

OHS Resource Centre

Frequently Asked Questions: February 2024

FAQs

1. What is the OHS Resource Centre?

- The OHS Resource Centre is a new provincewide digital meeting and committee management platform for Joint Occupational Health and Safety Committees (JOHSC) in B.C.'s health sector.
- It will streamline JOHSC work with easy-to-access resources to plan and schedule meetings, take minutes, maintain membership lists, store committee documents and files, make recommendations, and track actions.
- It will allow health workers to find their JOHSC, connect with their committee members, and review committee meeting minutes and see what health and safety issues their committee is addressing.
- The goal of the OHS Resource Centre is to help enhance the culture of health and safety in the health sector.

2. Who is building and funding it?

- Funding for the OHS Resource Centre was provided by the Nurses' Bargaining Association, the Facilities Bargaining Association, and the Ministry of Health. The centre is supported by health unions (bargaining associations), health employers, and physicians.
- Bargaining associations and health authority health and safety leaders designed the OHS Resource Centre and SWITCH BC and OHS Solutions are building the platform.

3. How was the need for the OHS Resource Centre identified?

- The need for an OHS Resource Centre was identified more than a decade ago. It was initiated when an agreement was struck between health employers and bargaining associations to find better ways to support JOHSCs and collaboration between partners in the health sector.
- The OHS Resource Centre was designed by bargaining association and health authority health and safety leaders as a three-part program to include an online JOHSC meeting and committee management platform, a resource library, and the development of meeting management supports for regional committees such as regional violence prevention committees.

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- SWITCH BC, with the support of its Board partners, is building the digital meeting and committee management platform and is working on a resource library.
 - Once those components are complete, we will work with bargaining associations and employers to discuss requirements and financial commitments to support the excellent work of regional health and safety committees.

4. When will the OHS Resource Centre be available for use?

- The rollout OHS Resource Centre is scheduled to begin in spring 2024 with soft launch / pilot with Providence Health Care Society.
We are working with our partners – health employers and unions (bargaining associations) on training and implementation plans so that the platform is available throughout B.C.'s health sector.

5. What are the main features of the OHS Resource Centre?

- The OHS Resource Centre will help standardize key activities for committees and reduce the administrative burden of meeting management.
- The platform includes email integration so all staff can find JOHSC members easily and send messages or suggestions to committees directly.
- Key features include the ability to:
 - Set agendas, schedule meetings, prepare and store meeting minutes.
 - Assign and track health and safety action items.
 - Update committee membership and roles, including co-chairs.
 - Review investigation and incident reports.
 - Share documents.
 - Send and track responses to recommendations to leadership.

6. Who will have access to the OHS Resource Centre and what will they see?

- All employees will have access to the OHS Resource Centre.
 - Employees:
 - Access meeting minutes.
 - Access provincial OHS resources.
 - Ability to search for their JOHSC to send health and safety messages or suggestions to their committees.
 - JOHSC members, co-chairs:
 - Access to a meeting management system to:
 - Set agendas, schedule meetings, prepare and store meeting minutes, and confirm quorum in advance.
 - Assign and track health and safety action items.
 - Update committee membership and assign roles, including co-chairs.
 - Review investigation and incident reports.

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- Share documents.
 - Prepare recommendations to leadership.
 - Assign / re-assign committee roles (co-chairs).
 - OHS practitioners (union and employer):
 - Identify when there are vacancies on committees that need filling.
 - Ability to see who is attending meetings and if members are taking the annual health and safety training that they are entitled to.

7. Have health care teams been able to test the platform?

- Yes, a cross section of union/bargaining associations members from a variety of roles in the system, along with employer representatives on JOHSC have tested features as they were developed to provide feedback. Their input will support the initial launch and inform future improvements to the platform.
- Beginning April 30, 2024, we will soft launch the OHS Resource Centre with Providence Health Care Society's JOHSCs and make adjustments to ensure committees are comfortably using the tool.

8. What are JOHSC saying about the OHS Resource Centre?

- There's a lot of interest and growing awareness. The need for the OHS Resource Centre was identified more than a decade ago.
- Both unions/bargaining associations and employers see the clear and demonstrated value of giving JOHSC the tools and platform they need to make their work – enhancing a culture of safety – more efficient and easier to track actions, effectiveness, and progress.

9. How will it improve the lives of people working in healthcare?

- The OHS Resource Centre will relieve some of the administrative burden of being part of a committee. By reducing administrative time, committee members can focus solely on required health and safety work.
- It will also create an easier way for all employees to access resources and meeting minutes.

10. Where can I learn more about the OHS Resource Centre?

- Visit switchbc.ca to learn more.

About SWITCH BC

SWITCH BC, which stands for Safety, Wellbeing, Innovation, Training, and Collaboration in Healthcare, is a new organization focused on the health, safety, and wellbeing of

everyone working in healthcare in B.C. Our unique organizational model is a collaboration of unions, physicians, and employers. We are working to support provincewide innovation, prevention, and training, and enhancing the culture of safety in all healthcare workplaces in B.C. To learn more about SWITCH BC and our strategic objectives and goals, visit switchbc.ca.

For More Information

- Email: ohsresourcecentre@switchbc.ca
- <https://switchbc.ca/programs/occupational-health-safety-resource-centre/>