



Committee Management Manual

2025- VERSION 1.4

SWITCH BC

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	Error! Bookmark not defined.
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

About the Occupational Health and Safety (OHS) Resource Centre

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

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 access meeting management systems with dashboards with schedules, meetings, minutes, resources, and reports from 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 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

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

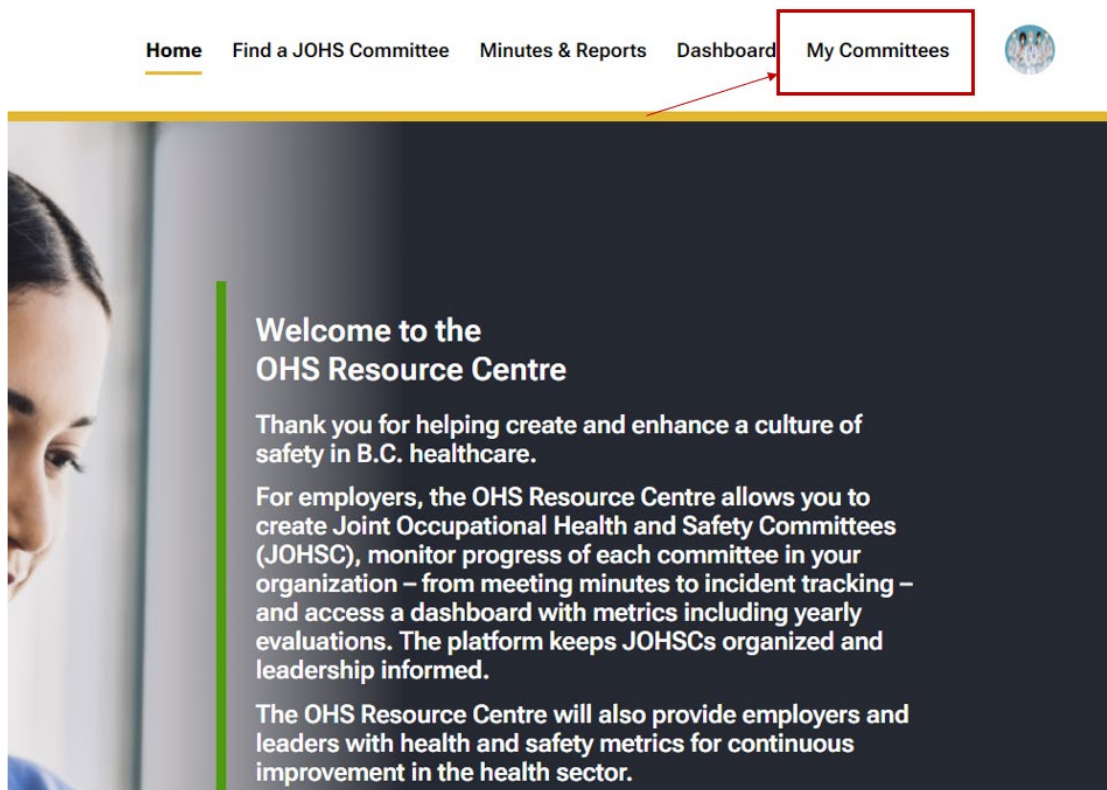
1.1 Create your JOHSC

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.

Create a Committee

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

Operating Employer (Required)

Committee Name/Site (Required)

Multiple Employer

Cancel

1

Employer* Affiliate

Committee Name* Test Facility ABA

No

2

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

Choose Facility

Evaluation Date

Committee Description

[Cancel](#)

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 and representation structure should be completed before you 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 4

Minimum # of workers 2

Minimum # of employers 2

Representation Structure

Pick Representation* BCGEU 1 X

Pick Representation* BCNU 1 X

+ Add Worker Representative

+ Add Employer Representative

Cancel

Back Identify Co-Chairs

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 committeecochair1@switchbc.ca

Affiliation BCGEU

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

Employer Co-Chair

committee cochairtwo

Email Address committeecochair2@switchbc.ca

Representation Affiliate

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

Cancel

Back Review

-
- 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.

The screenshot shows the 'My Committees' page. At the top, a navigation bar includes 'Home', 'Find a JOHS Committee', 'Minutes & Reports', 'Dashboard', and 'My Committees' (highlighted with a red box and callout 1). Below the navigation bar, the 'My Committees' section has a sub-header 'Refresh this page to clear the search results.' A search bar with the placeholder 'Search via Committee Name or Member Name' and a 'Search' button (callout 3) is shown. To the right of the search bar is a '+ Create New Committee' link. Below the search bar, there are filters for 'Affiliate' (callout 2) and 'Affiliation'. Under the filters, there are three tabs: 'MY COMMITTEES' (highlighted with a red box), 'ALL COMMITTEES', and 'COMMITTEE MEMBERS'. Below the tabs, a table lists committees. The first entry is 'Kingstation Hospital'.

