



# Committee Management Manual

2024- VERSION 1.3

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SWITCH BC

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# Contents

About the Occupational Health and Safety (OHS) Resource Centre	2
About SWITCH BC	2
Additional Manuals and Resources	2
1. Managing your Joint Occupational Health and Safety Committees (JOHSC)	3
1.1 Create your JOHSC	3
1.2 Search a JOHSC for Practitioners	7
1.3 Update JOHSC Information	<b>Error! Bookmark not defined.</b>
1.4 Find and Message a JOHSC	12
2. Managing your JOHSC Members	14
2.1 Add a Committee Member	14
2.2 Remove Existing Committee Members	15
2.3 Update a Co-Chair	16
2.4 Designate an Admin Assistant Role for Non-Committee Member	18
2.5 Designate an Admin Assistant Role for a Committee Member	20
2.6 Add an Ex-Officio Role (Non-Committee Member) to JOHSC	21
2.7 Remove an Ex-Officio Role (Non-Committee Member) from JOHSC	23

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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 BC.

## 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](http://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, have found an error, or omission in this document, please email SWITCH BC at [ohsresourcecentre@switchbc.ca](mailto:ohsresourcecentre@switchbc.ca)*

# 1. Managing your Joint Occupational Health and Safety Committees (JOHSC)

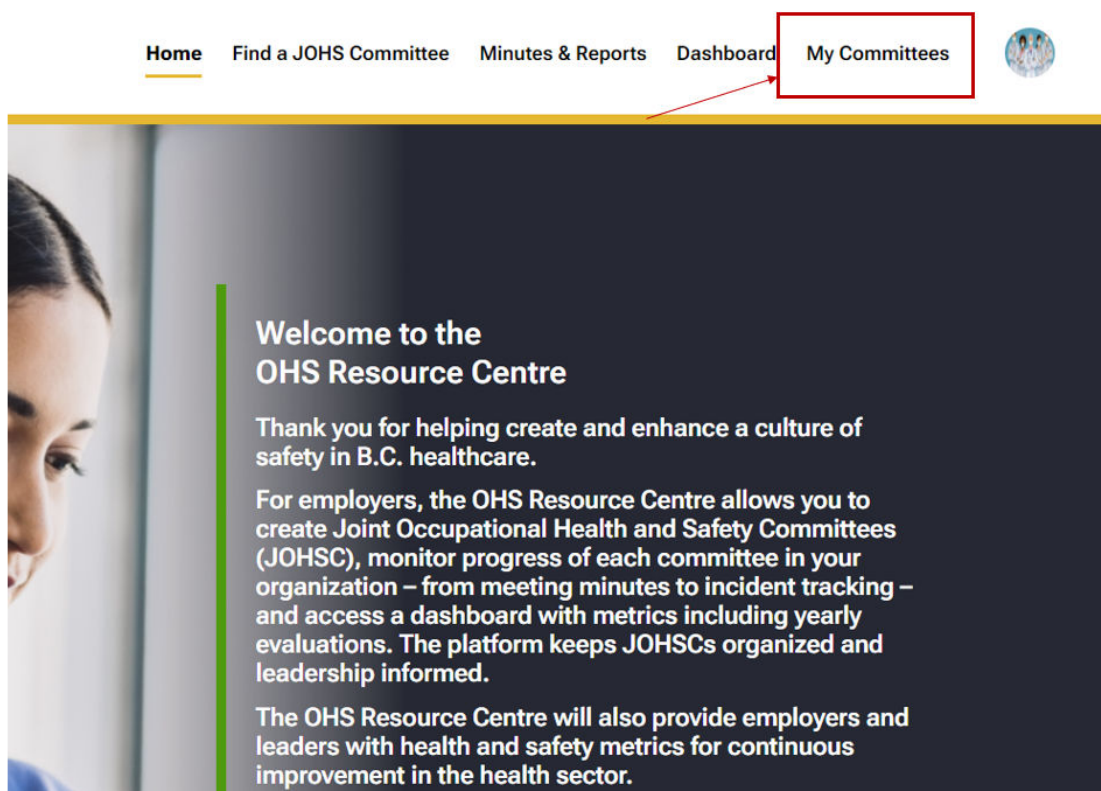
## 1.1 Create your JOHSC

Applies to:

- Employer Practitioners

1.1.1. Sign in with your employer practitioner account.

1.1.2. On the header of the page, click on the 'My Committees' tab.



1.1.3. Click on the '+ Create New Committee' link.

## My Committees

\* Search via Committee Name or Member Name

Search + Create New Committee

Filters Operating Employer Affiliation

MY COMMITTEES ALL COMMITTEES COMMITTEE MEMBERS

1.1.4. On the next screen, enter or select the operating employer, committee name/site, multiple employer option\*, and click the 'Next' button.

### Note

- If you have questions about the multiple employer functionality, please read our frequently asked questions ([FAQ document](#)).

### Create a Committee

1 Committee Information 1 2 Committee Information 2 3 Terms of Reference 4 Identify Co-Chairs 5 Review

Operating Employer (Required) Employer\* Affiliate

Committee Name/Site (Required) Committee Name\* Test Facility ABA

Multiple Employer No

Cancel Next

1.1.5. On the 'Committee Information' screen, enter the facility, the evaluation date, and the committee description, and then click the 'Next' button.

