



# User Management Manual

2024- VERSION 1.3

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SWITCH BC

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# About the Occupational Health and Safety (OHS) Resource Centre

The Occupational Health and Safety (OHS) Resource Centre is an online platform for all health care Joint Occupational Health and Safety Committees (JOHSC) and leaders. It provides easy access to agendas, minutes, resources, and actions to improve and enhance a culture of safety throughout British Columbia (BC).

This manual is for all health care workers accessing the OHS Resource Centre. All registered health care employees can access the OHS Resource Centre to see JOHSC meeting minutes in their organization and provincial OHS resources. JOHSC members, unions, and employer leaders can also manage meeting schedules, meeting minutes, resources, and reports from the committees they belong to.

The OHS Resource Centre was developed by SWITCH BC, with funding from the Nurses' Bargaining Association, the Facilities Bargaining Association, and the Ministry of Health. The OHS Resource Centre is supported by health unions (bargaining associations), health employers, and the Doctors of B.C.

## About SWITCH BC

SWITCH BC, which stands for Safety, Wellbeing, Innovation, Training and Collaboration in Healthcare, is an organization focused on the health, safety, and wellbeing of everyone working in health care in B.C. It is a collaboration of unions, physicians, and employers working together to support provincewide innovation, prevention and training, and enhancing the culture of safety in all health care workplaces in B.C. Learn more at [switchbc.ca](https://switchbc.ca).

## Additional Manuals and Resources

### Note

- The suggested and best viewing of the OHS Resource Centre is using a 1440 X 900 screen resolution at 100% zoom within your Chrome web browser.

*This manual was last updated July 3, 2024. If you have questions, or have found an error or omission in this document, please email SWITCH BC at [ohsresourcecentre@switchbc.ca](mailto:ohsresourcecentre@switchbc.ca)*

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# 1. Creating your Account

Setting up your Occupational Health and Safety (OHS) Resource Centre account is easy! The following instructions apply to all user roles within the system, which are listed below. There are specific details depending on whether you have a health authority email address or not.

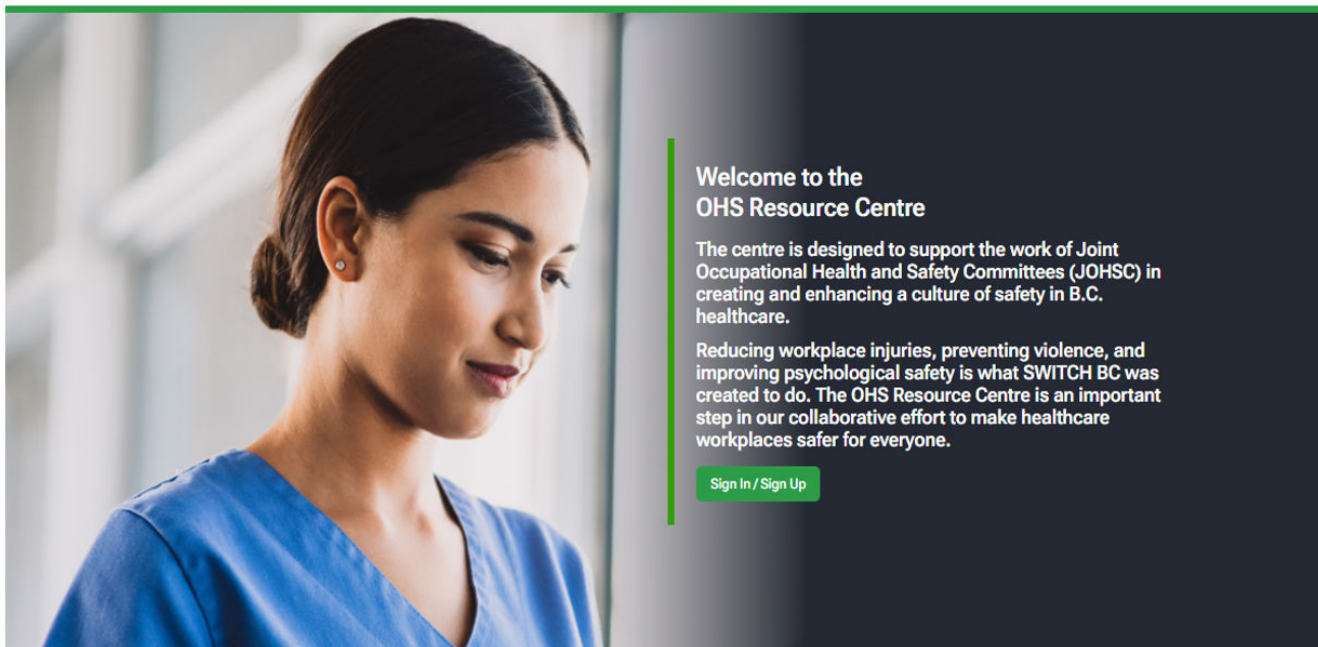
User Roles:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- Committee Regular Member
- Committee Alternate Member
- Employer Practitioner
- Ex-Officio (non-voting)
- General Health Authority Staff (staff worker and/or health authority-trusted network)
- General Non-Health Authority Staff (affiliate worker and/or non-health authority-trusted network)
- System Administrator (OHS Resource Centre site administrator)
- Union Practitioner
- 21 Day Recommendations (employer)