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

[+ Create New Committee](#)

Filters

Affiliate ▼

Affiliation ▼

[MY COMMITTEES](#)
ALL COMMITTEES
[COMMITTEE MEMBERS](#)

Showing results for: "Kingstation Hospital" (1)

[Sort By](#)

Kingstation Hospital

Affiliate

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 Search + Create New Committee

Filters Affiliate Affiliation

MY COMMITTEES **ALL COMMITTEES** **COMMITTEE MEMBERS**

Showing results for: "Emily" (4) Sort By

Emily Smith

Member
afftest01

Member
Kingstation Hospital

Emily Jones

Member
Test ABCD 1

1.3 Update JOHSC Information

Applies to:

- Employer Practitioners
- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)

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 Search + Create New Committee

Filters Operating Employer BCGEU

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.

The screenshot shows a web interface for managing a committee. The left sidebar has a dropdown menu with 'Kingstation Ho...' selected, and two options: 'Committee Roster' (active) and 'Committee Files'. The main content area has a 'Back' button and a 'Committee Description' section with an 'Edit' button. Below this are 'Worker Representation' and 'Employer Representation' sections, each with a 'Co-Chair' field and an 'Add Member' button. The 'Committee Information' section on the right contains fields for 'Operating Employer', 'Committee Name/Site', 'Multiple Employer', 'Facility', 'Evaluation Date', and 'Quorum'. The 'Evaluation Date' field is highlighted with a green box and shows 'Mar 19, 2024'. The 'Edit Settings' button next to it is highlighted with a red box, and a red arrow points from it to the 'Evaluation Date' field.

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

The screenshot shows a 'Committee Information' modal window. It contains the following fields and elements:

- Operating Employer:** A dropdown menu showing 'MAR 29, 2024'.
- Committee Name/Site:** A text input field.
- Multiple Employer:** A checkbox.
- Choose Facility:** A dropdown menu with a calendar overlay. The calendar shows March 2024, with the 29th highlighted in green. A red box is around the 29th, and a red line connects a circled '1' to this area.
- Evaluation Date:** A date input field showing 'Mar 29, 2024'.
- Buttons:** At the bottom right, there are 'Cancel' and 'Save Changes' buttons. A red box is around the 'Save Changes' button, and a red circle with the number '2' is next to it.

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.

- 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.'

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 JOHSC Resource Centre interface. At the top, the 'Dashboard' tab is selected in the header, indicated by a red box and arrow labeled '1'. Below the header, the 'Committee Roster' link is highlighted with a red box and arrow labeled '2'. The main content area shows the 'Committee Description' section with an 'Edit' button. Below this, the 'Worker Representation' section is visible, showing a list of members. The '+ Add Member' button is highlighted with a red box and arrow labeled '3'. The 'Committee Information' section on the right shows details for 'Kingstation Hospital'.

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.

The screenshot shows a modal window titled "Add Member" with a yellow header and a close button (X). The form contains the following fields:

- Email Address:** A text input field containing "committeemember1@switchbc.ca".
- Name:** A text input field containing "committee memberone".
- Role:** A dropdown menu with "Regular Member" selected.
- Affiliation/Employer:** A dropdown menu with "BCNU" selected.

At the bottom of the modal, there are two buttons: "Cancel" and "Add Member". A red box labeled "1" encloses the form fields, and a red box labeled "2" encloses the "Add Member" button.

2.2 Remove Existing Committee Members

Applies to:

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

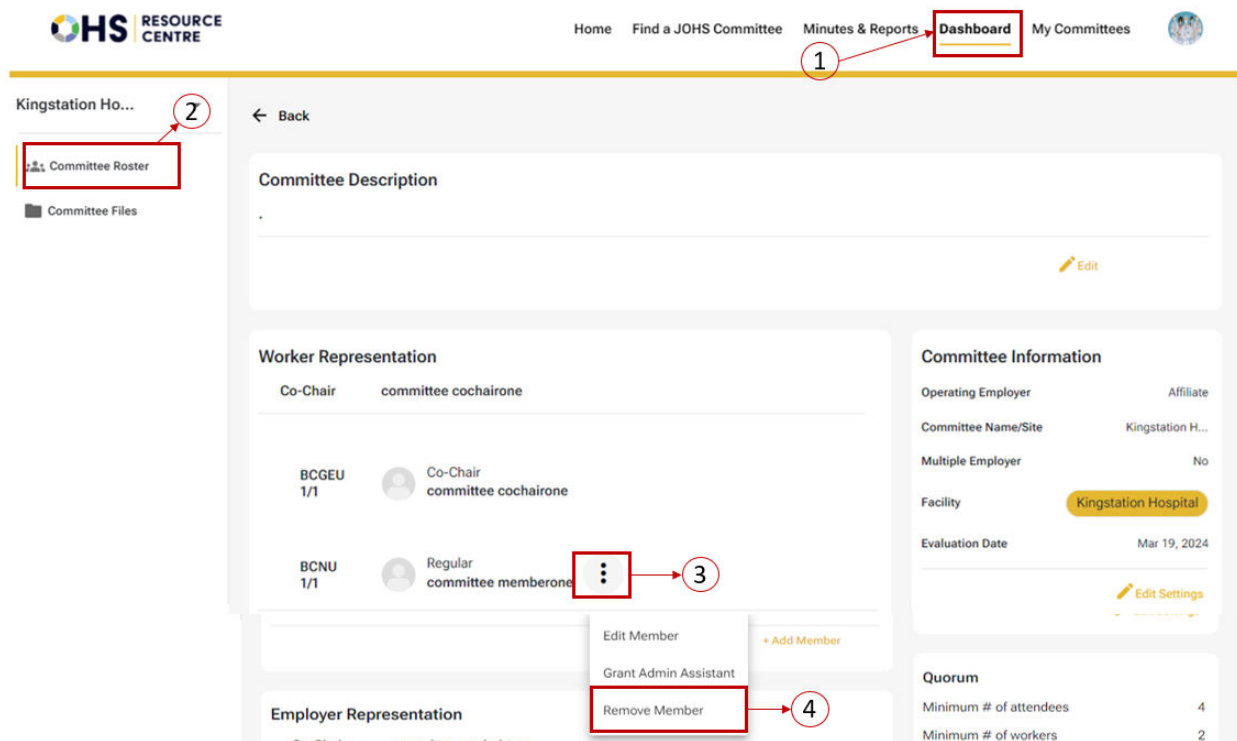
2.2.1. Click the 'Dashboard' tab on the page's header.

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.



2.3 Update a Co-Chair

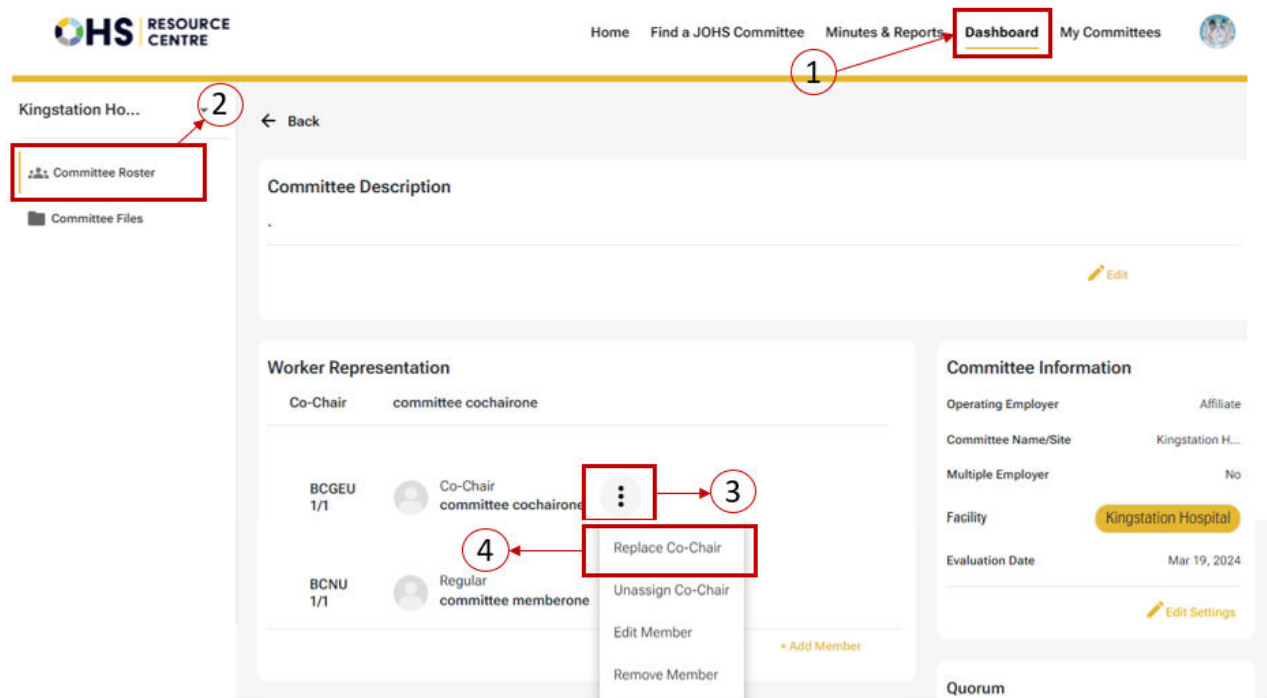
Applies to:

- 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.

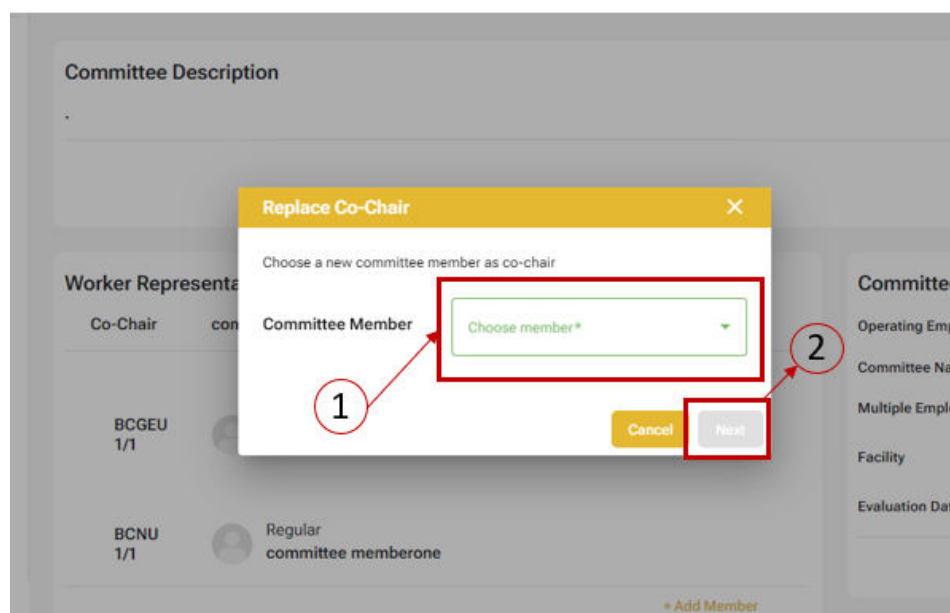
2.3.3. Click on the three dots next to the current Co-Chair's name, and then select 'Replace Co-Chair.'



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

- Multiple '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 in the OHS Resource Centre. The top navigation bar includes links for Home, Find a JOHS Committee, Minutes & Reports, Dashboard, and My Committees (highlighted with a red box and a circled '1'). A dropdown menu for 'Kingstation Ho...' is visible on the left, with 'Committee Roster' highlighted (circled '2'). The main content area is divided into several sections: 'Committee Description', 'Worker Representation', 'Employer Representation', and 'Non-Committee Members'. The 'Non-Committee Members' section at the bottom has an 'Add Member' button highlighted with a red box and a circled '3'. Other sections like 'Worker Representation' and 'Employer Representation' also have 'Add Member' buttons. The right sidebar contains 'Committee Information' and 'Quorum' details.

- 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.

Add Other Committee Member X

Email Address: adminassistant@switchbc.ca

Name: admin assistant

Role: Choose Role
Admin Assistant

Cancel Add Member

2.4.1 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:

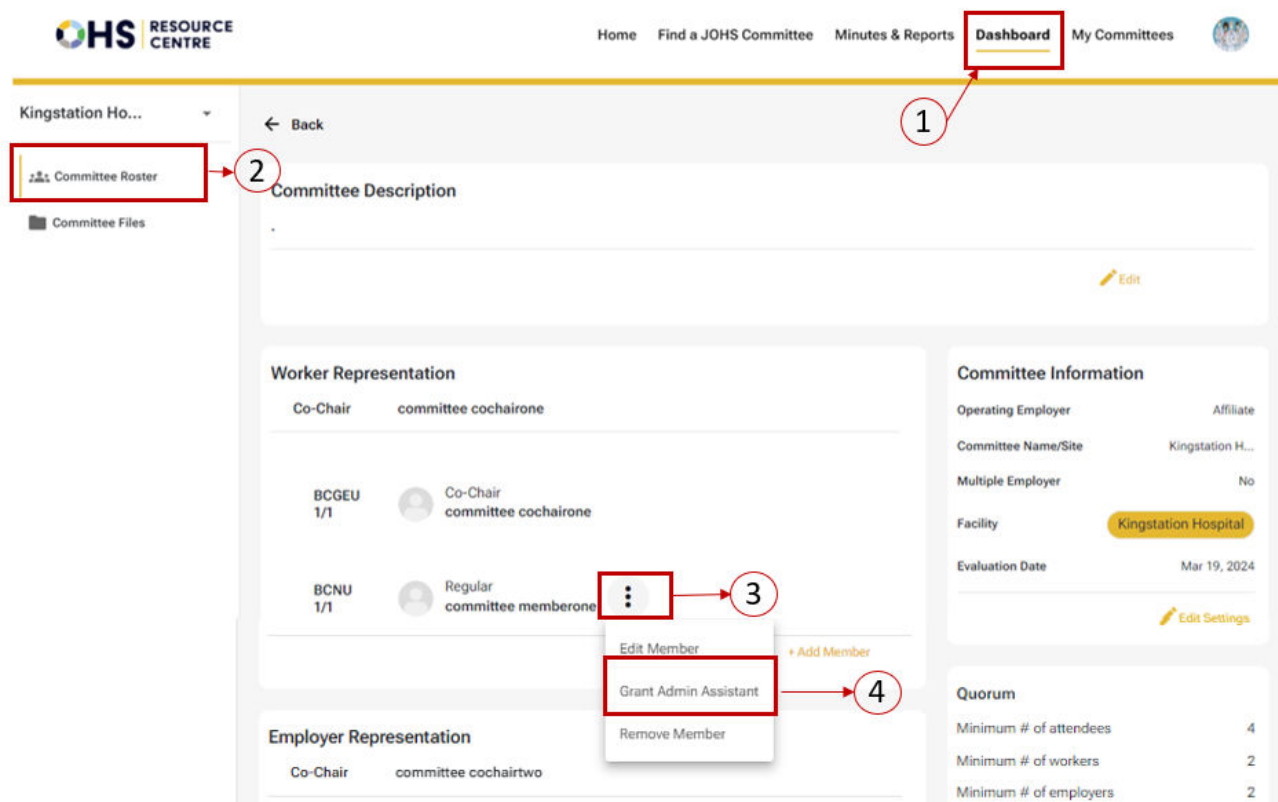
Note

- Multiple '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?'

2.5 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.

OHS RESOURCE CENTRE

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

Kingstation Ho... **2** Back

Committee Roster

Committee Files

Committee Description

Worker Representation

Co-Chair committee cochairone

BOGEU 1/1 Co-Chair committee cochairone

BCNU 1/1 Regular committee memberone

+ Add Member

Employer Representation

Co-Chair committee cochairtwo

Affiliate 1/1 Co-Chair committee cochairtwo

+ Add Member

Non-Committee Members

Admin Assistant admin assistant

3 + Add Member

Committee Information

Operating Employer Affiliate

Committee Name/Site Kingstation H...

Multiple Employer No

Facility Kingstation Hospital

Evaluation Date Mar 19, 2024

Edit Settings

Quorum

Minimum # of attendees 4

Minimum # of workers 2

Minimum # of employers 2

Representation Structure

Worker Representation Required Members

BOGEU 1

BCNU 1

Employer Representation Required Members

Affiliate 1

Edit Settings

Agenda Settings

- 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.

committee cochairtwo

Add Other Committee Member X

Email Address: exofficio@switchbc.ca

Name: ex officio

Role: Choose Role Ex-Officio

1

2 Cancel Add Member

+ Add Member

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.

Kingstation Ho...

Committee Roster

Committee Files

Employer Representation

Co-Chair committee cochairtwo

Affiliate 1/1 Co-Chair committee cochairtwo

+ Add Member

Non-Committee Members

Admin Assistant admin assistant Ex-Officio ex officio

+ Add Member

Edit Member Remove Member

Minimum # of attendees 4

Minimum # of workers 2

Minimum # of employers 2

Representation Structure

Worker Representation Required Members

BCGEU 1

BCNU 1

Employer Representation Required Members

Affiliate 1

Edit Settings

Agenda Settings

Ask as long-running item if agenda has been carried 3 months

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

Version	Updated date	Changes Descriptions	Name
V1.4	12 th March 2025	1. Updated manual as per first 7 ENHs: a. Committee Roster- Add permission for Co-Chair and AA to 'Edit Setting' b. Ability to add more than 1 admin assistant in a committee	Rahul (first 3) And Priyal (next 4)

© SWITCH BC. All Rights Reserved.



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