### Note

- The above fields are not required to create a committee; you can update them afterward.
- For health authorities, the facilities field is a dropdown list.
- For Vancouver Coastal Health, Interior Health, and Providence Health Care, the system will show an additional field (Cost Center) in the dropdown list.

**Create a Committee**

1 Committee Information 1   
 2 Committee Information 2   
 3 Terms of Reference   
 4 Identify Co-Chairs   
 5 Review

Choose Facility

Evaluation Date

Committee Description

Cancel

1

Add Facility

Select Date

MMM DD, YYYY

Description

2

Back **Next**

1.1.6. Enter quorum and representation structure, and then click the 'Identify Co-Chairs' button.

**Note**

- The quorum structure must be completed before you can create a recurring meeting because it can impact the meeting functionality.
- Click the '+ Add Worker Representation' or 'Add Employer Representation' links to update the representation structure.
- The representation structure cannot be empty before adding members to the committee because the 'Affiliation/Employer' field will be blocked in the 'Add Member' screen, and you will not be able to complete the add a member process.
- The quorum structure must align with the following rule: The combined minimum number of worker and employer representatives cannot exceed the minimum number of attendees to meet the quorum.

Quorum

Minimum # of attendees

Minimum # of workers

Minimum # of employers

---

Representation Structure

Pick Representation\*

Pick Representation\*

[+ Add Worker Representative](#)

[+ Add Employer Representative](#)

1.1.7. On the next screen, enter the Worker Co-Chair and Employer Co-Chair’s email addresses, then select the representation or employer/affiliation options, and then click the ‘Review’ button.

**Note**

- For non-health authority members, the email address must have been registered on the OHS Resource Centre.
- The email address cannot be a System Administrator, Union Practitioner, or Employer Practitioner role.

Worker Co-Chair

committee cochairone

Email Address

Affiliation

Assigning co-chair out of the representation structure will automatically add the new represented affiliation to the existing representation structure.

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Employer Co-Chair

committee cochairtwo

Email Address

Representation

Assigning co-chair out of the representation structure will automatically add the new represented affiliation to the existing representation structure.

1.1.8. Review the information entered and click the ‘Create Committee’ button. Once the committee has been created, the Co-Chairs will be notified by email.



## New committee created!

We've informed the co-chairs, **committee cochairone** and **committee cochairtwo**, of the new committee. They will need to add their members and schedule their recurring meetings manually to meet their requirements.

**An email has been dispatched to notify them of the creation of this committee and their roles.**

[View the committee page](#)

## 1.2 Search a JOHSC for Practitioners

Applies to:

- Employer Practitioners
- Union Practitioners

The 'My Committees' tab allows practitioners to easily search and find JOHSC through the different sub-tabs (My Committees, All Committees, and Committee Members) and search tool.

1.2.1. Find your committee.

1.2.1.1. Click the 'My Committees' tab on the page's header.

1.2.1.2. By default, you will be positioned in the 'MY COMMITTEES' sub-tab which displays all the committees you are assigned to. You can find a committee faster by writing its name or part of it in the research tool and then clicking the 'Search' button.





### My Committees

Refresh this page to clear the search results.

Search via Committee Name or Member Name   [+ Create New Committee](#)

Filters

**MY COMMITTEES** ALL COMMITTEES COMMITTEE MEMBERS

#### Kingstation Hospital

Affiliate		Description	
Affiliation	BCGEU, BCNU	The Kingstation Hospital JOHSC is an advisory group consisting of employers and employees working to improve occupational health and safety in their workplace.	
Co-Chairs	committee cochairtwo (Affiliate) Mary Cochairone (BCGEU)	Facility	Kingstation Hospital

## 1.2.2. Find a committee.

1.2.2.1. Click the 'My Committees' tab on the page's header.

1.2.2.2. Click the 'ALL COMMITTEES' sub-tab, which displays all available committees. You can find a committee faster by writing its name or part of it in the research tool and clicking the 'Search' button.

### Note

- The employer practitioners in the 'ALL COMMITTEES' sub-tab can search and see any committee that is part of their health authority or affiliate (depending on their login mechanism, HA email or Local OHS RC/Gmail sign-in).
- The union practitioners in the 'ALL COMMITTEES' sub-tab, can search and see all committees across the health authorities/affiliates but they cannot change any committee information.

### My Committees

Refresh this page to clear the search results.

Kingstation Hospital  [+ Create New Committee](#)

Filters

MY COMMITTEES **ALL COMMITTEES** COMMITTEE MEMBERS

Showing results for: "Kingstation Hospital" (1)

Sort By

#### Kingstation Hospital

Affiliate		Description	
Affiliation	BCGEU, BCNU	Description	The Kingstation Hospital JOHSC is an advisory group consisting of employers and employees working to improve occupational health and safety in their workplace.
Co-Chairs	committee cochairtwo (Affiliate) Mary Cochairone (BCGEU)	Facility	Kingstation Hospital

Items per page: 10 1 - 1 of 1

### 1.2.3. Find a committee member.

- 1.2.3.1. Click the 'My Committees' tab on the page's header.
- 1.2.3.2. Click the 'COMMITTEE MEMBERS' sub-tab.
- 1.2.3.3. You must write the committee member's name or part of it in the research tool and then click the 'Search' button. The system will then display all the results and the committee they are part of.