## 1.1 Set Up your Account

Applies to:

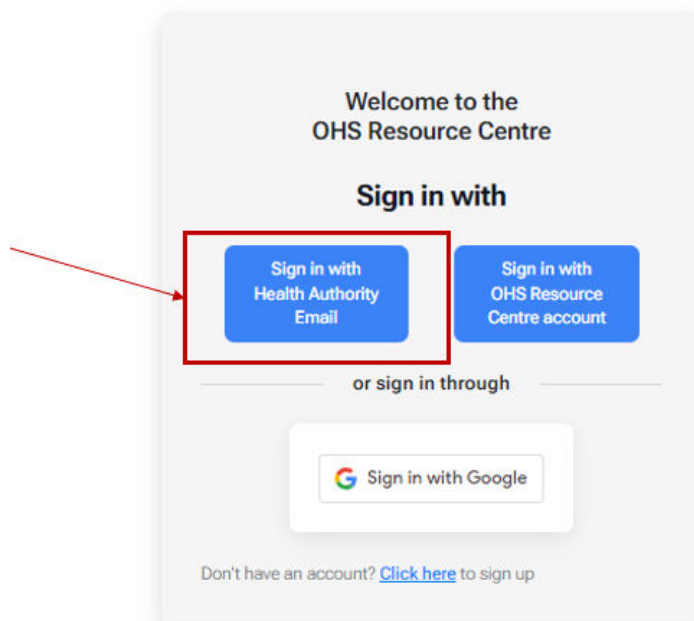
- All user roles
  - 1.1.1. Go to [www.ohsresourcecentre.switchbc.ca](http://www.ohsresourcecentre.switchbc.ca) to access the OHS Resource Centre homepage. Google Chrome is recommended for the best performance.
  - 1.1.2. On the homepage, click on the 'Sign In / Sign Up' link on the top right or middle of the page.



If you work at a health authority:

You can sign in with the same username and password you normally use for your work email if you are connected to a health authority network.

- 1.1.3. On the 'Sign in with' screen, click on the 'Sign in with Health Authority Email' link if you are an employee of a B.C. health authority.

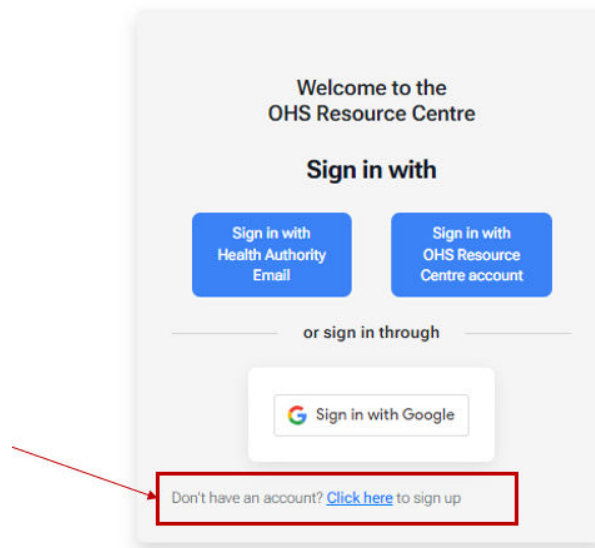


If you do not work at a health authority:

There are two options to choose from. You can sign through the OHS Resource Centre platform or use a Google email account.

