

Permitted Activities by Role

This table outlines OHS Resource Centre activities for Joint Occupational Health and Safety (JOHS) committee members permitted by role. Co-Chairs or Administration Assistants can update committee roles in the OHS Resource Centre, when required. For changes to Employer or Union Practitioner roles, please contact the OHS Resource Centre System Administrator.

Permitted Activities by Role	JOHS Committee Co-Chair (Employer and Worker)	JOHS Committee Member (Reg & Alt)	Admin Assistant	General HA Staff	Ex-Officio	Employer OHS Practitioner	Union OHS Practitioner	System Administrator
Overall Site Governance	x	x	x	x	x	x	x	x
Update User Account Type	x	x	x	x	x	x	x	✓
Assign/Remove JOHS Committee Practitioner	x	x	x	x	x	x	x	✓
Create/Update Practitioner Profile	x	x	x	x	x	✓	✓	✓
Create/Update JOHS Committee	x	x	x	x	x	✓ ₂	x	x
Add/Remove/Update JOHS Committee Co-Chair	✓ ₂	x	✓ ₂	x	x	✓ ₂	x	x
Add/Remove JOHS Committee member	✓ ₂	x	✓ ₂	x	x	✓ ₂	x	x
Schedule Special/Recurring Meeting	✓	x	✓	x	x	x	x	x
Start/Reschedule/Adjourn the Meeting	✓	✓ ₁	✓	x	✓ ₁	x	x	x

1 – If assigned meeting recorder
2 – For assigned committee
3 – For own committee

4 – As directed by committee
5 – As part of meeting support

Permitted Activities by Role	JOHS Committee Co-Chair (Employer and Worker)	JOHS Committee Member (Reg & Alt)	Admin Assistant	General HA Staff	Ex-Officio	Employer OHS Practitioner	Union OHS Practitioner	System Administrator
Add/Update TOR setting	✓	x	✓	x	x	✓	x	x
Create/Establish standing agenda items (for local JOHS committees only)	✓ ₃	✓ ₃	✓ ₃	x	x	x	x	x
Create meeting agenda	✓ ₃	x	✓ ₃	x	x	x	x	x
Contribute to meeting agenda	✓ ₃	✓ ₃	✓ ₃	x	x	x	x	x
Prioritize and re-prioritize meeting agenda items	✓	✓ ₁	✓	x	x	x	x	x
Update status of meeting agenda items (e.g. mark complete)	✓	✓ ₁	✓	x	✓ ₁	x	x	x
Edit meeting minutes	✓	✓ ₁	✓ ₄	x	✓ ₁	x	x	x
Review meeting minutes	✓	✓ ₁	✓	x	✓ ₁	x	x	x
Contribute to meeting minutes	✓	✓	✓	x	x	x	x	x
Approve and Publish meeting minutes	✓	✓ ₁	✓	x	✓ ₁	x	x	x
Access Single Committee context dashboards for Standardized JOHSC Reporting	✓ ₂	✓ ₂	✓ ₂	x	x	x	x	x
Access Multiple Committee context dashboards for Standardized JOHSC Reporting	x	x	x	x	x	✓ ₂	✓ ₂	x

1 – If assigned meeting recorder
2 – For assigned committee
3 – For own committee

4 – As directed by committee
5 – As part of meeting support

Permitted Activities by Role	JOHS Committee Co-Chair (Employer and Worker)	JOHS Committee Member (Reg & Alt)	Admin Assistant	General HA Staff	Ex-Officio	Employer OHS Practitioner	Union OHS Practitioner	System Administrator
Capture meeting attendance and confirm quorum	✓	✓ ₁	✓ ₅	x	✓ ₁	x	x	x
Assign action items	✓	✓ ₁	✓ ₅	x	✓ ₁	x	x	x
Update status of action items	✓	✓	✓	x	✓ ₁	x	x	x
Upload/Delete/Move documents in sub-folders	✓ ₂	✓ ₂	✓ ₂	x	x	✓ ₂	✓ ₂	x
Finding a specific JOHS committee	✓	✓	✓	✓	✓	✓	✓	✓
Finding all the committees that a specific committee member belongs to	x	x	x	x	x	✓	✓	✓

1 – If assigned meeting recorder
2 – For assigned committee
3 – For own committee

4 – As directed by committee
5 – As part of meeting support