### Note

- The employer practitioners in the 'COMMITTEE MEMBERS' sub-tab can search and see members that are only a part of their health authority/affiliate; they cannot change any member's information.
- The union practitioners in the 'COMMITTEE MEMBERS' sub-tab can search and see members across the health authorities, but they cannot change any member's information.



**My Committees**  
Refresh this page to clear the search results.

Emily  [+ Create New Committee](#)

Filters: Affiliate [v] Affiliation [v]

MY COMMITTEES ALL COMMITTEES **COMMITTEE MEMBERS**

Showing results for: "Emily" (4) [Sort By](#)

 Emily Smith	<b>Member</b> afftest01	<b>Member</b> Kingstation Hospital
 Emily Jones	<b>Member</b> Test ABCD 1	

### 1.3 Update JOHSC Information

Applies to:

- Employer Practitioners

1.3.1 Click the 'My Committees' tab on the page's header.

1.3.2 Click on the name of the committee that you want to update.

**My Committees**

\* Search via Committee Name or Member Name  [+ Create New Committee](#)

Filters: Operating Employer [v] BCGEU [v]

**MY COMMITTEES** ALL COMMITTEES COMMITTEE MEMBERS

Showing results for: All (1 results) [Sort By](#)

**Kingstation Hospital**

Affiliate  
Co-Chairs: committee cochairtwo - Affiliate  
committee cochairone - BCGEU  
Affiliation: BCGEU, BCNU

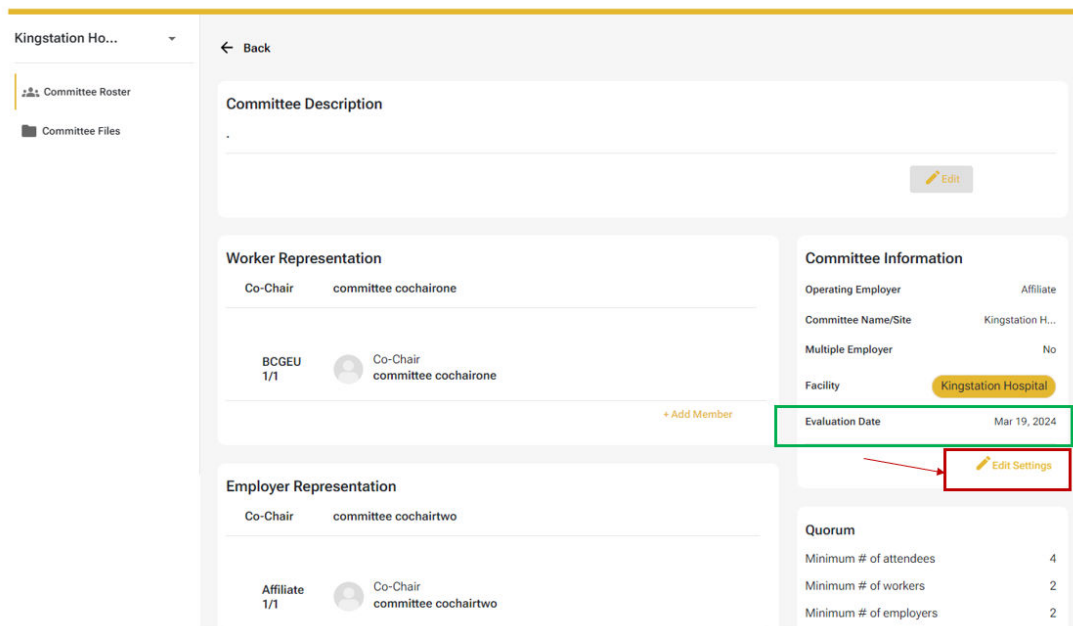
Facility: Kingstation Hospital  
Description:  
Test

