

## How to Remove a User from a Committee

This guide explains how authorized members can remove a user from a committee in the OHS Resource Centre. Only Co-chairs, Admin Assistant, or Employee Practitioners assigned to a committee have permission to remove a user from that committee.

**Follow the steps below to complete the process:**

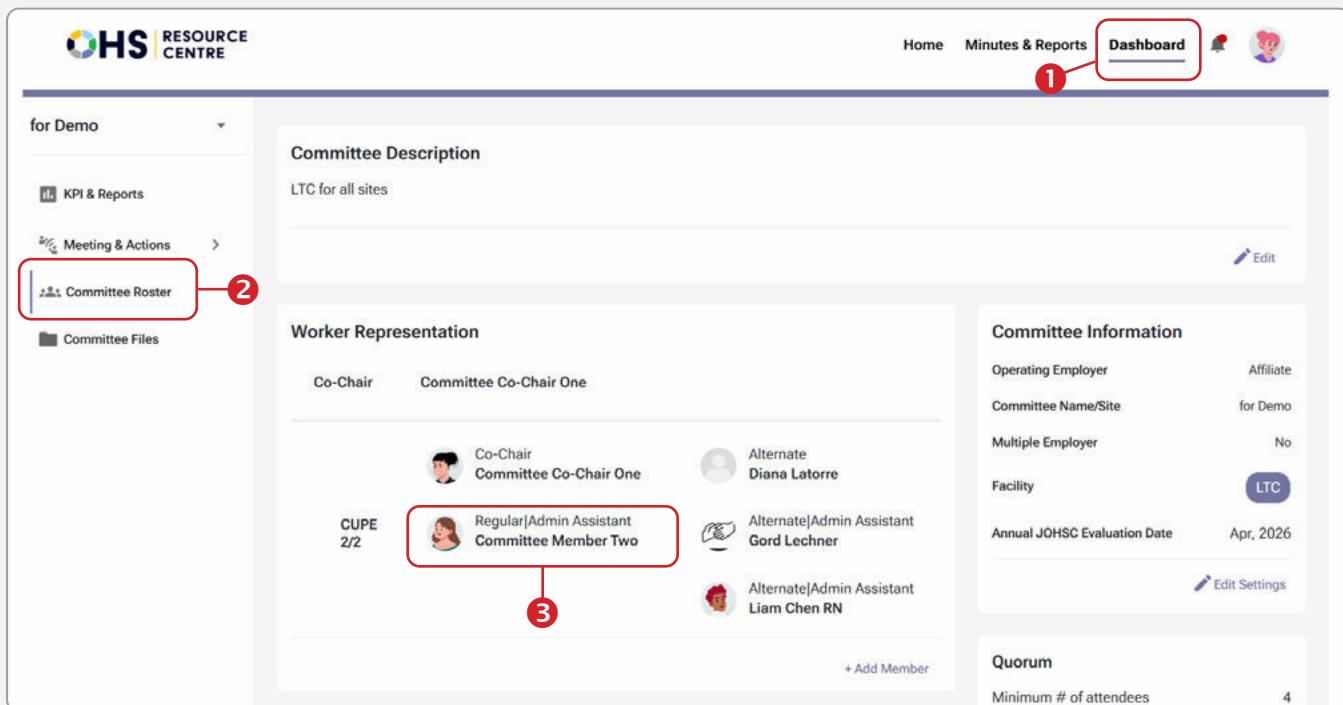
### Steps to Remove a User:

1. Click the 'Dashboard' tab. (Figure 1)
2. Click on the committee's name, then click on the 'Committee Roster' link. (Figure 1)
3. Hover over the member you want to remove and then click on the '⋮' icon that appears next to their name. (This icon appears only when hovering.) (Figure 1)
4. Choose the 'Remove Member' option. (Figure 2)
5. Confirm by clicking 'Yes, remove' when prompted. (Figure 3)

### Note:

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

**Figure 1:** Removing the User from the Committee



The screenshot shows the OHS Resource Centre dashboard for a committee named 'LTC for all sites'. The 'Committee Roster' link is highlighted with a red box and the number 2. A red box with the number 3 highlights the '⋮' icon next to the name 'Regular|Admin Assistant Committee Member Two'. The 'Dashboard' tab is also highlighted with a red box and the number 1.

