# HS RESOURCE CENTRE

# Meeting Management Manual-Recurring Meetings

2025 - VERSION 1.4

SWITCH BC

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# **About the 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, training, and enhance the culture of safety in all health care workplaces in B.C. Learn more at <u>switchbc.ca</u>.

### Additional Manuals and Resources

#### Note

- There are two types of meetings that are specific to JOHSC members.
  - Recurring meetings Process outlined below
  - Special meetings Process outlined in the 'Meeting Management Manual Special Meetings'



#### 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 on April 29<sup>th</sup>, 2025. If you have questions, or find an error or omission in this document, please email SWITCH BC at <u>ohsresourcecentre@switchbc.ca</u>.



# 1. Managing your JOHSC Recurring Meeting

1.1 Create the Structure of your JOHSC Recurring Meetings

Applies to:

- Committee Co-Chairs (a worker and an employer)
- Admin Assistants
- 1.1.1. Sign in with your Co-Chair or Admin Assistant account
  - Following the instructions in manual 'OHS Resource Centre User Management Manual'.
- 1.1.2. On the header of the page, click on the 'Dashboard' tab.



1.1.3. From the drop-down options, select the committee you belong to.



	1	Home
SWITCH OHSR	New Meetings	
المراجع Meeting & Actions ک	Upcoming Meeting	
<u>#≜t</u> Committee Roster	Recurring Meeting Thursday Jun 27, 2024 - 12:00	
Committee Files	Scheduled Meetings	
	Meeting Series 1	
	Jul 25, 2024 - 12:00	

1.1.4. By default, you will land on the 'New Meetings' page, where you can schedule either a 'Special Meeting' or a 'Recurring Meeting'.

#### Note

- The quorum requirement needs to be set up before a meeting is started. Setting a quorum requirement is done under the 'Committee Roster' tab.
- Once the 'Start Meeting' button has been clicked, the system will automatically calculate whether the quorum has been met or not.





- 1.1.5. Select '+Schedule Recurring Meeting'. You will then be taken to a form that will allow you to schedule the recurring meeting. In the 'Meeting Location' box, add your meeting location.
- 1.1.6. In the 'Dial-in Options' box, copy and paste your virtual meeting invite link or dialin options, as shown in the screenshot. Remember to leave contact details in case an attendee experiences difficulties in attending the meeting.

#### Note

• The meeting invite details need to be the full URL (not just the hyperlinked text, otherwise, the meeting invite file will not be clickable for recipients).

Meeting Location	1st floor office area
Dial-in Options Instructions for remote meeting attendance.	https://teams.microsoft.com///meetup- join/19%3ameeting_NmlxNjZiMTQtNDIzZi00ZTc1LTk2NjE tYWE00Tg0Mjc3YzBk%40thread.v2/0? context=%7b%22Tid%22%3a%2212345678-90ab-cdef- 1234- 567890abcdef%22%2c%22Qid%22%3a%2298765432-
	244/500
Cancel	Next

- 1.1.7. Once you have added the meeting location and dial-in options, select the 'Next' button under the 'Dial-in Options' box.
- 1.1.8. The next page is where you will set up the recurring meeting. To specify when the meetings will occur, select the month and year from the 'Starting On' drop-down menu (see screenshot number 1)

#### Note

• You can only schedule the meeting to occur at a future date from the drop-down menu.



ingstation Hospital	Schedule New Meeting										
TCH BC Testing #1 2 Committees	New Meeting Today	2 Meeting Dates	3 Review May 18, 2024								
	Starting On	Year 2024 Month	June 👻								
	Recurrence	- SUN MON TUE	WED THU FRI SAT								
	Upcoming Meeting Dates										
	JUN JUL AUG SEP OCT 03 01 05 02 07	NOV DEC JAN FEB M 04 02 06 03 0	IAR APR MAY 03 07 05								

1.1.9 Next, select the 'Recurrence' option (screenshot number 2) and choose the day required. To do this, use the drop-down list to select either the 'First, Second, Third, Fourth or Last' recurrence, followed by the chosen days of the week. Underneath the 'Recurrence' drop-down list, you will find all the subsequent meeting dates listed for your schedule.

	Starting On					Year	2024	Мо	nth J	une		•
$\overline{)}$ –	 Recurrence Upcoming M	eeting Da	tes	First + SUN MON TUE					E WED	WED THU FRI S		
2	JUN J 03	UL AU 01 0	IG SEP	ОСТ 07	NOV 04	DEC 02	JAN 06	FEB 03	MAR 03	APR 07	MAY 05	
	Starting Tim	e							14:30			* *
	Estimated Er	nd Time							16:30			•

#### Note

- 'Fourth' and 'Last' options in the recurrence list are the same for months that do not have a fifth week
- Some options for months and weeks may not be available depending on the week of the month you are scheduling. If you select an unavailable option, a warning message will appear, as the system requires a minimum of 14 days



between the scheduling date and the recurring meeting date.

AUG	SEP	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
26	02.	20	25	220	27	24	24	20	26	22

1.1.10 Set the start and end times of the meeting (screenshot number 3). Do this by selecting the times from the 'Starting Time' and 'Estimated End Time' drop-down options.

$\bigcirc$	JUN JUL 03 01	AUG 05	SEP 02	ОСТ 07	NOV 04	DEC 02	JAN 06	FEB 03	MAR 03	APR 07	MAY 05		_	
<b>3</b>	Starting Time								14:30			•		
	Estimated End Time									16:30				
	Cancel								lack	Next				
Centre is a partnership v	with healthcare unions an	d employers	including	health au	thorities				Abo	ut Us 🔹	Terms a	nd Conditions	• Priva	су

#### Note

• If your estimated end time extends to the next day, the system will display a +1 next to the 'Estimated End Time' field as per the below screenshot.



		Cohodulo Nou Monting	
Meeting & Actions >		Schedule New Meeting	
1: Committee Roster	0	0	0
Committee Files	New Meeting	Meeting Dates	Review
	Today		May 28, 2024
	Starting On	Year 2024 Mor	nth June +
	ſ	Second + SUN MON TUE	WED THU FRI SAT
	Recurrence		
	Upcoming Meeting Dates		
	JUN JUL AUG SEP 13 11 08 12	OCT NOV DEC JAN FEB 10 14 12 09 13	MAR APR MAY 13 10 08
	Starting Time		12:00
	Estimated End Time	+1 day	00:30

- 1.1.11 Once you have inputted the schedule details, select 'Next'. You will then be directed to a review page to confirm your meeting details.
- 1.1.12 If you need to adjust any of the meeting details, select the relevant 'Edit' option. This will take you back to the specific form on the previous page, allowing you to make changes.



					(	0					3
New Meeting					Meet	ing Dates					Revie
New Meet	ting										
Recurring M	eeting								i	Regular F	Recurring
Meeting Loc	ation				Room 10	1, floor 1					
Dial-in Optio	ons				Microsofi omkt=en- Join the r nowhttps join/19%	t Teams I US neeting ://teams. 3ameetir	https://ak .microsol 1g_YTU31	a.ms/Joi ft.com/l/i N2UzZGU	nTeamsM neetup- JtMTBkM	leeting?	T /
					-				•		P Edit
Meeting D	Date										
Meeting D Starting Mor	)ate									Ju	ine, 2024
Meeting D Starting Mor Recurring Da Next Meeting	Date nth ay g Date							Fir	st Monda	Ju ly of ever	ine, 2024 ry month
Meeting D Starting Mor Recurring Da Next Meeting JUN J 03	Date nth ay g Date UL A 01	UG 05	SEP 02	0CT 07	NOV 04	DEC 02	JAN 06	Fir FEB 03	MAR 03	Ju ay of even APR 07	ne, 2024 ry month MAY 05
Meeting D Starting Mor Recurring Da Next Meeting JUN JUN JUN JUN Starting Tim	Date nth ay g Date UL A 01	UG 05	SEP 02	OCT 07	NOV 04	DEC 02	JAN 06	Fir FEB 03	MAR 03	Ju ny of even APR 07	me, 2024 y month MAY 05 14:30
Meeting D Starting Mor Recurring Da Next Meeting JUN J 03 J Starting Tim Estimated Er	Date nth ay g Date UL A 01 e nd Time	UG 05	SEP 02	0CT 07	NOV 04	DEC 02	JAN 06	Fir FEB 03	MAR 03	Ju ny of even APR 07	MAY 05 14:30
Meeting D Starting Mor Recurring Da Next Meeting JUN 03 J Starting Tim Estimated Er	Date nth ay g Date UL A 01 e nd Time	UG 05	SEP 02	0CT 07	NOV 04	DEC 02	JAN 06	Fir FEB 03	MAR 03	Ju ny of even APR 07	MAY 05 14:30
Meeting D Starting Mor Recurring Da Next Meeting JUN J JUN J Starting Tim Estimated Er	Date nth ay g Date UL A 01 ne nd Time	UG 05	SEP 02	OCT 07	NOV 04	DEC 02	JAN 06	Fit G3	MAR 03	Ju ay of ever APR 07	me, 2024 y month MAY 05 14:30 16:37 Fedit
Meeting D Starting Mor Recurring Dr Next Meeting JUN J UN J Starting Tim Estimated Er	Date nth ay g Date UL A 01 ne nd Time	UG 05	SEP 02	OCT 07	NOV 04	DEC 02	JAN 06	Fir FEB 03	MAR 03	Ju ny of even APR 07	MAY 05 14:3 16:2 * Edit

1.1.13 If all details are correct, click the 'Create Meeting' button to finalize the scheduling.

#### Note

• Recipients will receive an invitation as an iCalendar file (ICS) when the draft and finalized agenda is sent. ICS files are commonly used for email invitations; when opened, the event details will automatically display, allowing recipients to add the event to their calendar

# 1.2 Committee Quorum/Representation Structure Setup and Verification

#### Applies to:

- Employer Practitioner
- Admin Assistant (dedicated support for committee)
- Committee Co-Chairs (a worker rep and an employer rep)

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#### Note

- It is important that the quorum structure is complete before creating or starting the recurring meeting, as an incomplete structure may affect the accuracy of reporting metrics.
- 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.
- 1.2.1 Click the 'Dashboard' tab in the page header.
- 1.2.2 From the drop-down options, select the committee you wish to set up the quorum by clicking on the committee's name and the 'Committee Roster' link.