Items per page: 10 1 - 1 of 1

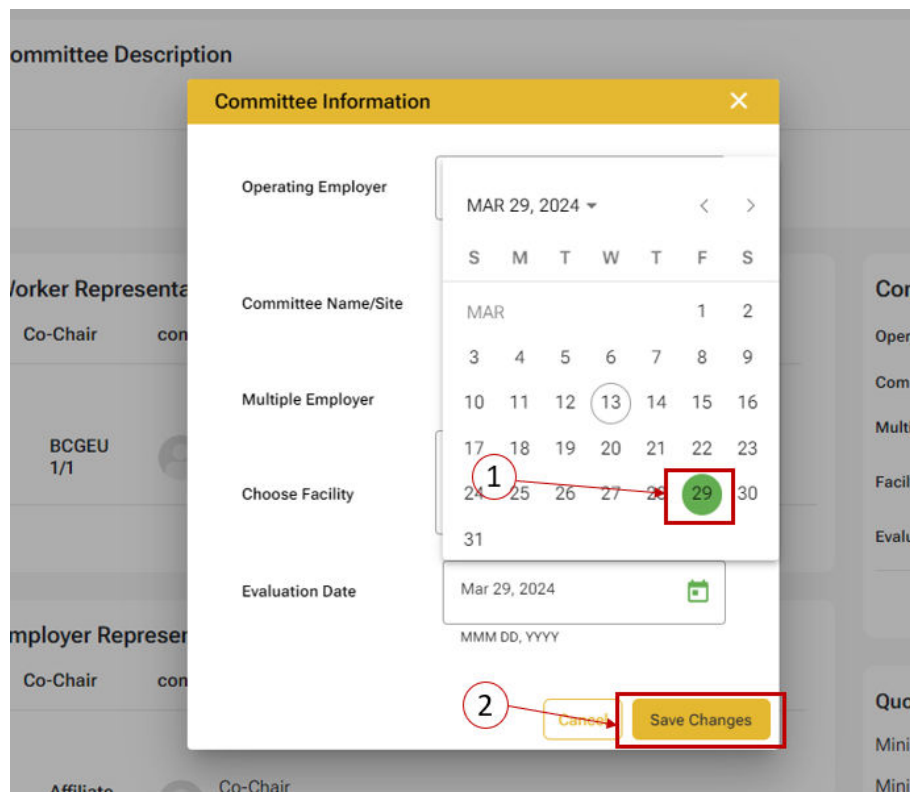
1.3.3 On the next screen, click the 'Edit Settings' button in the 'Committee information' section.

For example:

- If you want to update the 'Evaluation Date' field, you would:
  - Click the 'Edit Settings' link in the section where the 'Evaluation Date' field appears.



1.3.4 Select the new evaluation date and then click the 'Save Changes' button.



## 1.4 Find and Message a JOHSC

A user can search and message a committee if there is a problem, issue, concern, or suggestion. This functionality is open to all users who have registered an account with the OHS Resource Centre.

Applies to:

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

1.4.1 Click the 'Find a JOHS Committee' tab on the page's header.

- 1.4.2 Write the committee's name or part of it in the research tool, select its health authority or affiliation, and then, click the 'Search' button.
- 1.4.3 Click on the committee's name.

Home **Find a JOHS Committee** Minutes & Reports Dashboard My Committees

**Search for a JOHS Committee**  
Refresh this page to clear the search results.

King Search For Committee

Filters: Affiliate Affiliation

Showing results for: "King" (2) Sort By

**Kingstation Hospital**

Affiliate	BCGEU, BCNU	Description	The Kingstation Hospital JOHSC is an advisory group consisting of employers and employees working to improve occupational health and safety in their workplace.
Co-Chair	committee cochairtwo (Affiliate) Mary Cochairone (BCGEU)	Facility	Kingstation Hospital

- 1.4.4 Choose the desired recipient for your message; the Co-Chairs are selected by default, but you can deselect.
- 1.4.5 Select the type of message you would like to send to the selected committee members.
- 1.4.6 Write the desired message; there is a maximum of 500 characters.
- 1.4.7 Check the 'I'm not a robot' functionality and click the 'Send Message.'

**Kingstation Hospital**

Affiliate: BCGEU, BCNU  
Facility: Kingstation Hospital

Description: The Kingstation Hospital JOHSC is an advisory group consisting of employers and employees working to improve occupational health and safety in their workplace.

**Choose Recipient**  
Select the committee members you would like to send the message to

**Worker Representatives**

- committee memberone
- committee membertwo
- Mary Cochairone Co-Chair

**Employer Representatives**

- committee cochairtwo Co-Chair
- Emily Smith

**Non-Committee Members**

- admin assistant
- ex officio

**Send a message**  
Type the message you like to send to the selected committee members, alternate members may reply when regular members are not available.

Suggestion

Test

4/500

I'm not a robot reCAPTCHA Send Message

## Note

- The system only displays the names and last names of the committee members.

# 2. Managing your JOHSC Members

## 2.1 Add a Committee Member

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

2.1.1. Click the 'Dashboard' tab on the page's header.

2.1.2. Click on the committee's name, and then click on the 'Committee Roster' link.

2.1.3. Click on the '+ Add Member' button in the 'Worker Representation' or 'Employer Representation' section.

The screenshot shows the OHS Resource Centre interface. At the top, there is a navigation bar with tabs: Home, Find a JOHS Committee, Minutes & Reports, **Dashboard** (highlighted with a red box and number 1), and My Committees. Below the navigation bar, the page title is 'Kingstation Ho...' and there is a 'Back' button. A sidebar on the left contains 'Committee Roster' (highlighted with a red box and number 2) and 'Committee Files'. The main content area is divided into three sections: 'Committee Description' with an 'Edit' button, 'Worker Representation' which lists 'Co-Chair committee cochairone' and 'BCGEU 1/1 Co-Chair committee cochairone' with a '+ Add Member' button (highlighted with a red box and number 3), and 'Committee Information' which includes fields for 'Operating Employer', 'Committee Name/Site', 'Multiple Employer', 'Facility' (set to 'Kingstation Hospital'), and 'Evaluation Date' (Mar 19, 2024).

2.1.4. Enter the email address, role, affiliation/employer information, and then click the 'Add Member' button.

## Note

- The email address cannot be a System Administrator, Union Practitioner, or Employer Practitioner role.

- The representation structure cannot be empty before adding members to the committee because the 'Affiliation/Employer' field will be blocked in the 'Add Member' screen, and you will not be able to complete the add a member process.

