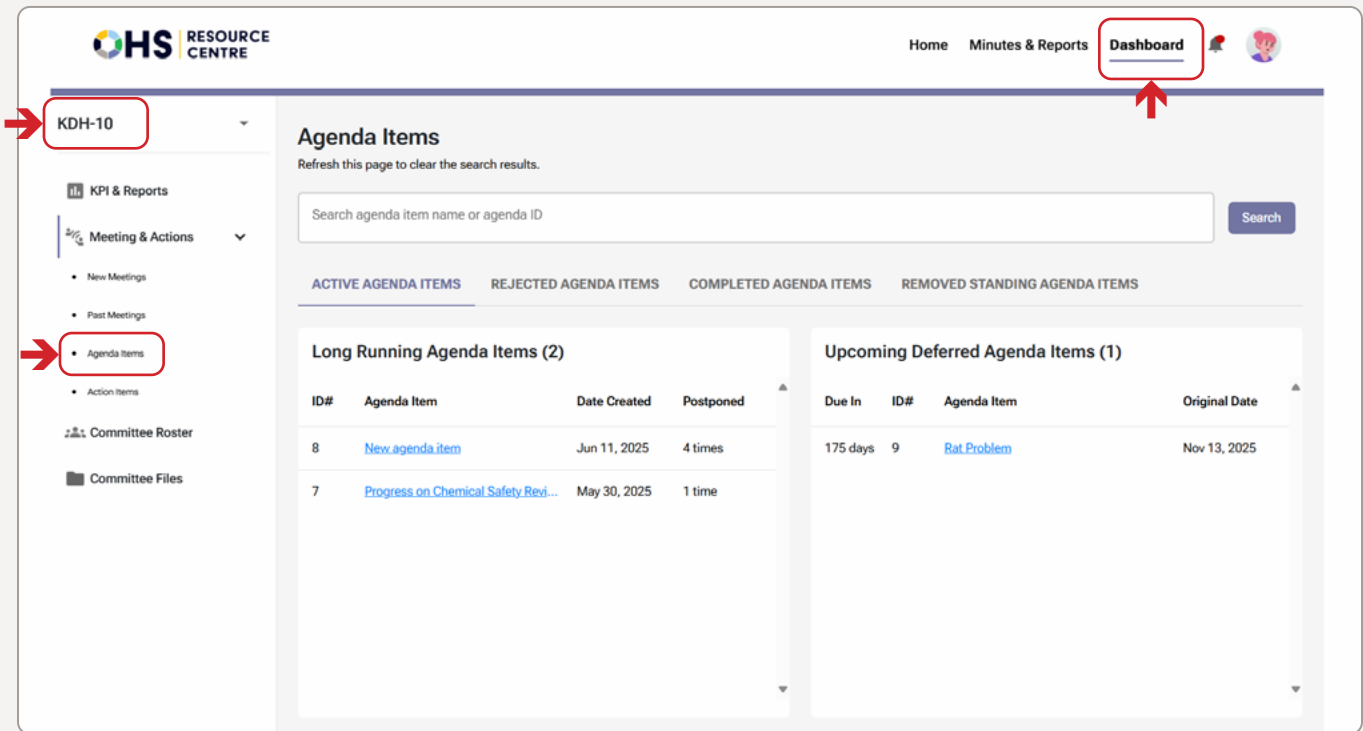
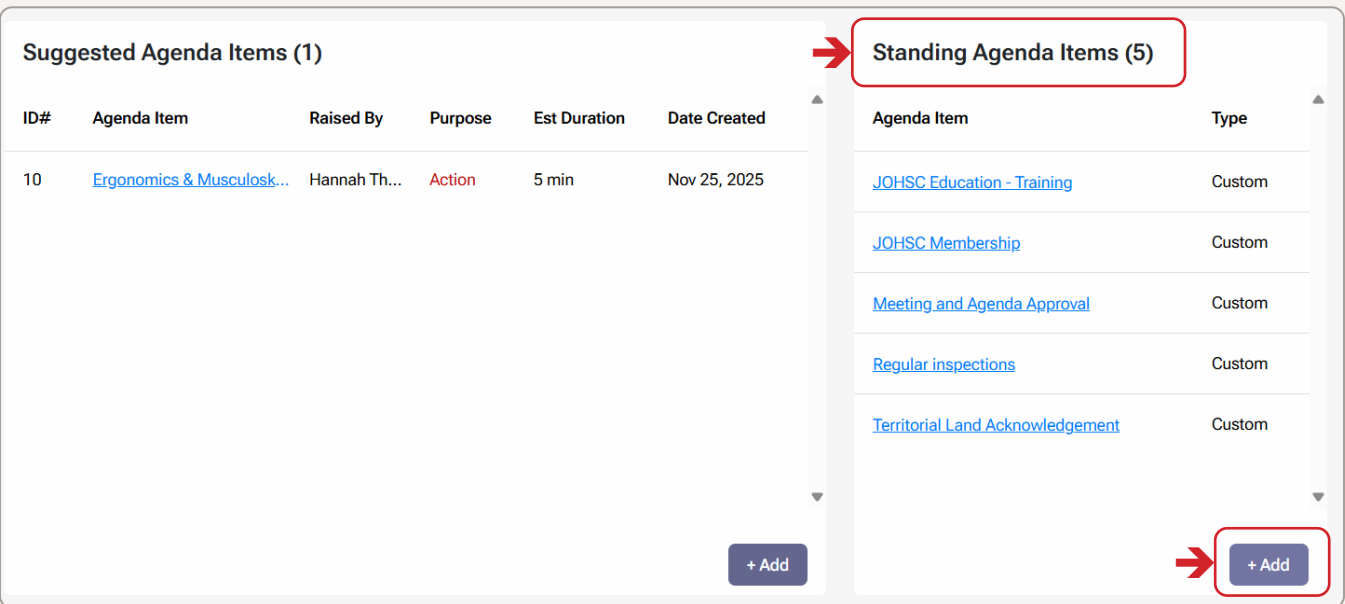


