File Management Manual

2024- VERSION 1.3

SWITCH BC

Contents

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**.

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 or Microsoft Edge 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

The OHS Resource Centre stores two types of files: Documents that the Joint Occupational Health and Safety Committee (JOHSC) members upload into the system (found in the 'Shared Files' tab) and Meeting Agenda and Minutes documents that the system automatically generates (found in the 'Committee Documents' tab).

1. Managing your Shared JOHSC Files

This section outlines how to upload and manage Joint Occupational Health and Safety Committee (JOHSC) files so that you can share them with your committee members. These files are not accessible to people outside this committee.

1.1 Rename your JOHSC Folders

Applies to:
- Employer Practitioners
- Union Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant
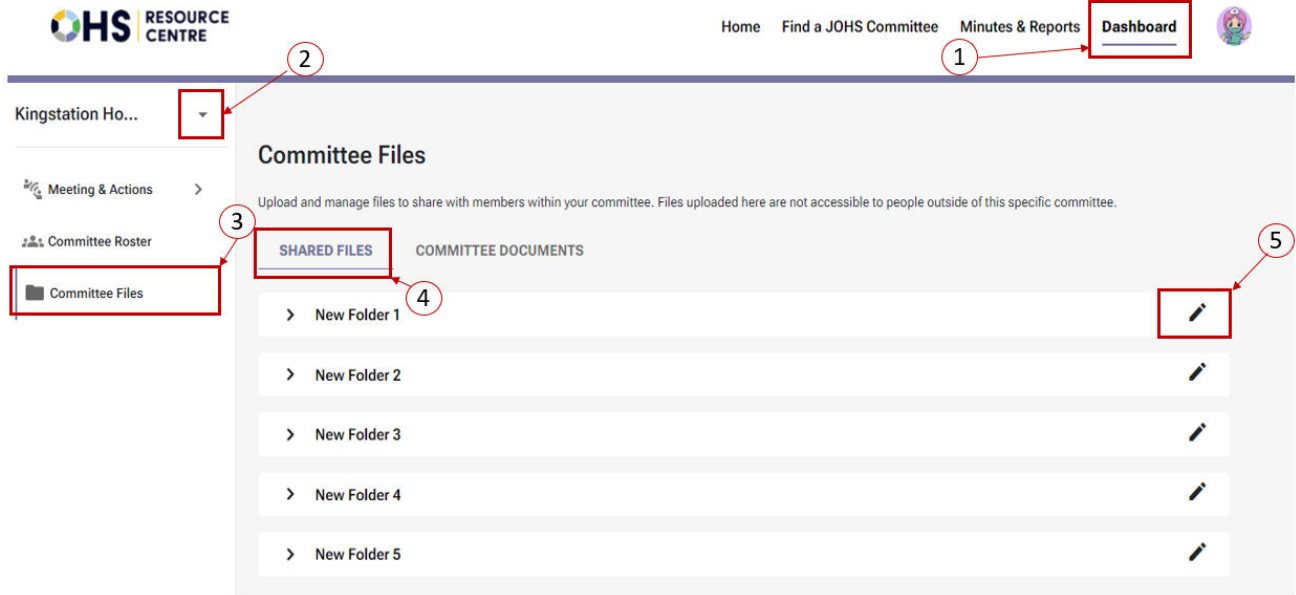- Committee Regular Member
- Committee Alternate Member