#### Option 1 - OHS Resource Centre Account

1.1.4. On the 'Sign in with' screen, click on the 'Click here to sign up' link.



1.1.5. On the next screen, enter your first name, last name, email address, and then click the 'Next' button.

1.1.6. On the 'Check your email' screen, click the 'Create Password' button.

1.1.7. On the 'Create Password' screen, enter your password into the 'Password' and 'Confirm Password' fields.

#### Note

- Passwords must contain:
  - At least eight characters
  - One or more uppercase and lowercase alphabet letter(s),
  - A number
  - A special character
    - Examples of special characters are @\$!%\*?&.

1.1.8. An email with a validation code will be sent to you as part of the registration process. It will look like this:

From: DoNotReply@phsa.ca  
Subject: Your OHS Resource Centre Verification Code

1.1.9. Locate the six-digit validation code, copy, and paste it into the 'Validation Code' field. Click the 'Complete Sign Up' button.

Welcome to the  
OHS Resource Centre

New Account

### Create Your Password

Password must contain at least:

- Minimum 8 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character (e.g., @\$!%\*?&.)

Password\*

Confirm Password\*

Please enter the verification code you have received in your email.

Verification Code

778586

[Resend verification code](#)

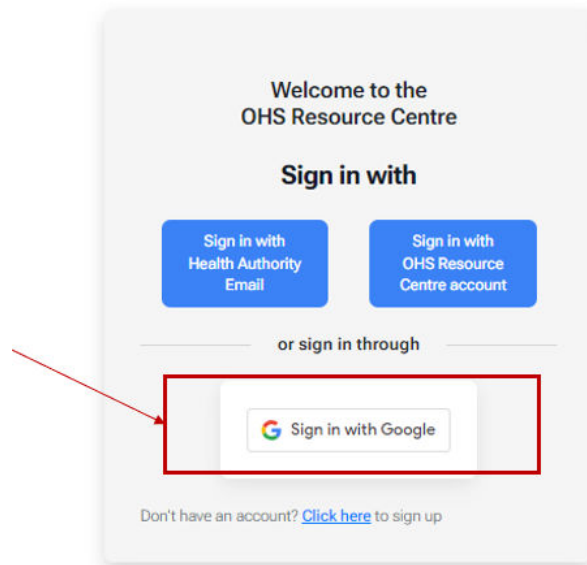
[Complete Sign Up](#)

By completing the sign up, you agree to OHS Resource Centre's [Terms of Condition](#) and acknowledge you've read out [Privacy Policy](#).

1.1.10. Once the screen has changed to 'Sign up successful,' click the 'Go To Sign In' button.

#### Option 2 –Google Email Authenticated Account

1.1.11. On the 'Sign in with' screen, click the 'Sign in with Google' link.



- 1.1.12. Enter your Google email address in the 'Email or Phone' field and click the 'Next' button.
- 1.1.13. Enter your password into the 'Enter your password' field and click the 'Next' button.
- 1.1.14. If you agree with the conditions, click the 'Confirm' button.



## 2. Resetting your Password

This process is only for accounts created and managed through the OHS Resource Centre.

Health authority and Google email recovery password processes are done outside the OHS Resource Centre platform through their respective platforms and processes. Health authority users may need to contact Information Management/Information Technology Services (IMITS) to reset their passwords.