Figure 2: Adding Standing Agenda Items



QUICK START GUIDE

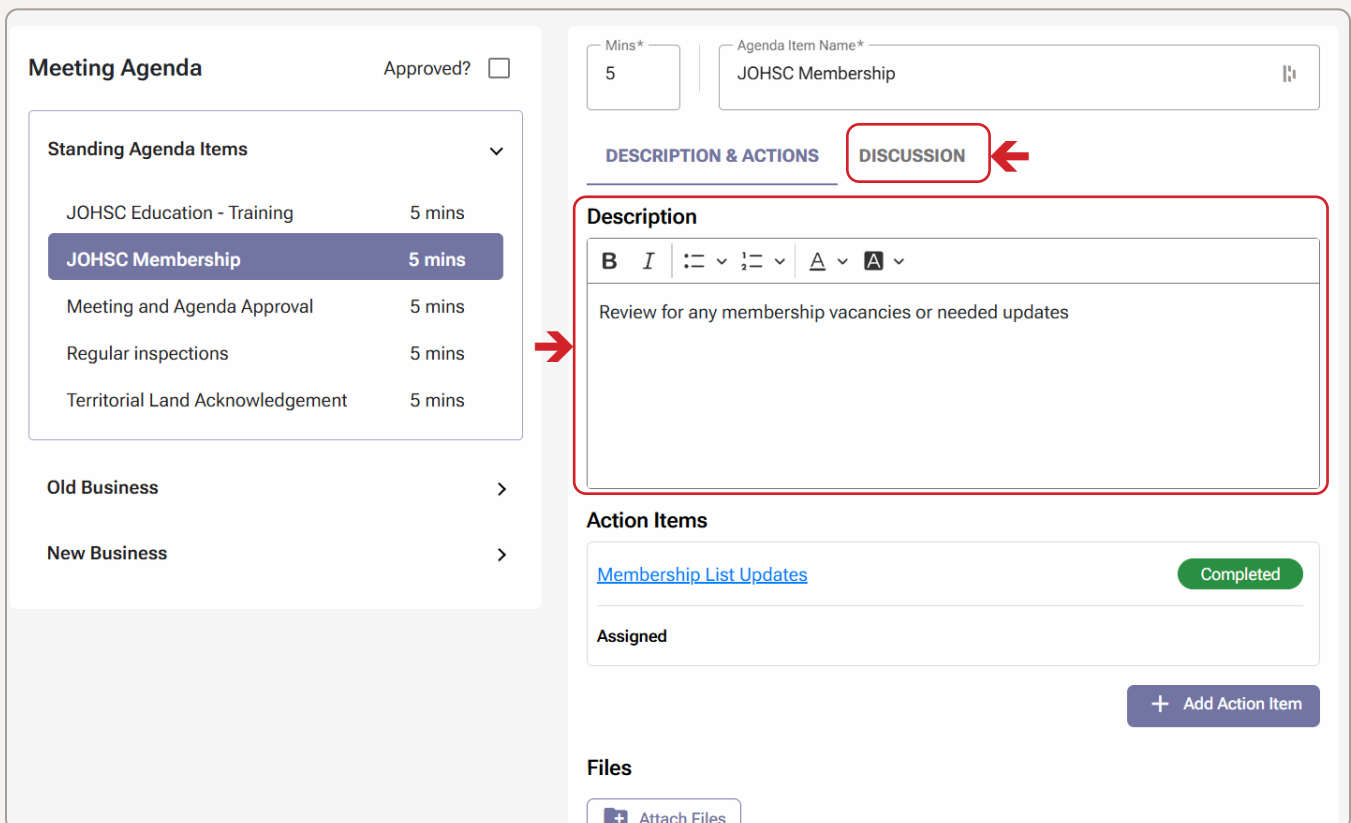
- ➞ **Step 3:** Complete the required fields in the pop-up form:
- **Agenda Item Title:** Clear and concise (e.g., “JOHSC Membership”).
 - **Estimated Duration:** Expected discussion time.
 - **Description:** Include background or context (e.g., “Review for membership changes”). See the Note section below.
 - **Files (optional):** Attach previous meeting minutes or related documents.
- ➞ **Step 4:** Click ‘Add’ to save. Repeat for any additional recurring topics.