1.1.1 Sign in with your health authority or affiliate email account.
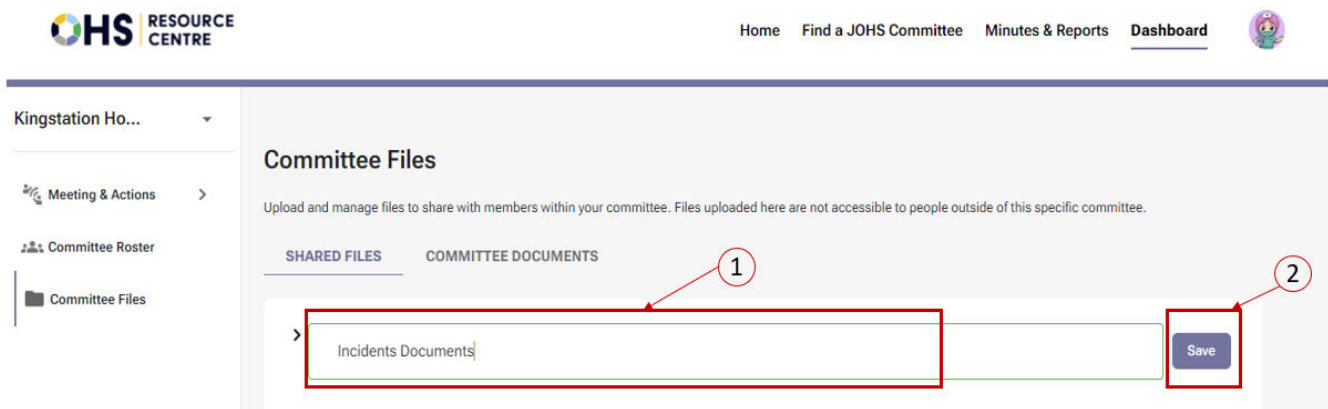1.1.2 Click the 'Dashboard' or 'My Committees' tab on the page's header.
1.1.3 Click on the committee's name, and then click on the 'Committee Files' link.
1.1.4 Click the 'Shared Files' link.
1.1.5 There are five folders per committee in the OHS Resource Centre; click on the pencil hyperlink to rename the folders.

1.1.6   Enter the new name of the folder and then click on the 'Save' button.

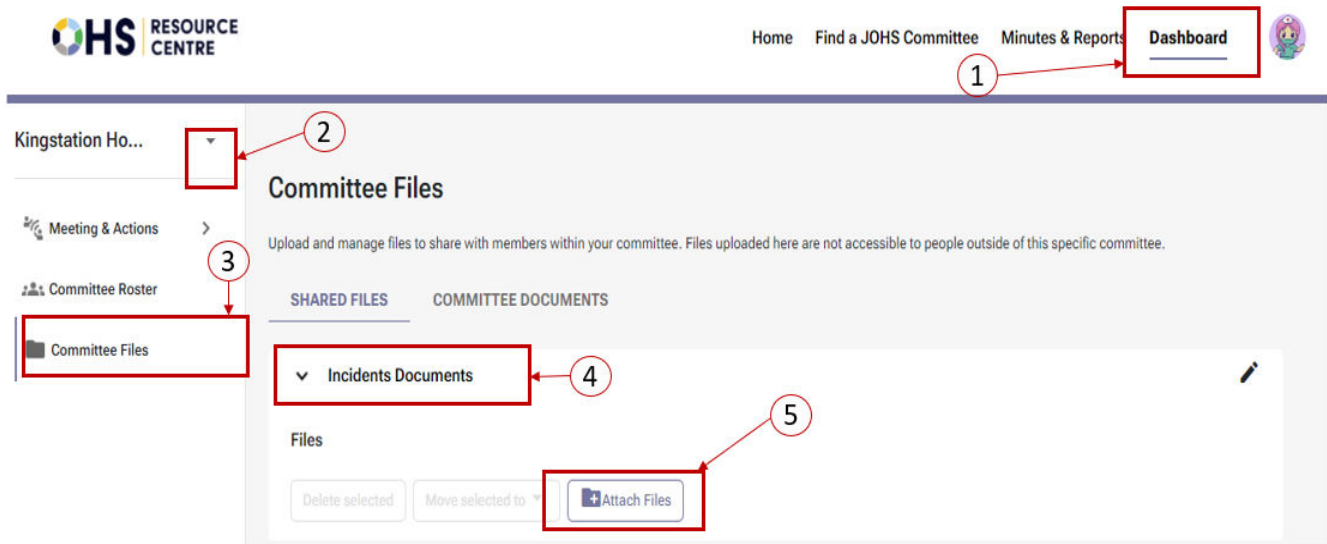
1.2   Upload a JOHSC File

Applies to:

- Employer Practitioners
- Union Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant
- Committee Regular Member
- Committee Alternate Member

1.2.1   Click the 'Dashboard' or 'My Committees' tab on the page header.
1.2.2   Click on the committee's name, and then click on the 'Committee Files' link.