## 2.2 Remove Existing Committee Members

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

2.2.1. Click the 'Dashboard' tab on the page's header.

2.2.2. Click on the committee's name, and then click on the 'Committee Roster' link.

2.2.3. Click on the three dots next to the member's name, and then select the 'Remove Member' option.

### Note

- You need to hover next to the member's name for the three dots to appear.



The screenshot shows the OHS Resource Centre interface. At the top, the navigation bar includes 'Home', 'Find a JOHS Committee', 'Minutes & Reports', 'Dashboard' (highlighted with a red box and circle 1), and 'My Committees'. On the left, the 'Kingstation Ho...' committee page is open, with 'Committee Roster' highlighted by a red box and circle 2. The main content area is divided into several sections: 'Committee Description', 'Worker Representation', 'Committee Information', and 'Employer Representation'. In the 'Worker Representation' section, a dropdown menu is open for the 'Regular committee memberone' (BCNU 1/1), with 'Remove Member' highlighted by a red box and circle 4. The three dots menu is highlighted by a red box and circle 3. The 'Committee Information' section shows details like 'Operating Employer', 'Committee Name/Site', 'Multiple Employer', 'Facility', and 'Evaluation Date'. The 'Quorum' section shows 'Minimum # of attendees' as 4 and 'Minimum # of workers' as 2.

## 2.3 Update a Co-Chair

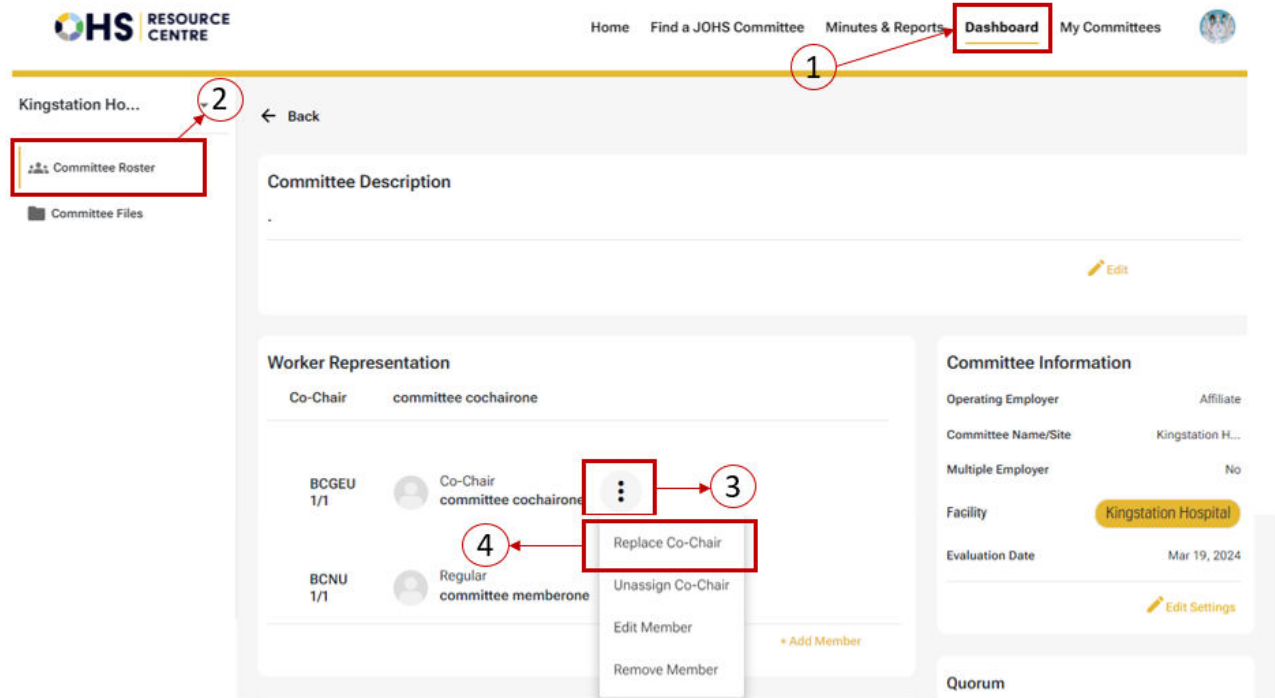
Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)