Note:

Standing Agenda Items must be added **at least 14 calendar days** before the scheduled meeting to ensure they appear in the draft agenda.

This section is used only to enter the Agenda Item description. Updates or progress should not be recorded here. Once your first JOHSC meeting is active in the OHS Resource Centre, a ‘Discussion’ box will appear. Use this area to record past and future progress, as well as any related action items during the meeting.

Figure 3: Add Minutes to Discussion Box



Meeting Agenda Approved? ☐

Standing Agenda Items ▼

JOHSC Education - Training	5 mins
JOHSC Membership	5 mins
Meeting and Agenda Approval	5 mins
Regular inspections	5 mins
Territorial Land Acknowledgement	5 mins

Old Business >

New Business >

DESCRIPTION & ACTIONS **DISCUSSION** ←

Description

B **I** **:** **=** **~** **:** **=** **~** **A** **~** **A** **~**

Review for any membership vacancies or needed updates

Action Items

[Membership List Updates](#) Completed

Assigned

Files

+ Attach Files

+ Add Action Item

QUICK START GUIDE

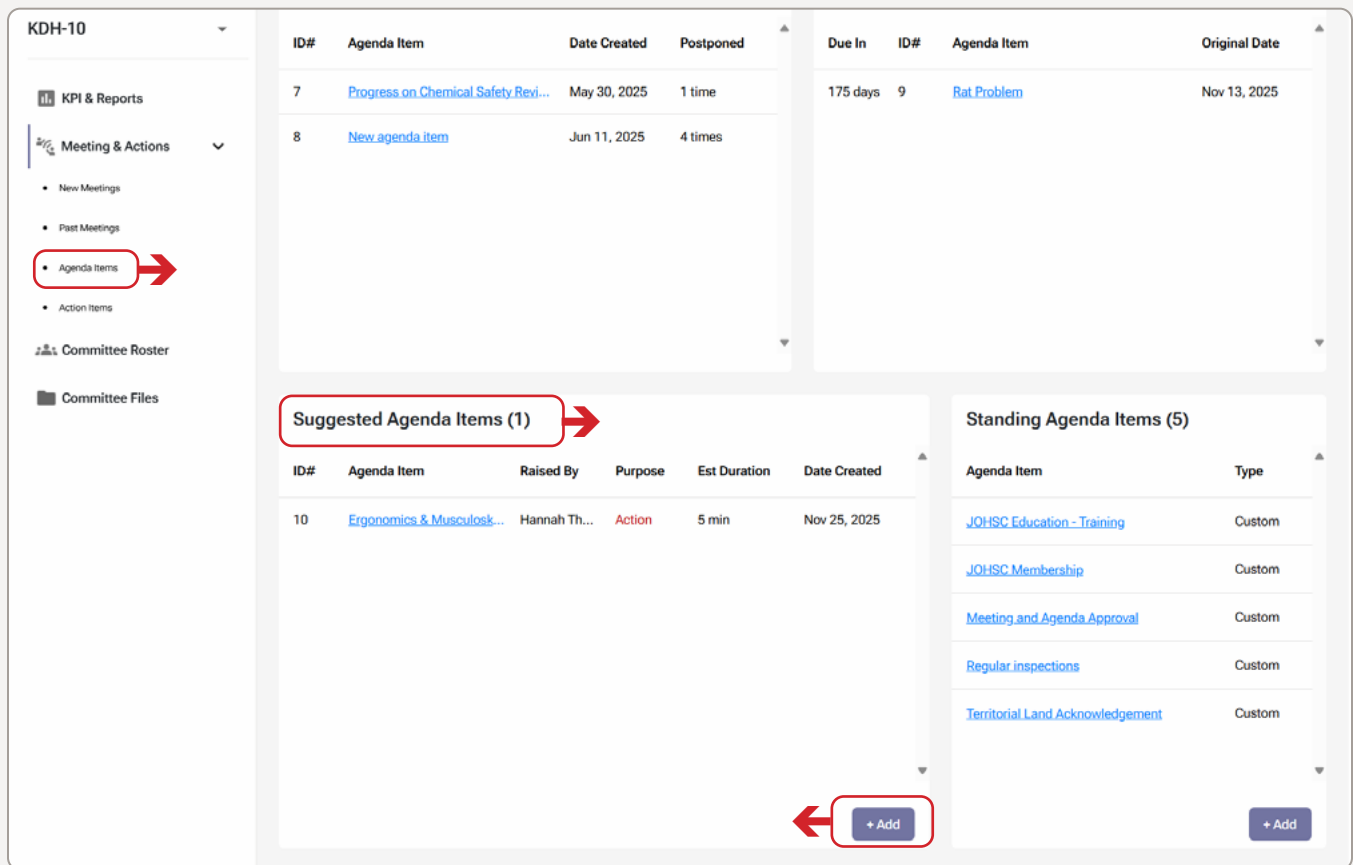
ADD EXISTING (OLD) BUSINESS AGENDA ITEMS