1.2.3   Click the 'Shared Files' link and select the folder that you want to upload the document(s) to. Once you have selected the file or folder you want to upload, click on the 'Attach Files' button.

1.2.4   Click on the 'Browse Files' button and then select the documents you want to upload (you can select a single file or multiple files at once). When finished selecting your files, click the 'Next' button.

Note

- There is a file size limit of 25 MB and a maximum of 10 files that you can upload simultaneously.
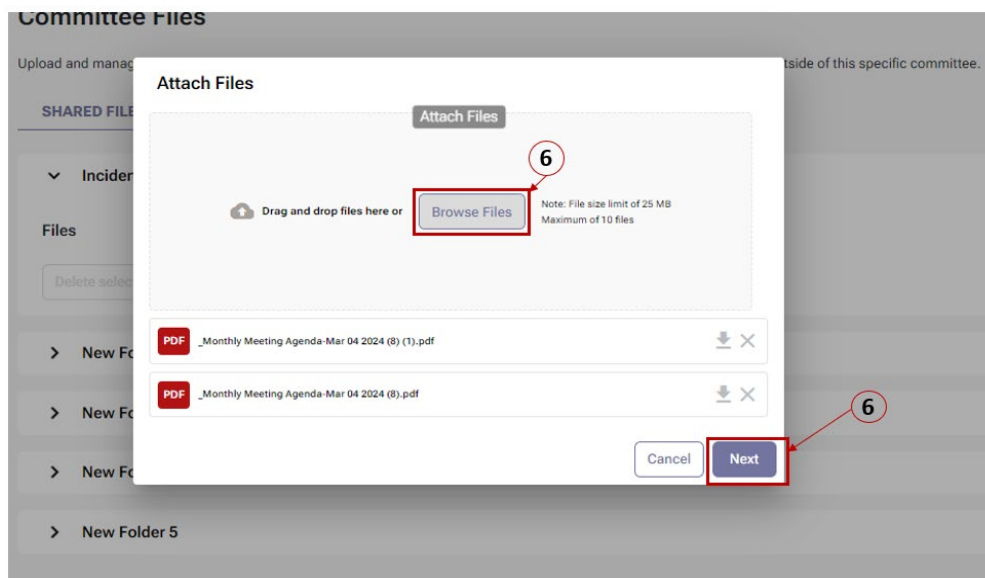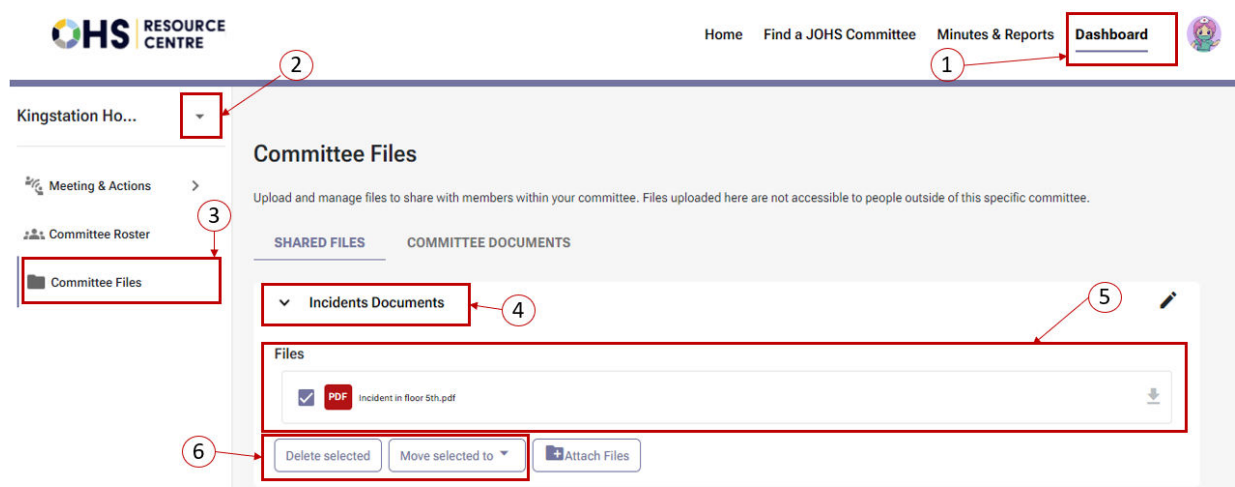
1.3   Delete/Move a JOHSC File