2.3.1. Click the 'Dashboard' tab on the page's header.

2.3.2. Click on the committee's name, and then click on the 'Committee Roster' link.

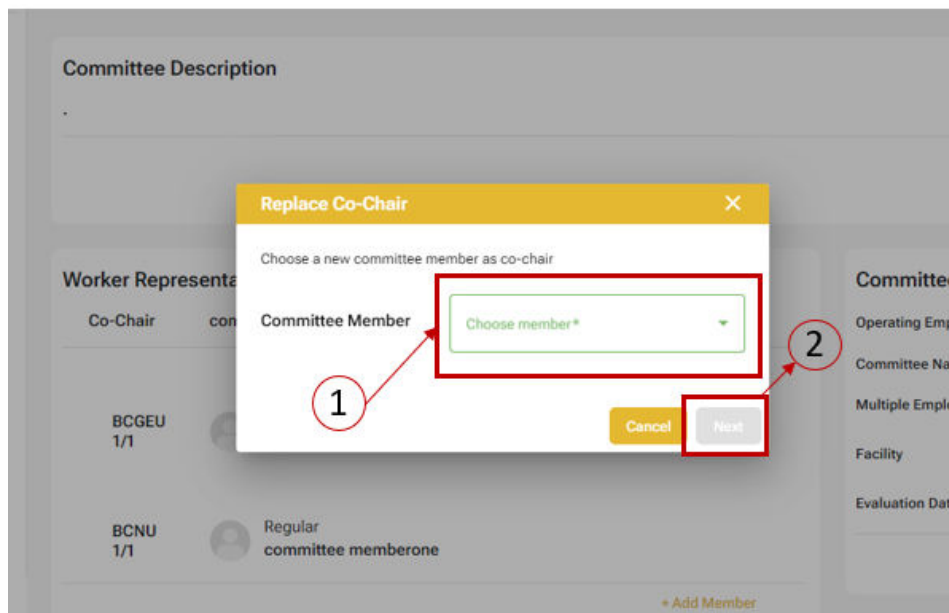
2.3.3. Click on the three dots next to the current Co-Chair's name, and then select 'Replace Co-Chair.'



2.3.4. Select a member from the 'Choose member' dropdown list, and then click the 'Next' button.

**Note**

- The new Co-Chair must already be assigned to the committee to appear on the dropdown menu.



- 2.3.5. The system will ask you to assign a committee role to the previous Co-Chair. Select a value from the 'Role' dropdown, and then click the 'Save' button. You can also remove the Co-Chair from the selected committee in this window.

## 2.4 Designate an Admin Assistant Role for Non-Committee Member

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)

### Note

- Only one 'Admin Assistant' role can be assigned per committee.
- The following steps show you how to assign an Admin Assistant role; this role is not a voting member.
- A 'Regular/Alternative' committee member can also have the 'Admin Assistant' role (Steps in section 2.5).

2.4.1. Click the 'Dashboard' or 'My Committees' tab on the page's header.

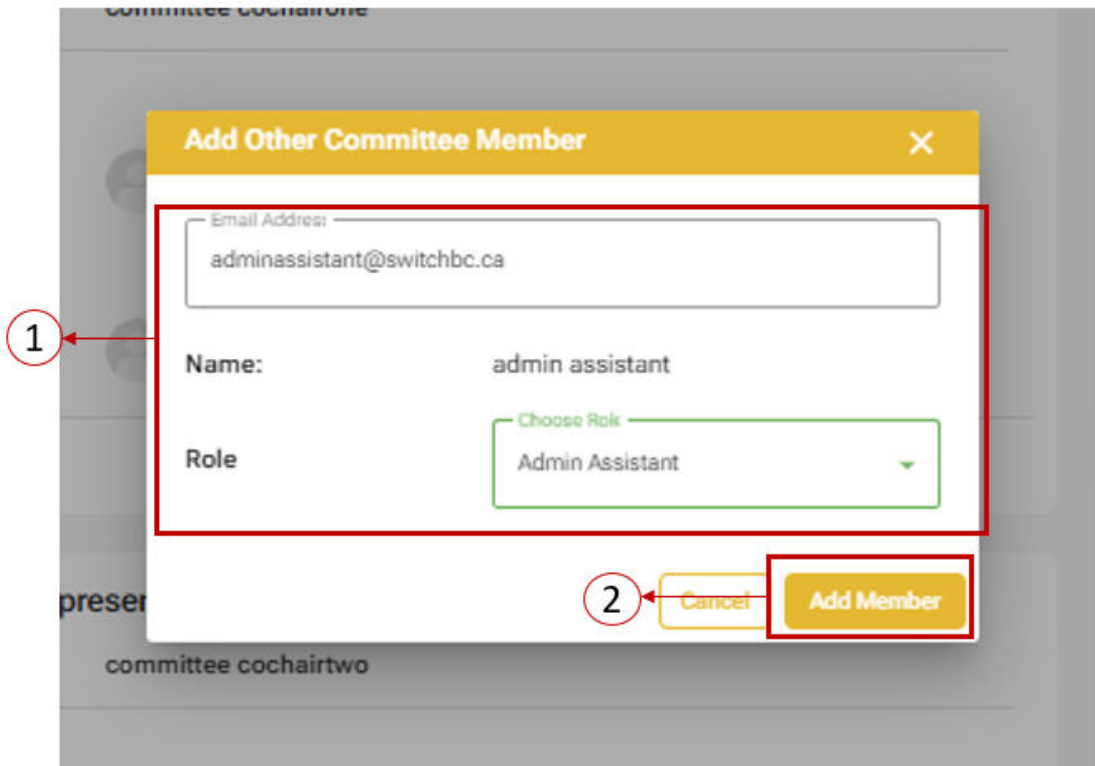
2.4.2. Click on the committee's name, and then select the 'Committee Roster' link.