### 2.1. Reset your Password

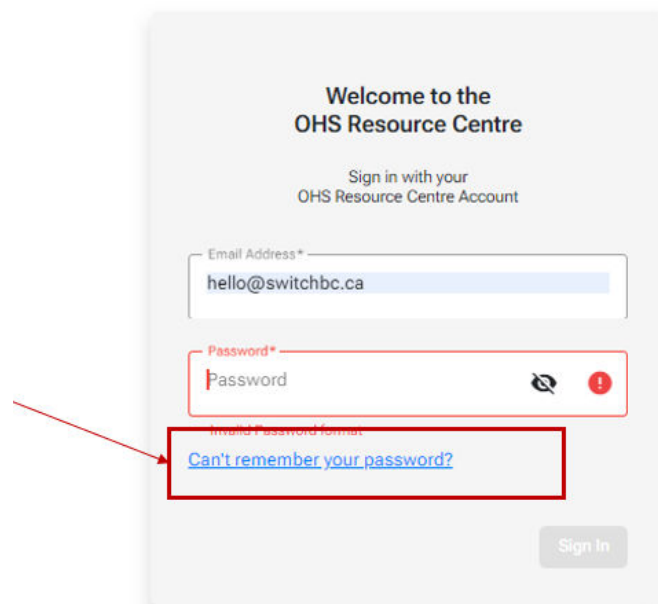
Applies to:

- All user roles with access to OHS Resource Centre through an OHS Resource Centre-created account

2.1.1. On the OHS Resource Centre homepage, click on the 'Sign In / Sign Up' link.

2.1.2. On the 'Sign in with' screen, click on the 'Sign in with OHS Resource Centre' button.

2.1.3. Click on the 'Can't remember your password?' link.



The screenshot shows the sign-in interface for the OHS Resource Centre. At the top, it says "Welcome to the OHS Resource Centre" and "Sign in with your OHS Resource Centre Account". Below this are two input fields: "Email Address\*" containing "hello@switchbc.ca" and "Password\*" containing "Password". To the right of the password field are icons for an eye and a red exclamation mark. Below the password field, the text "Invalid Password format" is visible. A red box highlights the link "Can't remember your password?". A red arrow points from the left towards this link. At the bottom right, there is a "Sign In" button.

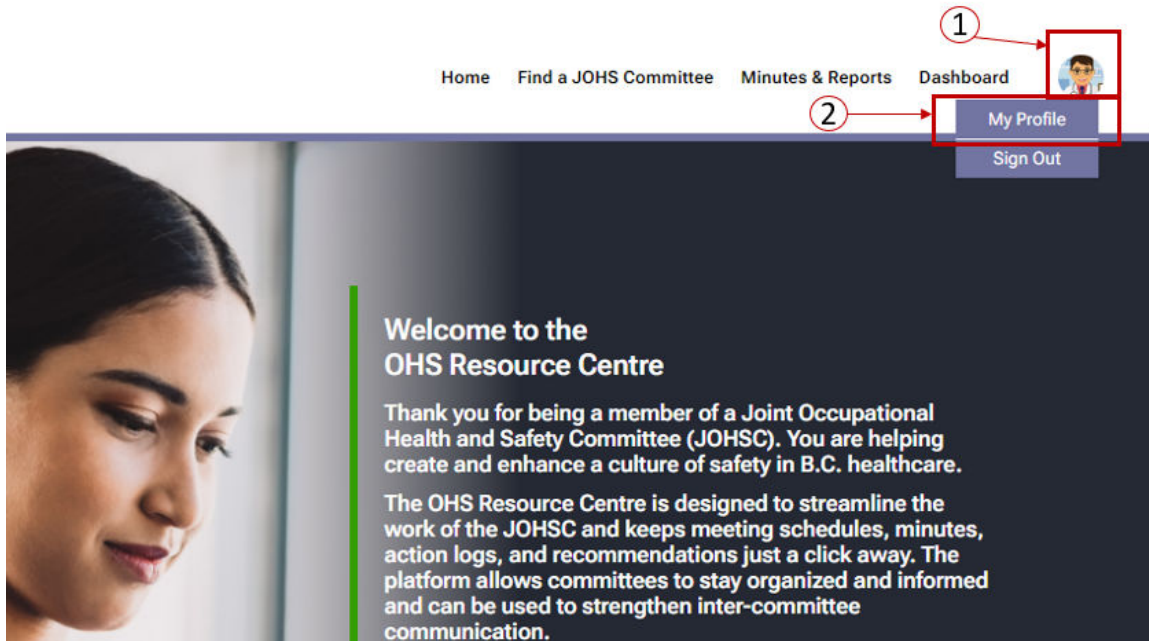
- 2.1.4. On the 'Enter Email' screen, enter your OHS Resource Centre email.
- 2.1.5. On the 'Enter New Password' screen, enter your new password into the 'Enter new password' and 'Confirm new password' fields.
- 2.1.6. An email with a verification code will be sent to your OHS Resource Centre email address.  
From: DoNotReply@phsa.ca  
Subject: Your OHS Resource Centre Password Reset Verification Code
- 2.1.7. Locate the six-digit verification code, copy and paste it into the 'Enter verification code' field, and then click the 'Reset Password' button.