		Home	Find a JOHS Committee	Minutes & Reports	Dashboard
ABC 123 🗸	-2				
Search My Committees	Committee Description				
ABC 123					

1.2.3 Click 'Edit Settings' under the 'Quorum' section (see screenshot number 1)



OHS RESOURCE CENTRE					Dashboard My Committee	6
Committee Roster	Co-Chair	Committee Co-Chair		_	Operating Employer	Affiliate
Committee Files	BCNU 2/2	Co-Chair Committee Co-Chair	Alternate Committee Mer	nber	Committee Name/Site Multiple Employer Facility Next Annual Evaluation Date	KDH Hospital No 123 BCA Aug 14, 2024
				Add Member	1	Edit Settings
	Employer Rep Co-Chair	resentation Committee Co-Chair			Quorum Minimum # of attendees	2
	BCEHS 2/2	Co-Chair Committee Co-Chair Regular Committee Member	Alternate Committee Alte	rnate M	Minimum # of employers Representation Structure Worker Representation BCNU	1 Members 2
				Add Member	Employer Representation BCEHS	Members 2
	Non-Committe	ee Members				Edit Settings

- 1.2.4 Edit the quorum information as needed.
  - Click the 'Add Worker Representation' or 'Add Employer Representation' links to update the representation structure accordingly.

#### Note

• The quorum structure must align with the committee's Terms of Reference (TOR).





# 2. Meeting Preparation

# 2.1 Creating a Standing Agenda Item

#### Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chairs (a worker and an employer)

#### Note

- Standing agenda items are recurring topics that are included in each meeting's agenda by default. These items are essential for maintaining consistency and ensuring that important, ongoing issues are regularly addressed.
- 2.1.1 To create a standing agenda item, select the 'Agenda Items' option (highlighted as number 1 in the screenshot). Then, choose the '+Add' option in the 'Standing Agenda Items' form (screenshot number 2).



Agenda Items     Refeati this page to dear the search results.					
Search agenda item name or agenda i	D				Search
ACTIVE AGENDA ITEMS REJECT	ED AGENDA ITEMS	COMPLETED A	GENDA ITEMS		
Long Running Agenda Items (1	3)		Upcoming	Deferred Agenda Items (3)	
D# Agenda Item	Date Pos Created Pos	stponed	Due ID#	¢ Agenda Item	Original A Date
0001 Broken Tile	Nov 27, 2024 4 tin	mes	40 days 001	7 Agenda Item 10	Mar 12, 2025
0002 Uodate Manuals	Nov 27, 2024 2 tin	mes	40 days 001	5 Inspection on Floor G	Jan 16, 2025
0004 Light Bulb change	Nov 27, 2024 4 tin	mes	40 days 001	16 Training Manuals	Jan 16, 2025
0005 Unfurnished Rooms	Nov 27, 2024 1 tin	me			
0006 1-Agend Item	Nov 27, 2024 4 tin	mes			
0007 2.Agenda Item	Nov 27, 2024 3 tin	mes 🔻			
Suggested Agenda Items (0)				Standing Agenda Item:	s (1)
ID# Agenda Item Created By	Purpose Est D	Duration Date	Created	Agenda Item	Туре ▲
There are no suggested agenda items in this o	committee			Previous Months Meeting	Custom
	$\bigcirc$	<u> </u>		•	
	Ċ				
				-	*
			+ Add		+ Add
	Agenda Items Releast this page to clear the search results Search agenda item name or agenda it ACTIVE AGENDA ITEMS REJECT Agenda Item Agenda Items (1) Agenda Item 0001 Resten Tile 0002 Resten Tile 0002 Resten Tile 0002 Resten Tile 0003 Resten Tile 0005 Resten Tile 0005 Resten Tile 0006 1.4gend Item 0007 2.4genda Item 0007 2.4genda Item 0007 1.4genda Item 0007 2.4genda Item (0) IDE Agenda Item Coasted By There are no suggested agenda items in this of	Agenda Items Reteat this page to clear the search results. Search agenda item name or agenda ID ACTIVE AGENDA ITEMS Regenda item name or agenda ID Agenda item REJECTED AGENDA ITEMS Agenda item Created 0001 Restem Tile Nov 27, 2024 4 44 0002 Restem Tile Nov 27, 2024 4 44 0002 Restem Tile Nov 27, 2024 4 44 0002 Restem Tile Nov 27, 2024 4 44 0005 Restem Tile Nov 27, 2024 4 44 0005 Restem Tile Nov 27, 2024 4 44 0005 Restem Tile Nov 27, 2024 4 44 0006 1.4sptn Rute shenge Nov 27, 2024 4 44 0007 2.4spenda item Nov 27, 2024 4 44 0007 2.4spenda item Nov 27, 2024 5 4 1006 1.4sptn Rute shenge Rov 27, 2024 5 4 1007 2.4spenda item Nov 27, 2024 5 4 1007 2.4spenda i	Agenda Items Reteat this page to clear the search results. Search agenda Item name or agenda ID ACTIVE ACENDA ITEMS REJECTED ACENDA ITEMS COMPLETED AT Agenda Item Created Postponed 0001 Erstem Tiz Nov 27, 2024 4 times 0002 Under Marcols Nov 27, 2024 4 times 0005 Undertable charge Nov 27, 2024 4 times 0006 1.4gend Item Nov 27, 2024 4 times 0007 2.4genda Items (D) Ite Agenda Items in this committee Created Agenda Items (D) Created Agenda Items (D) Ite Agenda Items (D) Ite Agenda Items In this committee Created Agenda Items (D) Created	Agenda Items Retext this page to clear the search results. Search agenda Item name or agenda ID ACTIVE AGENDA ITEMS REJECTED AGENDA ITEMS COMPLETED AGENDA ITEMS Agenda Item <u>Created</u> Postpoord 001 Bratem Tile Nov 27, 2024 4 times 002 Unders Usensis Nov 27, 2024 4 times 003 Linger this chenge Nov 27, 2024 4 times 003 Linger this chenge Nov 27, 2024 4 times 003 Linger this chenge Nov 27, 2024 4 times 003 Linger the search agenda Items (I) Suggested Agenda Items (I) The agenda Item Created By Puppes Est Duation Date Created There are no suggested agenda Items in the committee	Agenda Items Retext his page to chere the search results. Search agenda item name or agenda ID ACTIVE AGENDA ITEMS RELECTED AGENDA ITEMS COMPLETED AGENDA COMPLETED AGENDA COMPLETED AGENDA COMPLETED AGENDA COMPLETED AGENDA COMPLETED AGEN

2.1.2 After selecting '+Add,' a new form will appear on the screen. Here, you can enter an 'Agenda Item,' 'Estimated Duration,' purpose (action or information), description, and any attachments. Select the 'Add' button to save your standing agenda item.



Add	X
Agenda Item*	Exposed wiring under sink in staff room
Estimated Durat	on* 20
Purpose*	Action Information
Description*	
B I := 1₂	<u>A</u> ~ <b>A</b> ~
In the main staff to the drywall not may be a risk of a again. This will n cannot use the si	bom, under the sink there is exposed wiring due being fully fixed since the plumbing issue. There n electrical power outage if the water pipe <u>burts</u> ed to be fixed asap as staff have been told they nk.
Files	
+ Attach Files	
	Cancel

2.1.3 To add more standing agenda items, repeat the steps. Once you have selected 'Add', you will see your standing agenda items in the 'Standing Agenda Items' box (screenshot number 1).



T 51	Refresh	Jenda Items Jesh this page to clear the search results.									
KPI & Reports	S	earch agenda item na	ime or agenda ID							Sea	rch
Meeting & Actions	AC	TIVE AGENDA ITEMS	REJECTED AG	ENDA ITEMS	COMP	LETED /	AGENDA IT	EMS			
Past Meetings	Lor	ng Running Agen	ida Items (13)				Upcon	ning De	eferred Agenda Items (3)		
Agenda harru Action herrs	10#	Agenda item		late P cated P	ostponed	î.	Due lin	ID#	Agenda Item	Original Date	*
; Committee Roster		Broken Tile	Nov	27, 2024 4	times	L.	40 days	0017	Agenda Item 10	Mar 12, 2025	
Committee Files	0002	2 Update Manuala	New	27, 2024 2	times	L.	40 days	0015	Inspection on Floor G	Jan 16, 2025	
	0004	Light Bulb change	Nov	27, 2024 4	times		40 days	0016	Training Manuala	Jan 16, 2025	
	0005	Unfurnished Room	s Nov:	27, 2024 1	time						
	0000	5 1-Agend Item	Nov:	27, 2024 4	times						
	0007	2-Agenda item	Nov:	27, 2024 3	times	Ŧ					*
	Sug	ggested Agenda	Items (0)						Standing Agenda Items (1	1)	
	ID#	Agenda item	Created By Pu	rpose Es	t Duration	Date	Created	^	Agenda Item	Туре	*
	Ther	e are no suggested age	nda items in this committ	е					Previous Months Meeting	Custom	
					$\frown$						
				(	(1)	)—		-			
					$\bigcirc$						
								44		+44	

2.1.4 To return to your scheduled meeting page, select the 'New Meetings' option in the top-left corner of the screen (screenshot number 2).

### 2.2 Assign a Meeting Recorder Privileges to Committee Member

#### Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- 2.2.1 After selecting the 'New Meetings' option, you will return to the 'New Meetings' page. In your upcoming recurring meeting, select 'Edit Agenda'.