Note:

Typically, this is where new Agenda Items are added. For now, as you migrate your Existing Items into the OHS RC, follow these steps:

- ➞ **Step 1:** From the Dashboard, navigate to:
- ➞ Committees ➞ Meetings and Actions ➞ Agenda Items ➞ Suggested Agenda Items

Figure 4: Adding Suggested Agenda Items



The screenshot displays the OHS Resource Centre interface. On the left sidebar, the 'Meeting & Actions' menu is expanded, and 'Agenda Items' is highlighted with a red box and arrow. The main content area shows a table of 'Suggested Agenda Items' with columns for ID#, Agenda Item, Raised By, Purpose, Est Duration, and Date Created. A red box highlights the '+ Add' button at the bottom right of the 'Suggested Agenda Items' table.

ID#	Agenda Item	Date Created	Postponed
7	Progress on Chemical Safety Revi...	May 30, 2025	1 time
8	New agenda item	Jun 11, 2025	4 times

Due In	ID#	Agenda Item	Original Date
175 days	9	Rat Problem	Nov 13, 2025

ID#	Agenda Item	Raised By	Purpose	Est Duration	Date Created
10	Ergonomics & Musculosk...	Hannah Th...	Action	5 min	Nov 25, 2025

Agenda Item	Type
JOHSC Education - Training	Custom
JOHSC Membership	Custom
Meeting and Agenda Approval	Custom
Regular inspections	Custom
Territorial Land Acknowledgement	Custom

- ➞ **Step 2:** Click '+ Add' under the 'Suggested Agenda Items' section.
- ➞ **Step 3:** Complete the required fields in the pop-up form in the steps noted above.

ASSIGNING ACTION ITEMS TO AGENDA ITEMS

Once your Agenda Items are in place, you can assign both new and existing Action Items.

Note:

Action Items can only be created once the first meeting has started. On the day of your meeting, start the meeting, navigate through each Agenda Item, update the Discussion Field, and assign the relevant existing Action Items. Be sure to complete this step before adjourning the meeting.

When your meeting has started and is in progress:

- ➔ **Step 1:** Navigate to the appropriate Agenda Item (e.g., “Regular Inspections”).

Figure 5: Adding Action Items to Agenda Items

Meeting Agenda

Approved? ☐

Standing Agenda Items

JOHSC Education - Training

5 mins

JOHSC Membership

5 mins

Meeting and Agenda Approval

5 mins

Regular inspections

5 mins

Territorial Land Acknowledgement

5 mins

Old Business

>

New Business

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Mins*

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Agenda Item Name*

JOHSC Membership

DESCRIPTION & ACTIONS

DISCUSSION

Description

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Review for any membership vacancies or needed updates

Action Items

Membership List Updates

Completed

Assigned

Files

Attach Files

➔

+

Add Action Item

Last updated: 14:51 - Nov 25, 2025 by Hannah Thompson RN CNO

➞ **Step 2:** Click + Add Action Item and fill out the following fields:

- Action Item Title
- Due Date
- Status: *In Progress, Assigned, or Completed*
- Priority Level
- Description / Notes: Include details from the previous meeting.
- Responsible Member(s)
- Attachments (optional): Upload any related documents

➞ **Step 3:** Click 'Save' to confirm. Assigned members will receive an email notification with the Action Item details.

Notes:

Action Items can be added under any agenda category: 'Standing Business', 'Old Business', or 'New Business'.

You cannot complete an Agenda Item if there are open Action Items associated with it; all related Action Items must be closed first.

Members assigned to an Action Item can update it before or after the meeting by navigating to Dashboard ➞ Committees ➞ Meetings and Actions ➞ Action Items.

Reminder – Action Items can only be created on the day of the meeting. Start the meeting, navigate to the relevant Agenda Item, and add Action Items **before adjourning**.