2.4.3. Click on the '+ Add Member' button in the 'Non-Committee Members' section.

The screenshot displays the 'My Committees' page for Kingstation Hospital. The top navigation bar includes 'Home', 'Find a JOHS Committee', 'Minutes & Reports', 'Dashboard', and 'My Committees' (highlighted with a red box and number 1). The left sidebar shows 'Kingstation Ho...' and 'Committee Roster' (highlighted with a red box and number 2). The main content area is divided into several sections: 'Committee Description', 'Worker Representation' (with sub-sections for BCGEU and BCNU), 'Employer Representation' (with sub-sections for Co-Chair and Affiliate), and 'Non-Committee Members' (with an '+ Add Member' button highlighted by a red box and number 3). The right sidebar contains 'Committee Information' (with fields for Operating Employer, Committee Name/Site, Multiple Employer, Facility, and Evaluation Date) and 'Quorum' (with fields for Minimum # of attendees, workers, and employers). The 'Representation Structure' section shows required members for Worker and Employer Representation.

2.4.4. Enter the email address of the person who is assigned the role of Admin Assistant (the email cannot have the System Administrator or Employer Practitioner role assigned).

2.4.5. Select an Admin Assistant role from the 'Role' dropdown menu, and then click the 'Add Member' button.



## 2.5 Designate an Admin Assistant Role for a Committee Member

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)

The following steps show you how to assign an Admin Assistant role for a committee member:

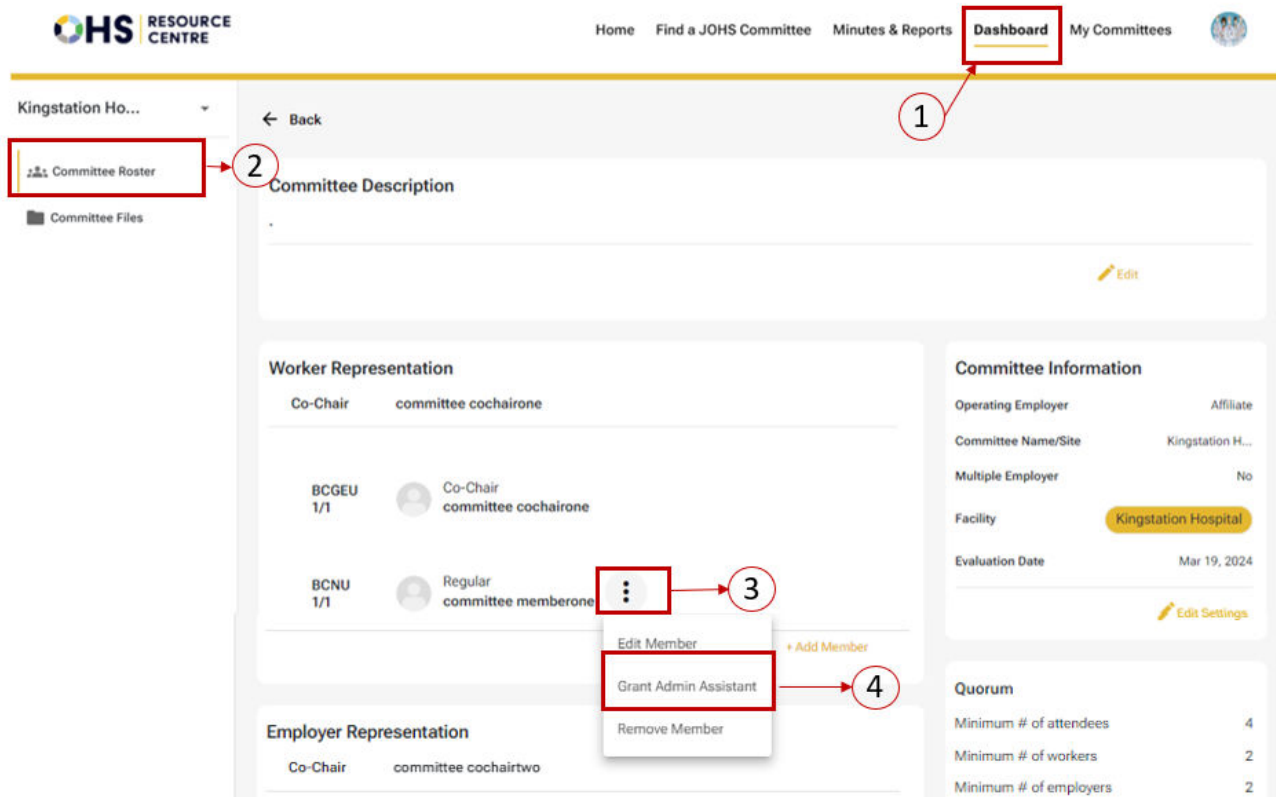
### Note

- Only one 'Admin Assistant' role can be assigned per committee.
- An Admin Assistant role is a voting role.
- A 'Co-Chair' and 'Ex-Officio' role cannot be assigned as an Admin Assistant.

2.5.1. Click the 'Dashboard' or 'My Committees' tab on the page's header.

2.5.2. Click on the committee's name, and then select 'Committee Roster' link.

2.5.3. Navigate to the 'Worker/Employer Representation' section. Click the three dots next to the member's name, and then select the 'Grant Admin Assistant' option.



2.5.4. Answer 'Yes' to the following question: 'Are you sure you want to grant committee clerk privileges to this person?'