The screenshot shows a mobile interface for password reset. At the top, it says 'Welcome to the OHS Resource Centre' and 'Reset your password'. The main heading is 'Enter New Password'. Below this, it states 'Password must be different from previous three used and must contain at least:' followed by a list of requirements: Minimum 8 characters, 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character (e.g., @\$!%\*?&). There are two password input fields: 'Enter new password\*' and 'Confirm new password\*', both with masked characters and toggle icons. Below these is a section for the verification code: 'Please enter the verification code you have received in your email.' followed by an 'Enter verification code\*' field containing the code '577527'. At the bottom, there is a blue link 'Resend verification code' and a green button 'Reset Password'. A red box highlights the password and verification code fields. A red circle with the number '1' and an arrow points to the verification code field. Another red circle with the number '2' and an arrow points to the 'Reset Password' button.

- 2.1.8. On the 'Reset Complete' screen, click the 'Back to Sign In' button.

## 3. Updating your My Profile Information

To update your profile information, sign into your account and click on the profile icon in the top right corner. Click on the 'My profile' button and then follow the instructions based on what you want to update.



### 3.1. Update your Profile Information

Applies to:

- All user roles

3.1.1. On the 'User information' screen, click on the 'Edit' button in the 'Personal Information' table.



James Smith

USER INFORMATION

NOTIFICATION SETTINGS

1

### Personal Information

Full Name: James Smith

Telephone:

Email: hello@switchbc.ca

Edit

2

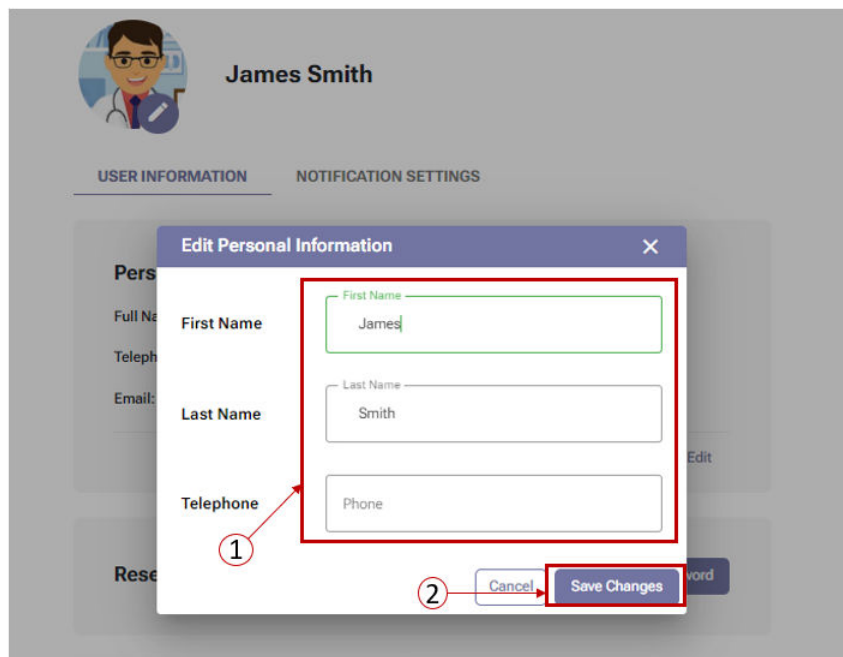
Reset Password

Reset Password

3.1.2. On the 'Edit personal information' window, you can update the following fields:

- a. First name
- b. Last name
- c. Phone number

3.1.3. After updating, click on the 'Save Changes' button.



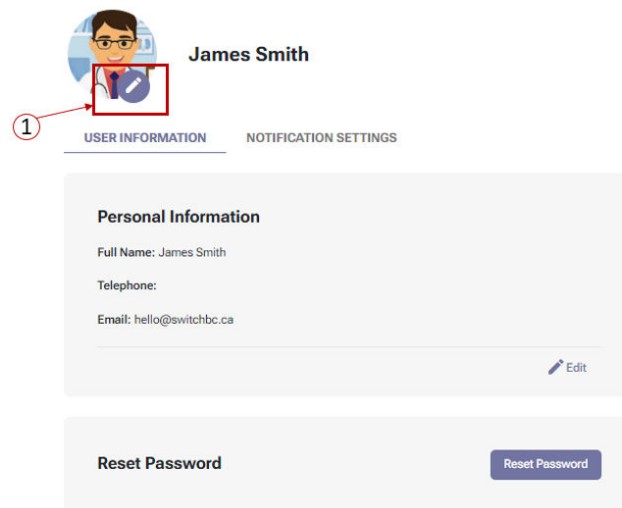
## 3.2. Update your Profile Picture

Applies to:

- All user roles

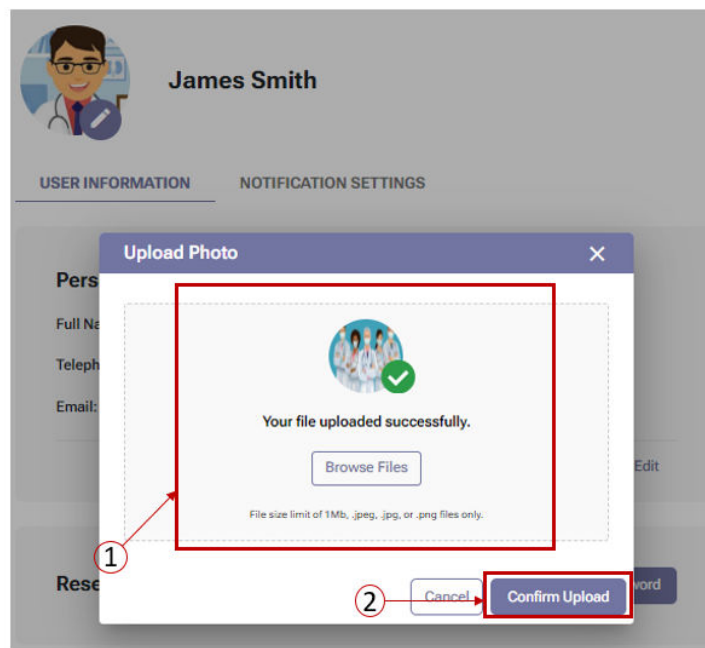
3.2.1. After signing into your account, click on the profile icon in the top right corner, and then click on 'My Profile.'

3.2.2. On the 'User information' screen, click on the edit/pencil icon on the profile avatar.



3.2.3. Add your photo by either dragging and dropping the file into the 'Adding image' window or by uploading the image by selecting the 'click here' link.

3.2.4. On the 'Adding image' window, click on the 'Confirm Upload' button.



### 3.3. Manage your Notifications

Applies to:

- All user roles

3.3.1. After signing into your account, click on the profile icon in the top right corner, then click on 'My Profile'.

3.3.2. On the 'User information' screen, click on the 'Notification Settings' header and update the settings as required. You can subscribe or unsubscribe to receive email notifications to the email address associated with your account.



James Smith

USER INFORMATION

NOTIFICATION SETTINGS

1

When I receive a message from OHS Resource Centre search

Subscribe

Unsubscribe

When a draft agenda is available

Subscribe

Unsubscribe

When a meeting package & meeting invite has been distributed

Subscribe

Unsubscribe

2

Three (3) day reminder for upcoming meeting and quorum

Subscribe

Unsubscribe

When an action item has been assigned to me

Subscribe

Unsubscribe

When an action item assigned to me has a status change

Subscribe

Unsubscribe

Remind me when an action item is due and/or overdue

Subscribe

Unsubscribe



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SWITCH BC, incorporated under the Societies Act as the British Columbia health care Occupational Health and Safety Society, was established in November 2020



Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare