

Quick Reference Guide – OHS Resource Centre Users

This Quick Reference Guide outlines how Employer and Union Practitioners can support Joint Occupational Health and Safety Committee (JOHSC) members in maintaining committee effectiveness and meeting regulatory requirements through the OHS Resource Centre – a digital meeting and committee management platform. For additional information and support, view the [Quick Reference Guide for JOHSC members](#).

EMPLOYER AND UNION PRACTITIONERS

Getting Started

- ➔ **Create your account in the OHS Resource Centre**
Follow the [Step By Step Guide](#) to creating your account.
- ➔ **Contact the OHS Resource Centre System Administrator**
Following your internal Employer or Union protocols, contact the OHS Resource Centre System Administrator at ohsresourcecentre@switchbc.ca to request (a) a Practitioner account, and (b) the account be associated with the names of the committees you will oversee. Please note that account provisioning may take up to 24 hours, depending on the volume of requests to the Help Desk.
- ➔ **Explore the resources available in the OHS Resource Centre**
The [OHS Resource Centre](#) contains links to user orientation materials. To fast-track your learning, you can view the series of training [video tutorials](#), which takes about 25 minutes total to complete.
- ➔ **Locate the Dashboard and the Committee Management areas of the OHS Resource Centre**
Once your account has been designated as a Practitioner account, log in to the OHS Resource Centre. Click on **My Committees** at the top of the page to access committee-specific information.
Click on **Dashboard** at the top of the page to access **KPIs & Reports**. The information available here falls under two categories: JOHSC Composition and JOHSC Activities.

Using the KPIs & Reports Function

- ➔ **Monitor JOHS Committees' membership and governance**
From the Dashboard, select **KPIs & Reports** and then the **JOHSC Composition tab**. Statistics displayed under the JOHSC Composition tab help you keep track of any vacancies in the committees you oversee.
- ➔ **Gauge the effectiveness of JOHSC activities**
The KPIs displayed under the **JOHSC Activities** tab are meeting-performance statistics on quorum, minutes, agenda items and action items, and how often 'Special Meetings' are held.
Refer to the [manual](#) to learn more about KPIs & Reports.

Creating JOHS Committees (Employer Practitioner only)

- ➔ **Create a JOHS Committee**
The Employer Practitioner role has ability to set up a new JOHS committee as the need arises. Refer to these [step-by-step instructions](#) on the OHS Resource Centre to learn how to create or update the composition of a JOHS committee.
- ➔ **Permitted Activities by Role**
For a better understanding of what each role has ability to perform in the OHS Resource Centre, refer to [Permitted Activities List by Role](#).