Applies to:
- Employer Practitioners
- Union Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant
- Committee Regular Member
- Committee Alternate Member

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

1.3.2   Click on the committee's name, and then select the 'Committee Files' link.

1.3.3   Click the 'Shared Files' link and select the folder and the file(s) that you want to move or delete. If you want to move a file, you must select a destination folder.

1.3.4   The system will show you a warning message to confirm that you want to delete the selected file(s).
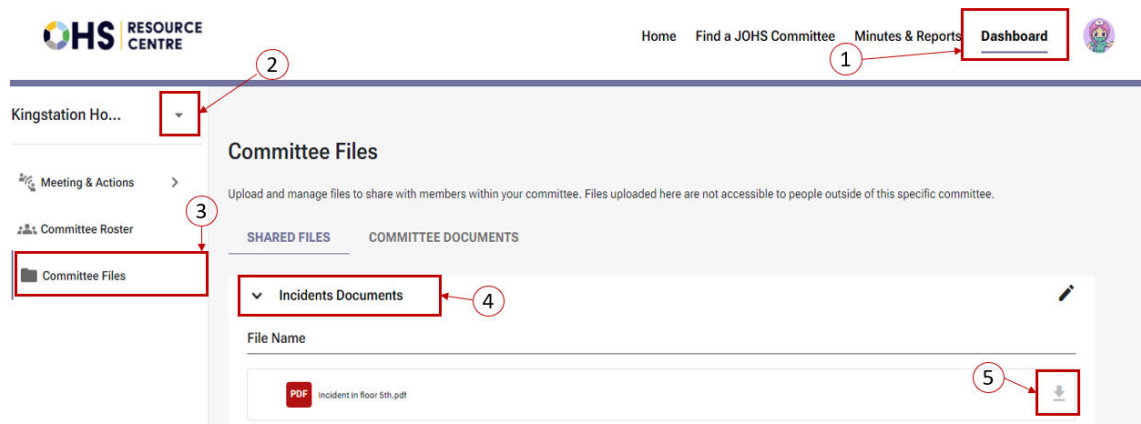
1.4   Download a JOHSC File

Applies to:
- Employer Practitioners
- Union Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant
- Committee Regular Member
- Committee Alternate Member

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- Ex-Officio

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

1.4.2   Click on the committee's name, and then click on the 'Committee Files' link.

1.4.3   Click the 'Shared Files' link and select the folder where you want to save the document to.

1.4.4   Click the download button on the desired document.

2. Download your JOHSC Meeting Agenda and Minutes

Note
- Section 2.1 explains how committee members can download agendas and minutes
- Section 2.2 explains how non-committee members can access committee information.
    - (2.1 and 2.2 are documents generated automatically by the OHS Resource Centre)

## 2.1   Download a Final Meeting Agenda or Minutes for JOHSC Members

Note

Final meeting agenda and minutes are sent via email to all meeting participants after they are published. The following process can be used to look up past published minutes.

