HS RESOURCE CENTRE

File Management Manual

2024- VERSION 1.3

SWITCH BC



Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare

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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 <u>switchbc.ca</u>.

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 <u>ohsresourcecentre@switchbc.ca</u>



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.



	2	Home Find a JOHS Committee Minute	es & Reports Dashboard
Kingstation Ho	Committee Files		
Meeting & Actions	Upload and manage files to share with members within your	committee. Files uploaded here are not accessible to people outside of this	s specific committee.
221 Committee Roster	SHARED FILES COMMITTEE DOCUMENTS		(5)
	> New Folder 2		/
	> New Folder 3		1
	> New Folder 4		1
	> New Folder 5		1

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

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Meeting & Actions	>	Upload and manage files to share with members within your committee. Files uploaded here are not accessible to people outside of this specific committee.
고≗t Committee Roster		SHARED FILES COMMITTEE DOCUMENTS
Committee Files		
1		> Incidents Documents Save

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.

	Home Find a JOHS Committee Minutes & Reports Dashboard
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Meeting & Actions	Upload and manage files to share with members within your committee. Files uploaded here are not accessible to people outside of this specific committee. SHARED FILES COMMITTEE DOCUMENTS
Committee Files	✓ Incidents Documents

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.

Upload and manag	Attach Files	tside of this specific committee.
SHARED FILE	Attach Files	
✓ Incider	6 Note: File size limit of 25 h	ИВ
Files	Drag and drop files here or Browse Files Maximum of 10 files	
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> New Fc	Cr	ancel
> New Folde	r 5	



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.

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Kingstation Ho	J								
Meeting & Actions	Con 3 Upload	I and manage files t	es o share with members with COMMITTEE DOCUM	hin your committee. Files uplo	oaded here a	are not accessible to people out	ide of this specific committe	ee.	
Committee Files	Ĭ	Incidents Doc	uments 4					5 /	
	Fil	PDF Incident	n floor 5th.pdf					<u>*</u>	
	6	Delete selected	Move selected to 🔻	Attach Files					

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

• 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.

	Home Find a JOHS Committee Minutes & Reports Dashboard
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² ∕ Meeting & Actions → 2≛t Committee Roster	Committee Files Upload and manage files to share with members within your committee. Files uploaded here are not accessible to people outside of this specific committee. SHARED FILES COMMITTEE DOCUMENTS
Committee Files	✓ Incidents Documents ← 4
	PDF Incident in floor 5th,pdf

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	Home	Find a JOHS Committee	Minutes & Reports	Dashboard
Kingstation Ho	Committee Files Upload and manage files to share with members within your committee. Files upl SHARED FILES COMMITTEE DOCUMENTS 4	oaded here	are not accessible to people ou	side of this specific comm	hittee.
Committee Files	2024 JAN FEB MAR APR MAY APR MAY	JUN	JUL AUG	SEP OCT	NOV DEC

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.

OHS	RESOURCE CENTRE	Home	Find a JOHS Committee	Minutes & Reports	Dashboard
	Search OHS Minutes	& Rep	oorts		
	Search by Committee Name			2024 -	Search
	JAN FEB MAR APR MAY JUN JUL		AUG SEP	OCT NOV	DEC
	Poor Published Meeting Minutes Apr 12 2024.pdf			≛	4



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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