New Meetings	+ sa	chedule Special Meeting
Upcoming Meeting		
Recurring Meeting Monday Jun 03, 2024 - 14:30	•	Edit Agenda



2.2.2 You can add a meeting recorder using the '+Add Recorder' option above the 'Agenda Preview' area (below screenshot number 1). When you select '+Add Recorder', you will see a list of all committee and non-committee members (Ex-Officio). From this list, you can choose your meeting recorder. However, if you are a co-chair or an admin assistant, you will automatically be assigned the meeting recorder role. This means that you will not see those users in the '+Add Recorder' list

#### Note

- The meeting recorder can be updated/removed at any time in the following screens:
  - o In the Edit Draft Meeting Agenda,
  - In the Finalized Meeting Agenda
- You can add up to 4 additional meeting recorders while scheduling the meeting.

The following picture is one of the above screens as an example:

KDH Hospital                 Meeting & Actions             •             •	Find a JOHS Committee Minutes & Reports	Home Find a JO		
Aug 26, 2024 (2) 14:00 - 14:30 Primary Recorder: (a) Select Primary Record (a) Public M     • New Meetings   • New Meetings   • Agenda Bterrs   • Adominitee Roster   • Committee Roster   • Committee Files     • Meeting Agenda Items   • Committee Files     • Meeting Agenda Items   • Standing Agenda Items   • Accoptance of Agenda   • Standing Agenda Items     • Accoptance of Agenda     • Accoptance of Agenda     • Aug 26, 2024 (2) 14:00 - 14:30 <th></th> <th></th> <th></th> <th>KDH Hospital 🗸</th>				KDH Hospital 🗸
<ul> <li>New Meetings</li> <li>New Meetings</li> <li>Additional incorder</li> <li>Additional incorders can be added.</li> <li>More Representatives</li> <li>Committee Roster</li> <li>Committee Files</li> <li>Meeting Agenda Items</li> <li>Standing Agenda Items</li> <li>Standing Agenda Items</li> <li>Additional items</li> <li>Additional items</li> <li>Acceptance of Agenda</li> <li>Discussion</li> <li>Discussion</li> <li>Discussion</li> </ul>	Primary Recorder: 🕂 Select Primary Recorder Publish Minute	Prima	Aug 26, 2024 🚯 14:00 - 14:30	≝⁄@ Meeting & Actions ∨
<ul> <li>Agenda items</li> <li>Attendance &amp; Quorum Quorum Met ✓</li> <li>Morker Representatives</li> <li>Committee Roster</li> <li>Committee Files</li> <li>Meeting Agenda Items</li> <li>Standing Agenda Items</li> <li>Acceptance of Agenda</li> <li>Standing Agenda Items</li> <li>Standing Agenda Items</li> <li>Acceptance of Agenda</li> <li>Acceptance of Agenda</li> <li>Acceptance Agenda</li> <li>Acceptance</li></ul>	Add Rec		Meeting Recorder Co-Chairs and Admin Assistants have default recorder permissions. Four additional recorders can be added.	New Meetings     Past Meetings
Addon Items     Worker Representatives     Invited     Present     Invited     Invited     Present     Invited     Pre     Present     Invited     Present     Invited			Attendance & Quorum Quorum Met 🗸	Agenda Items
Invited Present       Invited Present       Invited Present       F         Invited Present       Invited Present       Invited Present       Imvited Present	atives Non-Committee Members & Guests	Employer Representatives	Worker Representatives	Action Items
Committee Co-Chair       BCNU       Committee Co-Chair       BCHS       Main Assistant       Admin Assistant       Ex.0	Invited Present Prese	Invited	Invited Present	: Committee Roster
Committee Files       Committee Member       BCNU       Committee Member       BCENS       P       Ex.00 (Ex.0)       Ex.00         Committee Files       Committee Member       BCNU       Committee Member       BCENS       Committee Member       BCENS       Ex.00       Ex.00       Ex.00         Meeting Agenda       Approved?       Committee AlternateBCEHS       Committee AlternateBCEHS       Committee AlternateBCEHS       Employer Practitioner       EP         Meeting Agenda       Approved?       Committee AlternateBCEHS       Committee AlternateBCEHS       Committee AlternateBCEHS       Committee AlternateBCEHS       Committee AlternateBCEHS       Employer Practitioner       EP         Meeting Agenda       Approved?       Committee AlternateBCEHS       Commitee AlternateBCEHS       Committ	BCEHS 🧭 🖉 🤵 Admin Assistant Admin 🗌	Committee Co-Chair BCEHS O	😴 Committee Co-Chair BCNU 🧭 🔽	
Image: Committee Member BCNU Image:	BCEHS 🔗 🗌 🙉 Ex Officio Ex.O	Committee Member BCEHS O	👮 Committee Member 🛛 BCNU 🧭 🗌	Committee Files
Meeting Agenda     Approved?     Image: Comparison of Agenda       Standing Agenda Items     Image: Comparison of Agenda       Acceptance of Agenda     Image: Comparison of Agenda       Acceptance of Agenda     Image: Comparison of Agenda       Description     Discussion	.BCEHS 🧭 🗹 💽 Employer Practitioner EP 🗌	Committee AlternateBCEHS O	🕵 Committee Member 🛛 BCNU 🥥 🔍	
Standing Agenda Items     DESCRIPTION & ACTIONS     DISCUSSION       Acceptance of Agenda     5 mins     Description	cceptance of Agenda	Acceptance	Meeting Agenda Approved?	
Acceptance of Agenda 5 mins Description	IPTION & ACTIONS DISCUSSION	Min.      DESCRIPTION & ACT	Standing Agenda Items	
Manufactoria de la companya de la co	n	Description	Acceptance of Agenda 5 mins	
Monthly incident Reports TU mins Approve today's agenda	today's agenda	Approve today's agen	Monthly Incident Reports 10 mins	
Old Business >		>	Old Business	
New Business >		>	New Business	

2.2.3 The Meeting Recorder is responsible for starting the meeting, recording the proceedings, making necessary changes to the meeting interface, and editing the draft minutes.



2.2.4 One of the designated Meeting Recorders must be defined as the Primary Recorder, who will be ultimately responsible for recording the proceedings and making necessary changes within and after the meeting. The Primary Recorder can be selected from a dropdown list of all committee members. However, if a member who has not been previously assigned as a Meeting Recorder is selected, the system will not automatically grant them Meeting Recorder privileges. This is why the Meeting Recorders must be defined before the start of the meeting, in both the Edit Agenda and Finalized Agenda screens.

#### Note

- The Primary Recorder designation is for informational purposes only and does not carry additional functionality beyond what is granted to a Meeting Recorder.
- The Primary Recorder must be selected before adjourning the meeting. If the Primary Recorder has not been selected, a pop-up message will appear, prompting confirmation before proceeding with adjournment.
- If the recorder forgets to adjourn the meeting, the Primary Recorder field in the draft minutes will remain blank, but it must be added later in the "Edit Minutes" screen before publishing the minutes.

# 2.3 Creating New Business to an agenda

#### Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- 2.3.1 While editing an agenda, suggest a new business item by selecting the '+ Create New Suggestions' button.

#### Note

• When committee members add an agenda item from the Suggested Agenda Item section in the Agenda Items tab, the system will automatically place it in the New Business section on the Draft Meeting Agenda page.



Deferred Ager	nda Items (0)	No old business item scheduled for this meeting, ad left hand side.
Agenda Item There are no deferre	Due In d agenda items	Est. Time New Business No new business item scheduled for this meeting, ac left hand side.
	+ Create New Suggestions	•
If this agenda is not committee member	sent out 14 days before the meeting, the system v s to add suggestions to.	will automatically make this agenda available to all

2.3.2 To add the new business item, enter the title in the 'Agenda Item' box, then specify the 'Estimated Duration,' purpose (action or information), description, and any supporting documents/files using the 'Attach Files' option.

Add	×
Agenda Item* Exposed wiring under sink in	staff room
Estimated Duration* 20	
Purpose* Ac	tion Information
Description*	
$ B I := \frac{1}{2} A \times A \times A \times A $	
In the main staff room, under the sink there is to the drywall not being fully fixed since the plu may be a risk of an electrical power outage if t again. This will need to be fixed asap as staff h cannot use the sink.	exposed wiring due umbing issue. There he water pipe <u>burts</u> have been told they
Files	
Attach Files	
	Cancel Add

2.3.3 Your new business will be added to the form. It will be visible for all committee members to review prior to the meeting.



Deferred Agenda I	tems (0)		No old bu left hand :	isiness item scheduled for this meeting, add old business items from the side.
Agenda Item	Due In		Est. Tim	e New Business
There are no deferred ager	nda items		45 Mins	Hazardous materials
	+ Create New Suggestions	s		
If this agenda is not sent of committee members to an	out 14 days before the meeti dd suggestions to.	ing, the system will automatic	ally make t	this agenda available to all Send For Suggestions

# 2.4 Adding Old Business Agenda Item to the Agenda

#### Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- 2.4.1 To add a deferred or long-running agenda item to the meeting, go to the 'Draft Meeting Agenda' or 'Edit Draft Meeting Agenda' screen and click the '+Add' button (Screenshot number 1) for the agenda item you want to include.

OHS RESOURCE CENTR	E		Home	Find a JOHS Committee Minutes & Reports Dashboard
Meeting & Actions >	AGENDA MEETIN	ders can be added.		
Committee Roster	Agenda Items			Agenda Preview
Committee Files	Long Running Ager	nda Items (0)		Est. Time Standing Agenda Items
	Agenda Item	Date Created		5 Mins Acceptance of Agenda
	There are no long running a	genda items		10 Monthly Incident Reports
	Deferred Agenda It	ems (5)		Est. Time Old Business
	Agenda Item	Due In		No old business item scheduled for this meeting, add old business items from the left hand side.
	All fire extinguish		- Add	Est. Time New Business
	First Aid Vest w/k	N/A		3 WHMIS Training
	Lighting issue	N/A		Mins
	Sign posted on o	N/A		
	WHMIS Training	N/A		



2.4.2 The deferred or long-running agenda item will automatically move to the 'Agenda Preview' section under Old Business (screenshots 2 and 3).