Applies to:
- Employer Practitioners

- Committee Co-Chair (worker and employer)
- Admin Assistant
- Committee Regular Member
- Committee Alternate Member
- Ex-Officio

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

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

2.1.3   Then, click on the 'Committee Documents' tab.

2.1.4   Select the year and month of the meeting; this is where you will find the final agenda, minutes, and files associated with the agenda and action items.

2.1.5   Select the meeting, and then click the download button on the desired document.
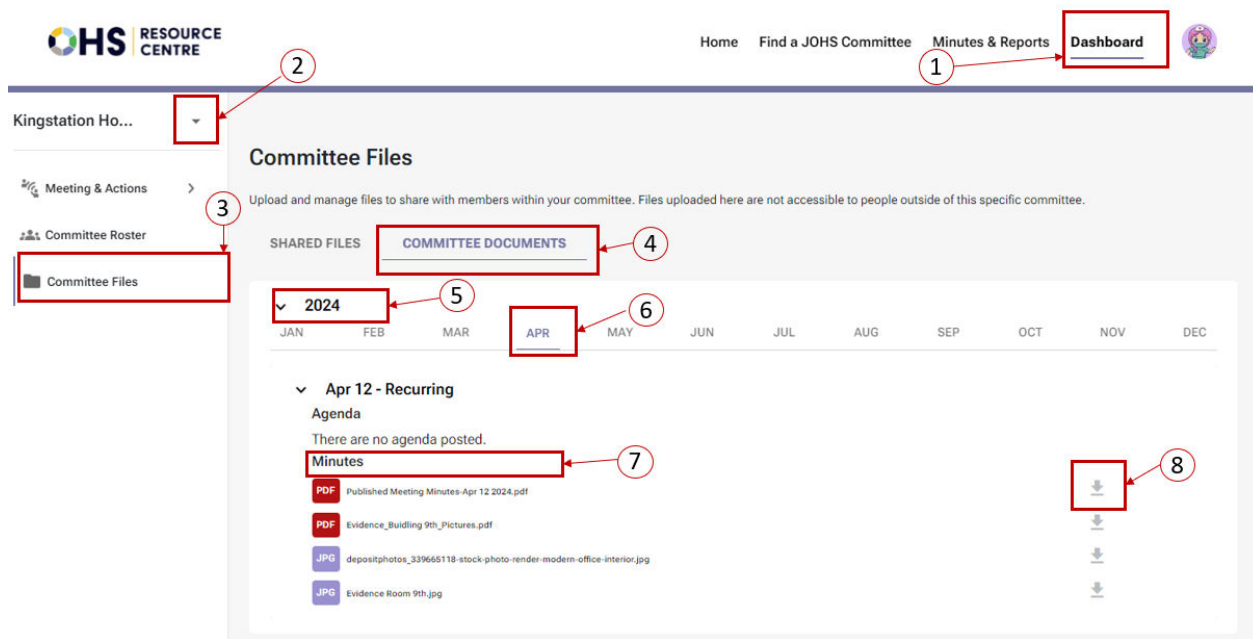
2.2   Find and Download Published Meeting Minutes for Non-Committee Member

Applies to:
- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant
- Committee Regular Member
- Committee Alternate Member

- Ex-Officio (non-voting)
- General Health Authority Staff (staff worker, health authority-trusted network)
- General Non-Health Authority Staff (affiliate worker, non-health authority-trusted network)
- System Administrator (OHS Resource Centre site administrator)
- Union Practitioner
- 21 Day Recommendations (employer) - Pending for future functionality.

Note
- Affiliates can only access the minutes for the committee they are assigned to; Union Practitioner and System Admin have access to the minutes of all the committees.

2.2.1   Click the 'Minutes & Reports' tab on the page's header.
2.2.2   Click on the name of the committee from which you want to download the minutes.
2.2.3   Select the month of the meeting you want to see. The system will show the current year by default. If you want to change the year, go to the filter section, and enter the committee's name and the desired year.
2.2.4   Select the meeting, and then click the download button for the desired document.

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