**Committee Description**  
LTC for all sites

**Worker Representation**

Co-Chair	Committee Co-Chair One
 Co-Chair Committee Co-Chair One	 Alternate Diana Latorre
 Regular Admin Assistant Committee Member Two	 Alternate Admin Assistant Gord Lechner
CUPE 2/2	 Alternate Admin Assistant Liam Chen RN

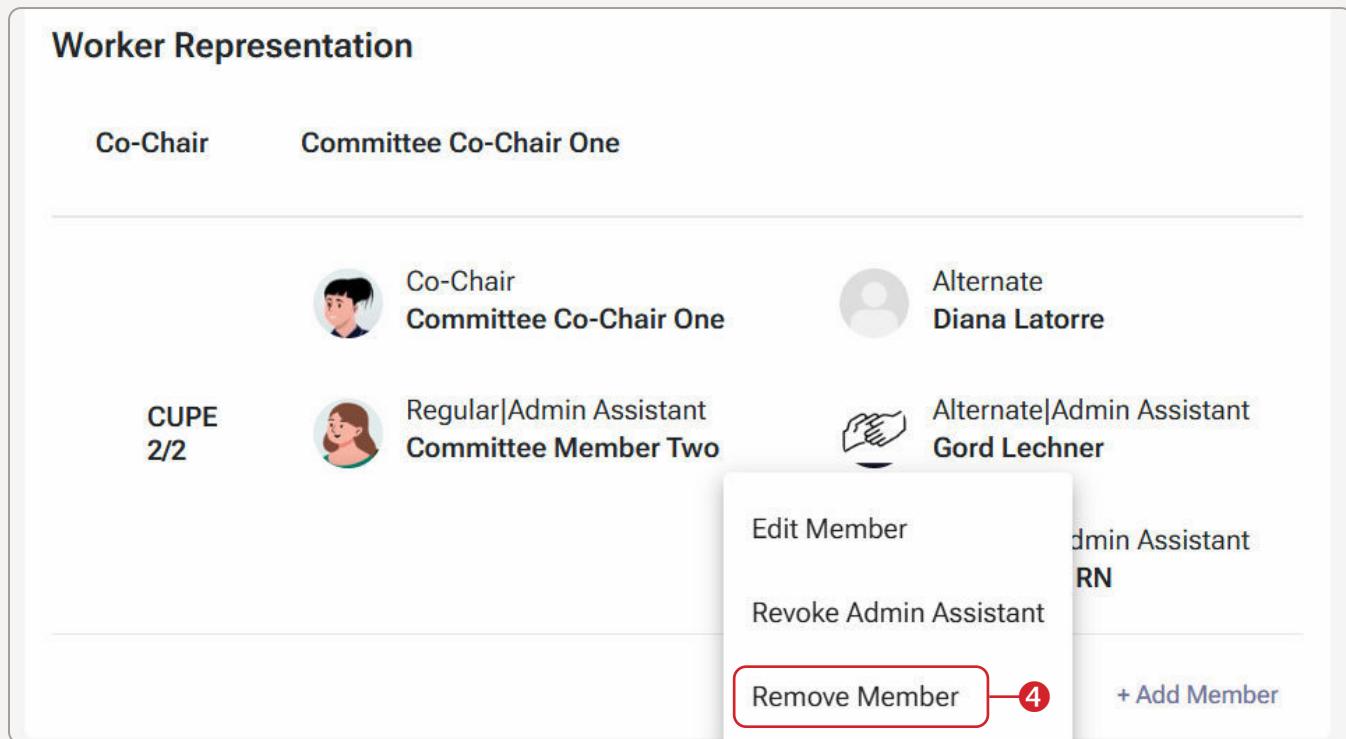
**Committee Information**

Operating Employer	Affiliate
Committee Name/Site	for Demo
Multiple Employer	No
Facility	LTC
Annual JOHSC Evaluation Date	Apr, 2026

**Quorum**  
Minimum # of attendees

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Figure 2: Removing the User from the Committee



Worker Representation

Co-Chair Committee Co-Chair One

CUPE 2/2 Regular Admin Assistant Committee Member Two

Co-Chair Committee Co-Chair One

Alternate Diana Latorre

Alternate Admin Assistant Gord Lechner

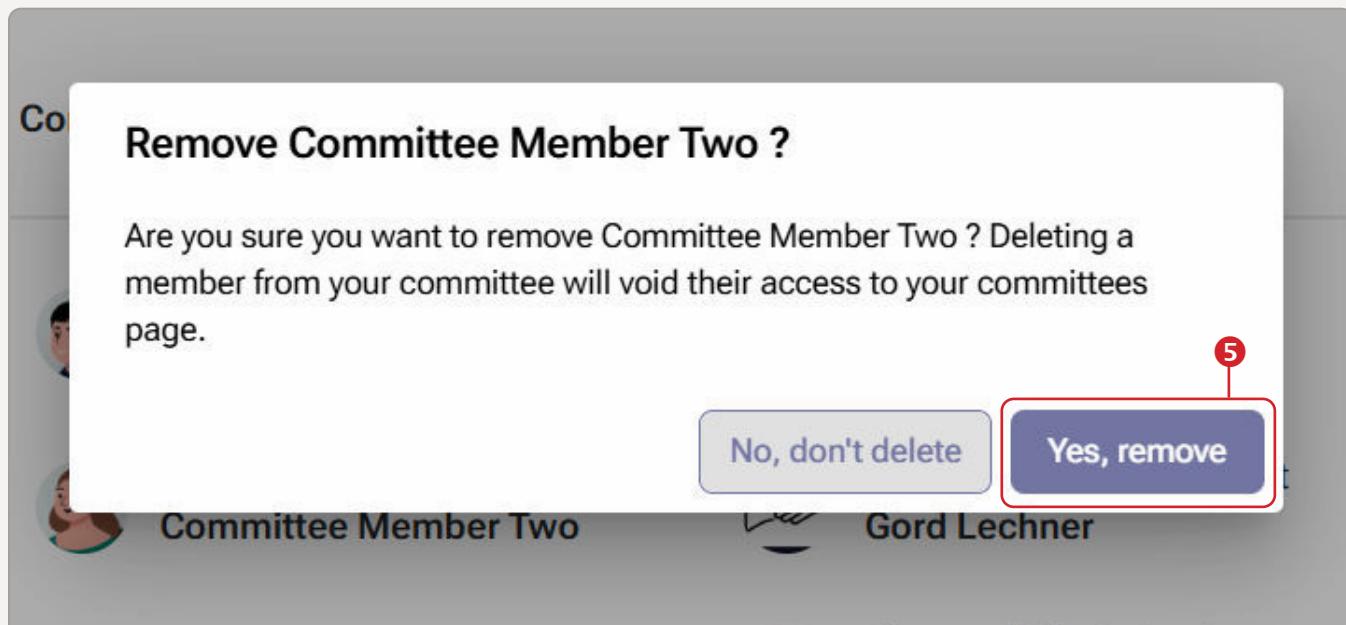
Edit Member

Revoke Admin Assistant

Remove Member 4

+ Add Member

Figure 3: Removing the User from the Committee



Remove Committee Member Two ?

Are you sure you want to remove Committee Member Two ? Deleting a member from your committee will void their access to your committees page.

No, don't delete

Yes, remove 5

Committee Member Two Gord Lechner