## 2.6 Add an Ex-Officio Role (Non-Committee Member) to JOHSC

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

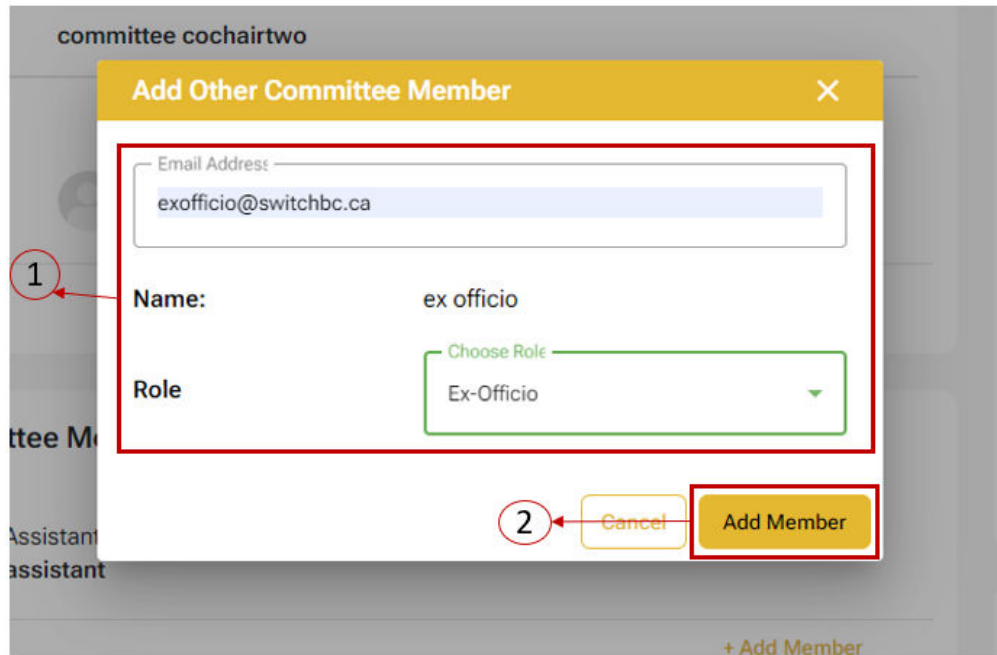
2.6.1. Click the 'Dashboard' or 'My Committees' tab on the page's header.

2.6.2. Click on the committee's name, and then click on the 'Committee Roster' link.

2.6.3. Click on the '+ Add Member' button in the 'Non-Committee Members' section.

The screenshot displays the OHS Resource Centre interface. At the top, the navigation bar includes 'Home', 'Find a JOHS Committee', 'Minutes & Reports', 'Dashboard' (highlighted with a red box and circled '1'), and 'My Committees'. The left sidebar shows 'Kingstation Ho...' with a dropdown menu containing 'Committee Roster' (highlighted with a red box and circled '2') and 'Committee Files'. The main content area is titled 'Committee Description' and is divided into several sections: 'Worker Representation' (listing BOGEU and BCNU members), 'Employer Representation' (listing an Affiliate member), and 'Non-Committee Members' (listing an Admin Assistant). Each section has an '+ Add Member' button. A red box and circled '3' highlight the '+ Add Member' button in the 'Non-Committee Members' section. On the right side, there are panels for 'Committee Information' (including Operating Employer, Committee Name, and Evaluation Date) and 'Quorum' (listing minimum attendees, workers, and employers).

- 2.6.4. Enter the appropriate email address (The email address cannot have the System Administrator, Employer Practitioner, or committee member role assigned to it).
- 2.6.5. Select an Ex-Officio role from the 'Role' dropdown menu, and then click on the 'Add Member' button.



## 2.7. Remove an Ex-Officio Role (Non-Committee Member) from JOHSC

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

2.7.1. Click the 'Dashboard' or 'My Committees' tab on the page's header.

2.7.2. Click on the committee's name, and then click on the 'Committee Roster' link.

2.7.3. Click on the three dots next to the member's name and select the 'Remove Member' option.

### Note

- You need to hover next to the member's name for the three dots to appear.



The screenshot shows a web interface for managing a committee. On the left, there is a sidebar with 'Kingstation Ho...' and 'Committee Roster'. The main area is divided into two sections: 'Employer Representation' and 'Non-Committee Members'. The 'Employer Representation' section includes a 'Co-Chair' role with the name 'committee cochairtwo' and an 'Affiliate' role with the name '1/1'. The 'Non-Committee Members' section includes an 'Admin Assistant' role with the name 'admin assistant' and an 'Ex-Officio' role with the name 'ex officio'. A dropdown menu is open over the 'Ex-Officio' member, showing options: 'Edit Member', 'Remove Member', and 'Add Member'. The 'Remove Member' option is highlighted with a red box. To the right of the main content, there are settings for 'Representation Structure' and 'Agenda Settings'. The 'Representation Structure' section includes 'Worker Representation' (Required Members: BCGEU 1, BCNU 1) and 'Employer Representation' (Required Members: Affiliate 1). The 'Agenda Settings' section includes 'Ask as long-running item if agenda has been carried' (3 months). A red arrow points from the 'Remove Member' button to the 'Agenda Settings' section.

2.7.4. A window will appear asking if you are sure you want to remove said member. Click the 'Yes, remove' button.



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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