OHS RESOURCE CENTRE	:		Home	Find a JOHS Committee Minutes & Re	ports Dashboard	
المراجع Meeting & Actions	AGENDA MEETING IN	can be added.				
225 Committee Roster	Agenda Items			Agenda Preview		
Committee Files	Long Running Agenda	Items (0)		Est. Time Standing Agenda Items		
	Agenda Item	Date Created		5 Mins Acceptance of Agenda		
	There are no long running agend	la items		10 Monthly Incident Reports		
	Deferred Agenda Item	s (5)		Est. Time Old Business		
	Agenda Item	Due In	_	5 All fire extinguishers past inspe	ection date	$\bigcirc$
	All fire extinguish		ded 🗸	Mins		2
	First Aid Vest w/k	N/A		Est. Time New Business		
	Lighting issue	N/A		3 Mins		
	Sign posted on o	N/A				
	WHMIS Training	N/A				

#### Note

- The long-running and deferred agenda items will appear in the old business at the start of meetings.
- Long-running agenda items are items discussed or postponed for months and not closed. The number of months can be configured in the committee roaster tab, as shown in the screenshot below.
- **Deferred agenda items:** issues that were previously discussed but not resolved, needing further attention in the upcoming meeting, but do not exceed the number of months to become a long-running agenda item.
- All deferred agenda items will auto-populate to the agenda that is deferred to.



Kingstation Ho	BCGEU 2/2	Regular committee memberor Co-Chair Mary Cochairone	Alternate committee m	embertwo	Committee Name/Site Multiple Employer Facility Kings Next Annual Evaluation Date	Kingstation H No tation Hospital Mar 19, 2024
Committee Files	BCNU 1/4	Regular Jodie Marshall		+ Add Member	Quorum Minimum # of attendees	Edit Settings
	Employer Repr Co-Chair	resentation committee cochairtwo			Minimum # of workers Minimum # of employers Representation Structure Worker Representation	1 1 Members
	Affiliate 2/4	Co-Chair committee cochairtwo Regular Emily Smith	o Alternate Emma Smith		BCGEU BCNU Employer Representation Affiliate	2 4 Members 4
				+ Add Member		Edit Settings
	Non-Committee	ee Members sistant sistant	Ex-Officio ex officio		Agenda Settings Mark as long-running item if an agenda has been carried over for	3 months
				+ Add Member	1	Edit Settings

# 2.5 Meeting Invitations

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- 2.5.1 On the 'Meeting Invitation' page, you can review, adjust, and send meeting invite notifications. If the co-chairs or admin assistant haven't sent out the agenda yet, the system will automatically send the meeting invitation along with the draft agenda 14 days before the meeting. The system will also send the final about 7 days before the meeting.



Meeting Recorder Max 4 members	💷 ex officio 💿 🕀 Add Recorder
AGENDA MEETING INVITATION	
Agenda Items	Agenda Preview
Long Running Agenda Items (0)	Est. Time Standing Agenda Items
Agenda item Date Created	30 Mins Monthly Incident Reports
There are no long running agenda items	Est. Time Old Business

2.5.2 You can review all attendees and select/deselect any members who may be on vacation, for example (screenshot number 1). You can also add guests by entering their email addresses in the 'Additional Guests' form at the bottom of the screen (screenshot number 2). All names listed in these forms will receive all related meeting notifications and documents as reminders.

	Worker Representatives			
HSA	Regular	Alternates		
	Employer Representatives			
Affiliate	Regular	Alternates	•	—(:
	Non-Committee Members			
	admin assistant			
	employer practitioner Employer Practitioner			
	ex officio Ex-Officio			
	Additional Guests Enter email to invite guests to join this meeti agenda attached.	ng, they will receive an invite email with th	e finalized	(
	Jodie@roschealthcare.c			C
_				

2.5.3 Once this information has been added and validated, you have two options:

1. As Co-Chair or Admin Assistant, you can select the 'Send for Suggestions' button, which will start the process for this meeting (highlighted in the below screenshot).

2. You can choose to wait for the automated system to process the invites and notifications, which it will do at the 14-day mark. This is to allow a different co-chair to add their own details or agenda items as they need.



	Additional Guests Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.
	Jodie@roschealthcare.c
If this agenda is not sent out 14 da all committee members to add sug	ys before the meeting, the system will automatically make this agenda available to ggostions to.

2.5.4 Once you select the 'Yes, Submit' button, you will receive confirmation that the draft agenda has been successfully sent. To move to the next stage of this process, select 'Back to New Meetings'.



2.5.5 Once you have selected 'Back to New Meetings' and selected the upcoming meeting date, you will be brought back to the 'Edit Draft Meeting Agenda' page. From here, once the agenda is confirmed or seven days before the meeting's date, select the 'Finalize Agenda' button. If the finalized agenda has yet to be sent seven (7) days before the meeting, the system will automatically send the finalized agenda to the selected committee members on 'Meeting Invitation' screen in 'Draft Agenda' phase.





#### 2.5.6 Here is an overview of what the 'Finalize Agenda' option will do:

#### Overview of the 'Finalize Agenda' Function:

- 1. Confirmation and Locking:
  - Agenda Confirmation: The "finalize agenda" function confirms the agenda items, marking them as final. Once finalized, the agenda items are locked, meaning no further additions, deletions, or changes can be made until the meeting date.
  - Locking Function: This function effectively locks the agenda to maintain its integrity and ensures all participants are working from the same finalized version. Once the agenda is finalized, it will be locked, and no further changes can be made. The finalized agenda will be sent out 7 days before the meeting date and will remain unchanged until the meeting takes place.

#### Note

 Once the agenda has been finalized, check back at the 'New Meetings' option and select the upcoming meeting date. You will notice that you can no longer add or edit any agenda items as these functions are locked until the meeting date, but you can still add/edit the recorder. You can only preview these details.

#### 2. Notification and Distribution:

 Agenda Distribution: The finalized agenda is distributed to all relevant/selected parties, providing a clear outline of the topics to be



discussed during the meeting. Members also receive minutes from the previous meeting along with the finalized agenda.

2.5.7 At this point, the meeting attendees will be automatically notified, and a copy of the finalized meeting agenda, the previous meeting minutes (if they exist), and an iCalendar file (ICS file) with the meeting information will be sent, along with the date and time.

#### Note

- The draft meeting agenda notification includes a draft agenda PDF and a .ICS file, while the finalized agenda notification includes a finalized agenda PDF, the previous month's meeting minutes (draft or finalized, if available), and a .ICS file.
- 2.5.8 The following images are examples of a meeting invite (1), the finalized meeting agenda PDF (2), and previous meeting's minutes (draft or finalized) (3). In the second screenshot, you will note that each agenda item has a unique number. This is to help co-chairs keep track and easily locate specific agenda items if status updates or follow-ups are required.

#### Example of Meeting Invite

OHS Resource Centre - Fake email JOHSC - Finalized Meeting Package Available					
OHS Resource Centre Admin Support <donotreply@phsa.ca></donotreply@phsa.ca>		≪ Reply All	$\rightarrow$ Forward	<b>U</b>	
To O Committee Co-Chair 2			Mon 2024	06-10 6:0	05 PM
(1) Follow up. Start by October 8, 2024. Due by October 8, 2024. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.					
einvite.ics v Kmonthly Meeting Agenda-Jun 17 2024,pdf v Kmonthly Meeting Agenda-Jun 17 2024,pdf v Kmonthly Meeting Minutes-May 15 2024,pdf v					
This message was sent from outside the company. Please do not click links or open attachments unless you recognise the source of this email and know the content is safe.					
Image: The set of the set to provide the set of the se					
Attached is the Finalized Meeting Package for: Fake email JOHSC					
Your meeting is scheduled for: Monday, Jun 17, 2024 at 10:00.					
Joint health and safety committee members, you may click <u>here</u> to view the finalized agenda.					
Note: For any last-minute priority or emergency items that potentially need to be added to the meeting agenda, there will be opportunity at the start of the meeting when age	nda is adopted.				
Other OHS Resource users and invited guests may download the attached finalized agenda.					
If you are receiving this message by error or for technical support, please reach out to SWITCH BC at OHSResourceCentre@switchbc.ca					
Thank you,					
OHS Resource Centre Admin Support					
Finalized Meeting Agenda					



#### KDH Hospital - Recurring Meeting Agenda

Oct 21, 2024 - 13:00 - 14:00

FINALIZED

Employer Practitioner

Y

#### Agenda Summary

Facility 123 BCA

Location Room 303 King Hospital Dial-in Options https://teams.microsoft.com/l/meetup-join/

Recorder Admin Assistant, Committee Co-Chair, Committee Member

#### Invitation

Worker Representation

BCNU		Invited
Committee Co-Chair	Co-Chair	Y
Committee Member	ALT	Y
Committee Member	REG	Y

**Employer Representation** 

BCEHS		Invited
Committee Member	REG	Y
Committee Member	ALT	Y
Committee Member	Co-Chair	Y
Non-Committee Members		Invited
Ex Officio	Ex-Officio	Y
Admin Assistant	Admin Assistant	Y

#### Meeting Agenda

Employer Practitioner

Standing Agenda
1. Acceptance of Agenda
Created By Committee Regular Member
Description
Approve today's agenda
2. Monthly Incident Reports
Created By Committee Regular Member Description
Review the monthly incident reports and create action items if needed
Associated Files PDF Incident in floor 5th.pdf

Example of Previous Meeting's Publish Minutes



Fake email JOHSC	Meeting	Minutes
May 15, 2024 - 11:00 - 12:00		

Meeting Summary				
Rescheduled May 15, 2024 - 11:00 - 12:00 Reason: Monday is a Stat.				
Actual Starting Time 16:13	Adjourning Time 16:33			
Facility Fake workplace				
Location	Dial-in Options			
Recorder Admin assistant, Committee co-ch	air two, Committee cochair one, Ex	officio		
Attendance			Quorum	Met 🗸
Worker Representation				
BCNU			Invited I	Present
Committee cochair one		REG	Υ	Y
HSA			Invited I	Present
Committee member one Committee alternate		REG	Y Y	Y Y
HEU			Invited	Present
Committee member two		REG	Y	Y
Employer Representation				
Affiliate			Invited I	Present
Committee co-chair two		REG	Y	Y
Non-Committee Members			Invited	Present
Admin assistant Ex officio		Admin Assistant Ex-Officio	Y Y	Y Y
Employer practitioner		Employer Practitioner	Υ	Υ

PUBLISHED

2.5.9 As a Co-Chair, you are encouraged to review the 'Agenda Items' dashboard to see what agenda items other committee members may have requested before the meeting.



	Long	Running Agenda	a Items (0)				Upcon	ning De	eferred Agenda Items (4)		
	ID#	Agenda Item	Date Created	Postpo	ned	•	Due In	ID#	Agenda Item	Original Date	•
	There a	re no long running agen	da items in this committe	ee			N/A	0006	discuss OHS RC	Mar 12, 2025	
							N/A	0001	Ergonomics & Workplace Injury Pre	Feb 21, 2025	
							N/A	0005	Ice Salting	Mar 06, 2025	
							N/A	0003	Panic Alarm System & Emergency	Feb 21, 2025	
						•					•
ſ	Sugg	ested Agenda Ite	ems (1)						Standing Agenda Items (6)	1	
	ID#	Agenda Item	Created By	Purpose	Est Duration		Date Created	•	Agenda Item	Туре	•
I	0004	Test agenda	Committee	Action	6 min	Ma	ar 05, 2025		Call to Order & Approval of Previous Min	nutes Custom	
									Emergency Preparedness & Fire Drills	Custom	
I									Incident Reports & Safety Concerns	Custom	
									Infection Control & PPE Compliance	Custom	
									Mental Health & Fatigue Management	Custom	
								•	Workplace Violence & Security Measure	es Custom	▼

# 2.6 Rescheduling Meetings

Applies to:

- Admin Assistant
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges
- 2.6.1 On the header of the page, click on the 'My Dashboard' tab.





2.6.2 From the drop-down options, select the committee to which you belong.

	CE Home
SWITCH BC Te	New Meetings
Kingstation Hospital SWITCH BC Testing #1	Upcoming Meeting
otal 2 Committees	There are no upcoming meetings.
	Scheduled Meetings
	There are currently no additional meetings scheduled.



	1	Home
SWITCH OHSR	New Meetings	
<sup>2</sup> 候 Meeting & Actions >	Upcoming Meeting	
<u>28.</u> Committee Roster	Recurring Meeting Thursday Jun 27, 2024 - 12:00	
Committee Files	Scheduled Meetings	
	Meeting Series 1	
	Jul 25, 2024 - 12:00	

2.6.3 To start the rescheduling process, select the 'Reschedule' button. The 'Reschedule' button is available for all the scheduled meeting series so that user can reschedule meeting anytime in advance which provides greater flexibility for committees to manage scheduling changes.

		Home Minutes & Reports Dashboard
SWITCH BC Te 👻	New Meetings	+ Schedule Special Meeting
II. KPI & Reports	Upcoming Meeting	
Meeting & Actions	Recurring Meeting Monday May 05, 2025 - 14:30	Edit Agenda
Past Meetings	Scheduled Meetings	
Agenda items	Meeting Series 1	Delete Series
Action Items	Jun 02, 2025 - 14:30	Reschedule
Committee Files	Jul 07, 2025 - 14:30	Reschedule
	Aug 04, 2025 - 14:30	Reschedule
	Sep 01, 2025 - 14:30	Reschedule
	Oct 06, 2025 - 14:30	Reschedule
	Nov 03, 2025 - 14:30	Reschedule
	Dec 01, 2025 - 14:30	Reschedule
	Jan 05, 2026 - 14:30	Reschedule
	Feb 02, 2026 - 14:30	Reschedule
	Mar 02, 2026 - 14:30	Reschedule
	Apr 06, 2026 - 14:30	Reschedule



2.6.4 You can also reschedule a meeting by clicking the 'Edit Agenda', 'View Agenda', or 'Start Meeting' button. (See screenshot above)

#### Note

- You cannot reschedule the meeting once you click the 'Adjourn Meeting' button.
- 2.6.5 On the 'Draft Meeting Agenda' and 'Finalized Meeting Agenda' screen, you can find a 'Reschedule' button from the bottom of the screen (See screenshot below)

Finalized Meeting A	genda						
Meeting Recorder Max 4 members.Cochairs and Admin Assis	stants have recorder permiss	sion by default.			8 Jodie Marshall ⊗	+ Add Recorder	
Attendance & Quorum	Quorum Not Met 🗙					^	
RSVP							
The meeting is scheduled for <b>Jun</b>	29, 2024, 12:00				l am Not Attending	Attending	
Worker Representatives		Employer	Representatives		Non-Committee Member	rs & Guests	
Mary Cochairone	BCGEU	😑 commi	ttee cochairtwo	Affiliate	admin assistant	Admin	
o committee memberone	BCGEU	👰 Emily S	mith	Affiliate	ex officio	Ex.O	
committee membertwo	BCGEU	Emma	Smith	Affiliate	Diana Latorre	EP	
Jodie Marshall	BCNU 🔵				Abigail Lewis	EP	
Guest email	oin this meeting, they	will receive an	invite email with the	e manzed agenda at			
Finalized Agenda			Review Agend	da			
PDF Meeting Agenda -Jun 29 2024.pdf			Est.time Standing Agenda Items				
			Old Business				
			New Business				
			15 Mins AC	Unit in office damage	<u>d</u>		
		Ret	schedule St	art Meeting			



leeting Recorder Chairs and Admin Assistants missions. Four additional rec AGENDA MEET	a have default recorder corders can be added. FING INVITATION		🕀 Add Recc
genda Items			Agenda Preview
Long Running Age	enda Items (2)		Est. Time Standing Agenda Items
Agenda Item	Date Created		30 Mins Monthly Incident Reports
<u>Hazardous mater</u>	May 19, 2024	Added 🗸	Est. Time Old Business
<u>Smoke alarms</u>	May 19, 2024	Added 🗸	45 Hazardous materials
Deferred Agenda	Items (0)		Mins
Agenda Item	Due In		I 5 <u>Smoke alarms</u> Mins
There are no deferred age	enda items		Est. Time New Business
	+ Create New Suggestions		No new business item scheduled for this meeting, add new business items from the left hand side.

2.6.6 The next screen you will be taken to is the 'Edit Meeting Dates' form. Here, you will input your new meeting date, followed by the start and end times, and the reason for rescheduling the meeting, which is recorded in the meeting minutes. Once this information is inputted, select the 'Review' button.

#### Note

• You must reschedule a recurring meeting within the planned month; otherwise, it will be marked as a missed meeting.



#### **Reschedule Recurring Meeting** Meeting Date May 05, 2025 MAY 05, 2025 -< > Starting Time s Μ T W S Т F MAY 1 2 3 Estimated End Time 5 6 7 9 4 8 10 11 12 13 14 15 16 17 Reason Reason\* 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Back


## **Reschedule Recurring Meeting**

Meeting Date		May 05, 2025	
Starting Time		MMM DD, YYYY 14:30	•
Estimated End Tim	e	16:30	•
Reason	Reason*		
Back			

- 2.6.7 After confirming your information, press the 'Submit Changes' button.
- 2.6.8 You will then be taken to the 'New Meetings' page. The rescheduled meeting will remain in the finalized phase.
- 2.7 What to Do When You Receive a Meeting Invitation and Draft Agenda

#### Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- Committee Regular Member
- Committee Alternate Member

Note



- Ex-Officio (non-voting)- This role only has a view mode of the following functionality.
- Employer Practitioner and Guest-These roles will only receive an email with the meeting invitation (ICS file) and the draft agenda (PDF format).

## **Confirming Attendance**

- 2.7.1 Open the committee dashboard by clicking the 'Dashboard' tab on the page header and selecting your committee's name.
- 2.7.2 Click the 'Meeting & Actions' tab on the left side.
- 2.7.3 Select the 'New Meetings' link.
- 2.7.4 Click the 'Edit Agenda' button.
- 2.7.5 Select the 'I am Attending' or 'I am Not Attending' option at the top of the screen.

#### Note

• The option to confirm you are attending pertains only to your own invitation. You cannot confirm anyone else's availability on this screen.

Edit Draft Meeting A	genda				
Meeting Recorder Max 4 members				ex officio 🕲	+ Add Recorde
Attendance & Quorum C RSVP The meeting is scheduled for Jun C	Quorum Not Met 🗙 13, 2024, 14:30	_		I am Not Attending	Attending
Worker Representatives		Employer Representatives		Non-Committee Member	s a Guesis
Mary Cochairone	hsa 🧭	committee cochairtwo	Affiliate	ex officio	Ex.O
				admin assistant	Admin
				employer practitioner	EP
				Jodie@roschealthcar	Guest
Add Guests					
Enter email to invite guests to	join this meeting, th	ey will receive an invite email with	the finalized agenda a	attached.	
Guest email					

2.7.6 Before the meeting, review the draft agenda and provide feedback or suggestions from the PDF of the 'Draft Agenda' by following these steps.



## Sending a Recommended Agenda Item

2.7.7 On the 'Edit Draft Meeting Agenda' page, click the '+ Add' Create New Suggestions' button (highlighted in the screenshot below) to add your suggestions.

Agenda Items			Agenda Preview
Long Running Ager	nda Items (0)		Est. Time Standing Agenda Items
Agenda Item	Date Created		15 Mins Ergonomics (MSI) Project
There are no long running a	genda items		10 Mins
Deferred Agenda Ite	ems (14)		15 Mins
Agenda Item	Due In		10 -
First Aid Vest w/k	18 days	Added 🗸	Mins
Meeting time	18 days	Added 🗸	19 Mins Safety Inspections
New Staff Orient	18 days	Added 🗸	Est. Time Old Business
OH&S Bulletin Bo	18 days	Added 🗸	E
Power Bar meltd	18 days	Added 🗸	S First Aid Vest w/kit included
Renovations	18 days	Added 🗸	5 Mins Meeting time
Road Safety at W	18 days	Added 🗸	F
Safety Inspections	18 days	Added 🗸	3 New Staff Orientation Mins
Special Topic for	N/A		10 Mins OH&S Bulletin Board
Suggested Items	18 dave	Added . Z	10
	+ Create New Suggestions		IU Mins
	1		5 Mins Renovations
			5 Mins Road Safety at Work

- 2.7.8 After selecting '+ Create New Suggestions', the 'Add' form will appear. There are five fields to complete this process; they are as follows:
  - 1. Agenda Item
  - 2. Estimated Duration
  - 3. Purpose (Action or Information)
  - 4. Description
  - 5. Files (if it is applicable)



- 2.7.9 Confirm the information you have added is accurate.
- 2.7.10 Once accurate, select 'Add'.

Add	×
Agenda Item*	Exposed wiring under sink in staff room
Estimated Dura	tion* 20
Purpose*	Action Information
Description*	
<b>B</b> I := 12	$=$ $A \sim A \sim$
In the main staff to the drywall no may be a risk of again. This will n cannot use the s	room, under the sink there is exposed wiring due of being fully fixed since the plumbing issue. There an electrical power outage if the water pipe <u>burts</u> need to be fixed asap as staff have been told they sink.
Files	
Attach Files	
	Cancel

- 2.7.11 A pop-up box will appear to allow you to confirm the information or go back to edit if it is inaccurate.
- 2.7.12 Click 'Yes, Submit' once all information is correct.

#### Note

• You can also add a new business (Suggested Agenda Item) from the Agenda Item library, and they will automatically be populated to the 'New Business' section in the draft and suggestion agenda phase.

**Instruction to go to the Agenda Item library:** Dashboard->Meeting & Actions->Agenda Items->Suggested Agenda Item->Add.



Reviewing a Recommended Agenda Item

- 2.7.13 As a Committee Member, particularly a Co-Chair, you will need to review recommended business agenda items.
- 2.7.14 To do this, select: 'Meetings and Actions', followed by 'New Meetings'.

		Home	Find a JOHS Committee	Minutes & Reports	Dashboard
Kingstation Ho	New Meetings				+ Schedule Special Meeting
්රු Meeting & Actions 🗸 🗸	Upcoming Meeting				
New Meetings     Past Meetings	Recurring Meeting Wednesday May 22, 2024 - 12:00				schedule View Agenda
Agenda items	Scheduled Meetings				

- 2.7.15 Once you access the 'New Meetings' page, select the 'Edit Agenda' or 'View Agenda' option. Depending on the process phase, this will take you to the 'Edit Draft Meeting Agenda' or 'Finalized Meeting Agenda' page. This is where you can review attendance and quorum status, add guests, and review the current agenda (standing agenda items and new/old business). The co-chair or admin assistant can rearrange the new business items.
- 2.7.16 Here, you can review the 'Suggested Agenda Items' (New Business) or details for the meeting.
- 2.7.17 To review the details of the agenda item you want to check, click the hyperlink. A pop-up box containing the suggested agenda item description, creator, purpose, and estimated time will appear.





2.7.18 You can review who issued agenda items by selecting the hyperlinked description, which creates a pop-up box. At the top of the pop-up box, look for 'Creator', as this will tell you who proposed this item.

## **Reviewing Old Business Items**

- 2.7.19 As a Committee Member, particularly a Co-Chair, you will need to review old business agenda items to know the status of action items to report updates to the system.
- 2.7.20 To do this, In the 'Edit Draft Meeting Agenda' or 'Finalized Meeting Agenda' page screen is where you can review attendance and quorum status, add guests, review the finalized agenda (standing agenda items and new/old business).
- 2.7.21 To review 'Old Business' items, select the chosen item (hyperlinked) in the box. The Co-Chairs or Admin Assistant role can remove or rearrange old business items.



eeting Recorder « 4 members	. <u>j</u>				Add Record
Attendance & Quorum	Quorum Not Met 🗙				^
RSVP					
The meeting is scheduled for Ma	y 22, 2024, 12:00			I am Not Attending	Attending
Worker Representatives		Employer Representativ	es	Non-Committee Member	s & Guests
Mary Cochairone	BCGEU	committee cochairtwo	Affiliate	admin assistant	Admin
committee memberone	BCGEU	Emily Smith	Affiliate	ex officio	Ex.O
committee membertwo	BCGEU	0.000		Diana Latorre	EP
Jodie Marshall	BCGEU				
Guest email					
Guest email		Review Age Est.time Stan	nda ding Agenda Items		
Guest email		Review Age Est.time Stan 5 Mins	nda ding Agenda Items Acceptance of Agenda		
Guest email		Review Age Est.time Stan 5 Mins 5 Mins	nda ding Agenda Items Acceptance of Agenda Acceptance of Minutes		
Guest email		Review Age Est.time Stan 5 Mins 5 Mins Old Business	nda ding Agenda Items Acceptance of Agenda Acceptance of Minutes		Bend Invitation
Guest email		Review Age Est.time Stan 5 Mins 5 Mins Old Business 5 Mins	nda ding Agenda Items Acceptance of Agenda Acceptance of Minutes		Bend Invitation
Guest email Finalized Agenda Meeting Agend		Review Age Est.time Stan 5 Mins 5 Mins 0ld Business 5 Mins 5 Mins 5 Mins	nda ding Agenda Items Acceptance of Agenda Acceptance of Minutes		Bend Invitation
Guest email		Review Age Est.time Stan 5 Mins 5 Mins 0ld Business 5 Mins 5 Mins 5 Mins 10 Mins	nda ding Agenda Items Acceptance of Agenda Acceptance of Minutes Lighting issue Erst aid kit still missing Review of the Remote Nu	rsing Site Inspection	Bend Invitation
Guest email		Review Age Est.time Stan 5 Mins 5 Mins 0ld Business 5 Mins 5 Mins 10 Mins New Business	nda ding Agenda Items Acceptance of Agenda Acceptance of Minutes Lighting issue First aid kit still missing Review of the Remote Nu	rsing Site Inspection	Bend Invitation

2.7.22 When you select a hyperlinked 'Old Business' item, a preview window will appear that contains the details of the previous meeting's discussion notes, and the status of the action item(s) associated with it.





Opening and Accepting a Meeting Invite (ICS File):

Depending on the email program committee members and guests use, the ICS file process may look different. However, the general process is described below:

Receiving the Invite:

2.7.23 **Email Notification -** The user receives an email notification with the meeting invite attached as an ICS file. This email is usually sent by the OHS Resource Centre system, which manages the calendar invites.

Opening the ICS File:



- 2.7.24 **Email Client** Open the email containing the ICS file attachment. Most email clients (such as Outlook, Gmail, and Apple Mail) display the ICS file as an attachment or within the email body.
- 2.7.25 **Download/Preview** Click on the ICS file to either download it to your device or preview it within the email client. In most cases, clicking on the file will automatically be displayed, and you can add it to your calendar.

#### Note

• You may get a security warning message; you need to allow the system to open and save the invitation.

## Reviewing the Invite:

2.7.26 **Event Details** - Review the meeting details, such as the date, time, location (if applicable), and any additional notes or agenda items included in the invite. This information is typically displayed in a pop-up window or within the calendar application interface.

## Accepting the Invite:

- 2.7.27 **Calendar Application** Use your calendar application (such as Google Calendar, Microsoft Outlook, or Apple Calendar) to add the invite to your calendar.
- 2.7.28 **Confirmation** You need to confirm your attendance using the OHS Resource Centre system. To see the steps, please see the 'Confirming Attendance' section.

## Synchronization:

2.7.29 **Automatic Sync** - Depending on your calendar settings, you may receive notifications or reminders as the meeting date approaches.

#### Note

 Currently, committee members will not receive notifications if a meeting is rescheduled. The system currently does not send automatic notifications for rescheduled meetings. Until the system can automate notifications, users must manually inform participants about the rescheduled meeting details. This can be done via email or other communication channels.



# 3. During the Meeting

## Actions During the Meeting

Applies to:

- Admin Assistant
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges.

## Starting the Meeting

The Co-Chair, Admin Assistants or Recorders are responsible for starting the meeting by confirming attendance. However, they can update the attendance at any point during the meeting and after the meeting is adjourned on the 'Edit Minutes' screen (before publishing the minutes). If a quorum is not met, the meeting will still proceed, and the participants will still be able to make decisions. To do this:

- 1. Click the 'Dashboard' tab on the page header.
- 2. Click on the committee's name and the 'Meeting & Actions' link.
- 3. Click 'New Meetings.'
- 4. Click 'Start Meeting' at the top of the screen.

		Home Find a JOHS Commi	ttee Minutes & Reports	Dashboard
Kingstation Ho	New Meetings			+ Schedule Special Meeting
New Meetings     Past Meetings	Recurring Meeting Today May 19, 2024 - 22:30		Reschedule	Agenda Start Meeting
Agenda Items     Action Items	Scheduled Meetings			
221 Committee Roster	Meeting Series 1			Delete Series

#### Note

• The 'Start Meeting' button is available 24 hours before and after the scheduled meeting time. If not used, the meeting will move to 'Past Meetings' and be marked as missed. Co-chairs can reschedule within the same calendar month; after that, the meeting will be marked as 'missed' and cannot be rescheduled.



* * *		
Meeting & Actions v	Past Meetings	
Agentic Born	Meeting Series 1	
Ardiser Barris	Feb 16, 2024 Quorum Not Met X	Agenda: 💷 Verina Specia 🛓 Manufess: No minutes contable
Committee Roater	Mar 14, 2024 Quorum Met 🧈	Agenda: 📴 transparen 🛓 Minutes: 🚾 restamenta. 👲
	Apr 17, 2024 Gussum Mer 🖌	Agenda: 🚾 Motoykand. 🛓 Minutes 📴 OntManon. 🛓
	May 06, 2024 Missied 0	Agenda: 🚾 variation 🛓 Minutes: No minutes smisble
	May 13, 2024. Quorum Met. 🖋	Agenda: 🚾 mensional. 🛓 Minutes: 🚾 ontroeno 🛓
	May 13, 2024 Guorum Met 🗸	Aggentia: 🚾 Mining Aggentia 🛓 Mining Region Distribution 🚊
	Special Meetings	
	Jan 11, 2024 rohan Missel \varTheta	Agendic 📴 versional 🛓 Minutes: No minutes available
	Jan 11, 2024 Special meeting Missed 📵	Agenda: 🚾 General 🛓 Minutes: No minutes scalable
	Jan 24, 2024 1 Quorum Not Met 🕱	Agenda: 📴 execused. I Minutes: Norminates available
	Feb 02, 2024 test Guorum Not Met 🗶	Agendo: 🚾 Verse 🧶 Minutes: No minister explaible
	Feb 05, 2024 sdgftic Querum Not Met 🗙	Agenda: 🚾 🚥 🕴 Minutes: No minutes available
	Feb 15, 2024 test Quorum Met 🗸	Agende: 🕫 versekand. 🗄 Minutes 📴 ververs. 🗄
	Sab 15, 2024 she Duram Mar 4	deerster 📅 teament & Minder 🗖 Gardena &

• A pop-up box will appear to confirm the start of the meeting. If you selected this button by mistake, you would have the option to go back.

	RCE		Home	Find a JOHS Committee	Minutes & Reports	Dashboard	0
Kingstation Ho	Ŧ	New Meetings				+ Schedule Spe	ecial Meeting
්රු Meeting & Actions 🗸 🗸	,	Upcoming Meeting					_
New Meetings     Past Meetings		Recurring Meeting Today May 19, 2024 - 22:30		(	Reschedule	Agenda Sta	rt Meeting
Agenda Items		Scheduled Meetings				_	
Action Items		Meeting Series 1				i D	elete Series

## **Check Attendance**

• After clicking 'Yes, Start Meeting', you will be directed to the 'Current Meeting' page. Manually add attendees by selecting the 'Present' buttons in the 'Attendance & Quorum' section (below screenshot box number 1).



 The 'Current Meeting' page defaults to 'quorum not met'. In the screenshot, the 'Attendance & Quorum' section is highlighted as number 1. If a quorum is not met, you have the option to 'Adjourn Meeting.' Alternatively, if participants still wish to proceed without a quorum, the meeting can continue. In this case, the meeting minutes will indicate 'quorum not met.' You can still decide which agenda items to review, postpone, or take other actions on, and add or update action items.

Note

• You can update the attendance after the meeting is adjourned on the 'Edit Minutes' screen (before publishing the minutes).

		Home Find a JOHS Committee Minutes & Reports Dashboard
Fake email JO 👻		
්තු Meeting & Actions 🗸 🗸	Current Meeting	Primary Recorder: 💮 Select Primary Recorder Reschedule Meeting Adjourn Meeting
New Meetings     Even Meetings	Attendance & Quorum Quorum Not Met X	^
. Averala herra	Worker Representatives	Employer Representatives Non-Committee Members & Guests
		Invited Present Present Present
Action Items		Committee Co-Chair Aminate     Committee Co-Chair Aminate     Committee Member Affiliate     Committee Member Affiliate     Committee Member Affiliate     Committee Member Affiliate     Committee Member Affiliate
: Committee Roster	Committee Member HSA 🕢	
Committee Files	Admin Assistant Excluded      Admin Assistant Excluded      C	
(2)	Meeting Agenda Approved	20 Inspection Log (Monthly)
-	Standing Agenda Items	DESCRIPTION & ACTIONS     DISCUSSION
	Inspection Log (Monthly)	Description
	Adopt and Publish previous meetin 🗸	2025 Auertarly Scharbula
	Attendance 2 mins	2020 quartery denotite 1 an 12
	First Aid Visit Report 10 min	s April 7 (include storage area) July (Review results at Sept meeting) Oct 6
	Old Business	>
	New Business	> Elles
		THE9

Check and Approve the Agenda

3.1.1 A button labelled "Approved?" will appear regardless of whether the quorum is met. This button is simply part of the regular committee process to approve the agenda and does not have any functional purpose linked to it.

Note

• If not manually adjourned, the system will automatically adjourn the meeting 24 hours after the meeting starts.



			Home	Find a JOHS	S Committee	Minutes & Reports	Dashboard	'n
KDH Hospital 🗸								
🍂 Meeting & Actions 🗸 🗸	Current Meeting		Primary Recor	rder: 🕂 Sele	ct Primary Reco	Reschedule Meetin	Adjourn Meeting	
New Meetings     Past Meetings	Attendance & Quorum Quorum	Not Met 🗙						^
	Worker Representatives	Em	ployer Represent	atives		Non-Committee Me	mbers & Guests	
Agenda items	Invited	Present		Invited	Present		Preser	nt
Action Items	🛒 Committee Co-Chair 🛛 BCNU 🧭	D 🔮	Committee Member	BCEHS ⊘		🙉 Ex Officio	Ex.O	
	🁮 Committee Member 🛛 BCNU 🥝		Committee Member	BCEHS 🧭		🧶 Admin Assistant	Admin 🗌	
221 Committee Roster	통 Committee Member 🛛 BCNU 🧭	. 9	Committee Member	BCEHS ⊘		Employer Practitioner	EP 🗌	
Committee Files	Meeting Agenda Standing Agenda Items	Approved?	] ←					
	Old Business	~						
	Lighting issue	5 mins						
	Sign posted on office doors	5 mins						
	First Aid Vest w/kit included	5 mins						
		Add From List						

Add and Update Agenda Items

3.1.2 As the meeting discussion moves forward, the primary meeting recorder should use the 'Add from List' and 'Create New Suggestions' options in the 'New Business' section to include additional agenda items for discussion (refer to the screenshot below). The primary recorder should also take notes in the 'Discussion' field and add any relevant files or action items during the discussion in standing as well as old/new business agenda items. Detailed instructions on how to do this will be provided later, with an example in the 'Old Business' section.'



Meeting Agenda Approved?	5 #4 Sign posted on office doors
Standing Agenda Items > Old Business >	Creator Scommittee R Purpose Information
New Business v	DESCRIPTION & ACTIONS DISCUSSION Discussion
WHMIS Training 3 mins	B I I = }= A ∨ M ∨ Write Item Description

#### Note

- If new suggestions are added during the meeting, the recorder will be listed as the owner of the new agenda items. You can enter the name of the actual task owner in the 'Discussion' form.
- 3.1.3 Once the agenda item has been discussed, the recorder can decide the status of agenda items by selecting one of the following options (more detail will be explained later in this manual):
  - Postpone: if a decision has not been made or needs further discussion, the recorder can postpone it by # month(s) to review it in a later meeting. The item will automatically populate on the agenda for the meeting month you selected, but the system allows you to manually add it to the agenda if the committee wishes to discuss it earlier.

**Note:** A long-running agenda item is an agenda item that has been postponed for more than three months (default), but that can be adjusted by the committee co-chairs to up to 12 months.

- **Carry Forward to Next Meeting:** If a decision has not been made or needs further discussion, and the committee decides to review it in the next meeting, the agenda item will automatically appear on the agenda for the next meeting.
- Complete: If the agenda item discussion has no outstanding items to cover.



• **Reject Agenda item:** if the committee decides that the agenda item is not necessary or relevant anymore.

#### Note

- If an agenda has an open action item, you cannot complete or reject the agenda item. The action item(s) will need to be completed or cancelled.
- 3.1.4 Depending on how the recorder facilitates the meeting, they can move to the next section of the business. In the example below, the recorder selected to move onto 'Old Business' (see highlighted box).

Meeting Agenda Standing Agenda Items	Approved?	5 #4 Sign posted on office doors Creator © Committee R Purpose Informati
Old Business	~	DESCRIPTION & ACTIONS DISCUSSION
WHMIS Training	20 mins	Discussion
All fire extinguishers past inspectio	5 mins	
Lighting issue	5 mins	Write Item Description
Sign posted on office doors	5 mins	
First Aid Vest w/kit included	5 mins	
	Add From List	
New Business	>	
		Action Items
		Create the sign posted on office doors In Progress
		Assigned 🐧 Due: Aug 14, 2024

- 3.1.5 In the 'Old Business' section, select the item to be discussed. This will highlight the item (see below screenshot, highlighted box number 1) and open the 'Discussion' box for you to capture the discussion notes (see number 2). The 'Discussion' box has a 2000-character limit.
- 3.1.6 From this form, you can add action items. When you select '+ Add Action Item', a pop-up box will appear where you can leave details on the action items.



1	Meeting Agenda Standing Agenda Items Old Business WHMIS Training All fire extinguishers past inspectio Lighting issue Sign posted on office doors First Aid Vest w/kit included	Approved? 20 mins 5 mins 5 mins 5 mins 5 mins Add From List		5       #4         Sign posted on office doors         Creator       Committee R         DESCRIPTION & ACTIONS       DISCUSSION         Discussion         B       I         I <th>Information</th> <th><b>←</b>2</th>	Information	<b>←</b> 2
	New Business	>	l	Action Items Create the sign posted on office doors Assigned	In Progress Due: Aug 14, 2024 + Add Action Item	

- 3.1.7 In the pop-up box that appears after you select '+Action Item', complete the pop-up box as thoroughly as possible to ensure that the action item can be clearly understood and communicated to those responsible. As you will see in the screenshot below:
  - Highlighted box number 1 displays the name of the action item.
  - **Highlighted box number 2** displays the due date of the action item
  - In highlighted box number 3, you can choose from a range of options that matches the status of the action item (e.g., 'Created', 'Assigned', 'Completed' etc.).
  - In highlighted box number 4, the recorder should mark the action item according to its agreed priority level,
  - In highlighted box number 5, the system allows the recorder to capture description/discussion notes.
- 3.1.8 In this pop-up box, the recorder can also attach files, add member(s) who are responsible for the task, and cancel/add the task to the record.





3.1.9 Once the action has been added, as is shown in the screenshot, the action item is recorded in the 'Action Items' section. Committee members assigned to this action item will also receive an email confirming the task and providing details (see second screenshot below).

Meeting Agenda     Approved?       Standing Agenda Items     >	5 Min.     #4 Sign posted on office doors       Creator     Committee R       Purpose     Information
Old Business 20 mins WHMIS Training 20 mins All fire extinguishers past inspectio 5 mins Lighting issue 5 mins Sign posted on office doors 5 mins First Aid Vest w/kit included 5 mins Add From List	DESCRIPTION & ACTIONS     DISCUSSION       Discussion     I       B     I       I::::::::::::::::::::::::::::::::::::
	Action Items Create the sign posted on office doors In Progress Assigned  Due: Aug 14, 2024 + Add Action Item

#### Note



• Action items can be added under any agenda items: Standing, Old, or New Business.

OHS Resource Centre Admin Support <donotreply@phsa.ca> to me ▼</donotreply@phsa.ca>
The following action item status has been assigned to you: 12.39: New lights to be ordered
To view the committees action items, please click here.
If you are receiving this message by error or for technical support, please reach out to PHSA Service Desk at servicedesk@phsa.ca
Thank you, OHS Resource Centre Admin Support
← Reply → Forward

### **Reject Agenda item**

3.1.10 Select 'Reject Agenda Item' to remove an agenda item. Once this option is selected, a pop-up box will appear. A hover-over text for Reject button displays the corresponding actions to enhance clarity on their functionality (see screenshot below).



leeting Agenda Standing Agenda Items	Approved?	30 #15 Min. Inspection on Floor G	
		Creator Gazal Gill Pr	urpose Actio
Old Business	~	DESCRIPTION & ACTIONS DISCUSSIO	N
Agenda Item 10	10 mins	Description	
Inspection on Floor G	30 mins	An inspection process generally refers to a sy	vstematic approach for evaluating and
Training Manuals	20 mins	verifying the condition, quality, or compliance facility. It is used in various industries to ensure	of a product, service, system, or e that standards and regulations are
	Add From List	met.	
New Business	>		
		Action Items	
		UAT Test 1	Assigned
		Assigned	Due: Jan 31, 2025
			+ Add Action Item
		Files	
		Attach Files	
	_	Attach Files	
		Attach Files     Reject Agenda Item	Postpone Complete

In the pop-up box, leave as much detail as possible as to why this item is to be rejected from the meeting agenda. After completing the description, select the 'Reject' button. If a pop-up appears at the top of the screen that states, 'Cannot reject or complete agenda item. Please close all agenda action items.' This is because all action items associated with agenda items must be closed (closed means either being completed or cancelled).



		DESCRIPTION & ACTION	S DISCU
s	Reject the Agenda Item?	×	
ning	What is the reason for rejecting this	item?	status.
ining Add Fr	Once the meeting adjourns, the decision w to bring this topic back to the meeting, you item again.	vill not be reversible. If you would like u will have to create another agenda	
		Cancel	
	_	Attach Files	

3.1.11 Once the item has been rejected, a rejected icon will appear next to it (see screenshot).

Worker Representatives	Employer Re	presentatives	Non-Committee Memb	ers & Guests
Invited	Present	Invited Present		Present
Committee Co-Chair BCNU 🧭	Committee	Co-Chair BCEHS 🕢 🔽	2 Admin Assistant	Admin
🥊 Committee Member BCNU 🧭	Committee	Member BCEHS 🧭 🗌	😥 Ex Officio	Ex.0
S Committee Member BCNU 🧭	Committee	AlternateBCEHS 🧭 🗾	S Employer Practitioner	EP 🗌
Meeting Agenda	Approved?	5 #8 WHMIS Training		
Standing Agenda Items	>			
Old Business	、 (	reator 🦉 Comm	nittee Purpose	Action
		DESCRIPTION & ACTIONS	DISCUSSION	
N- D-i			Discusion	
New Business	~ (	escription		
WHMIS Training	3 mins	Review the WHMIS Training statu	IS	
WHMIS Training	0	nemen die finning naming eine		
Add From List Cre	ate New Suggestion			
	A	ction Items		
		lles		
		iica		
	· · · · · · · · · · · · · · · · · · ·	-		
	l	+ Attach Files		



- 3.1.12 In addition, you can also check all the rejected agenda items with the following structure:
  - Click the 'Dashboard' tab on the page's header.
  - Click on the committee's name you want to check the rejected agenda items, and then click on the 'Meeting & Actions' link.
  - Click on the 'Agenda items' link and select the 'Rejected Agenda Items' tab.

	Home Find a JOHS Committee Minutes & Reports D	ashboard
Kingstation Ho 👻		
KPI & Reports	Agenda Items Refresh this page to clear the search results.	
₩ Meeting & Actions 🗸 🗸	Search agenda item name or agenda ID	Search
New Meetings     Past Meetings	ACTIVE AGENDA ITEMS REJECTED AGENDA ITEMS COMPLETED AGENDA ITEMS	
3 • Agenda tems	Rejected Agenda Items (1)	
zilt Committee Roster	ID# Agenda Item	Date Created
Committee Files	0004 Review of the Remote Nursing Site Inspection	Apr 12, 2024

#### Postpone an Agenda Item

3.1.13 To postpone an agenda item, click the "Postpone" button at the bottom of the form. A pop-up box will appear. A hover-over text for the "Postpone" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).



Old Business	~	DESCRIPTION & ACTIONS DISCUSS	SION
Agenda Item 10	10 mins	Description	
Inspection on Floor G	30 mins	An inspection process generally refers to a	a systematic approach for evaluating and
Training Manuals	20 mins	verifying the condition, quality, or complian facility. It is used in various industries to en-	ice of a product, service, system, or sure that standards and regulations are
	Add From List	met.	
New Business	,		
		Action Items	
		UAT Test 1	Assigned
		Assigned	Due: Jan 31, 2025
			+ Add Action Iter
		Files	
		Attach Files	dd to a selected future meeting
		Reject Agenda Item	Pastpane Complete
			>> Carry Forward To Next Meeting

3.1.14 In the pop-up box, you will be given an option to choose how many months the item will be postponed. You can only postpone the agenda item for up to 11 months. A 12-month option will be available once the current meeting has been adjourned. Postponing the action item for 1 will be the same as carrying forward to the next meeting functionality.

#### Note

- It is important to note that these decisions and functions can only take place during the meeting and with consensus from the committee members. If the quorum is not met for the meeting, the recorder and attendees will still be able to make decisions (postpone, reject, complete, or carry forward to the next meeting) on an agenda item.
- 3.1.15 When the meeting for the postponed action item occurs in the following month, it will automatically be placed into the 'Old Business' section. However, if you have postponed the action for more than 1 month (e.g., 3 months), the agenda item will only appear in the 'Old Business' section on this date. If needed, you can add it to an earlier meeting.



	Postpone Agend	a Item		×	
k Quo	How many months wo	uld you like to p	ostpone t	the current agenda item?	
nda	3 Months			÷ . 2	nd floor, a
nda Ite				Cancel Postpone y I	Purpose
_		~		MINUTES & ACTIONS DI	SCUSSION
ding inspe	ection 09/10/2023			Minutes	
Drill		$\checkmark$		B I := ~ 1= ~ A	. A ~
- 2nd floo		10 mins		Any news?	
hts in roor	n 330	15 mins		Take attendance of the participat • Are there enough representat • Is the quorum met?	ting members: ion?
signs pror	moting violence	30 mins		Does the meeting have to be	postponed?

#### **Carry Forward to Next Meeting**

3.1.16 To carry forward to the next meeting, select the 'Carry Forward to Next Meeting' option at the bottom of the form (see the screenshot below). Selecting this option will add arrows to indicate that the item has been carried forward (see the second screenshot). A hover-over text for the "Carry Forward To Next Meeting" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).



Old Business	~	DESCRIPTION & ACTIONS DISCUSSION
Agenda Item 10	10 mins	Description
Inspection on Floor G	30 mins	An inspection process generally refers to a systematic approach for evaluating and
Training Manuals	20 mins	verifying the condition, quality, or compliance of a product, service, system, or facility. It is used in various industries to ensure that standards and regulations are
	Add From List	met.
New Business	>	Antian lange
		Action items
		UAT Test 1 Assigned
		Assigned Due: Jan 31, 2025
		+ Add Action Item
		Files
		Attach Files
		Reject Agenda Item     Postpone     Complete
		Moves to "Old Business" in the next recurring meeting.
	New Business	Discussion
	Sign posted on office doors	store 5 mins B $I := := A \times A \times$
	Review the mold in the seco	nd floor 5 mins Write Item Description
	202417	»
1	New committee members	
	Add From List	Create New Suggestion

3.1.17 If there are agenda items left undiscussed, or a decision has not been made on it at the end of the meeting, it will automatically be carried forward to the next meeting date.

## Complete an Agenda Item

3.1.18 To close an agenda item that the committee had decided does not need further discussion and is complete, select the 'Complete' option at the bottom of the form (see screenshot number 1). When this is selected, the system adds a checkmark to denote that this item has been completed (see screenshot number 2). A hover-over text for the "Complete" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).



eeting Agenda	Approved?	15 #3 Recommendations for Meeting Process	
itanding Agenda Items	>	Creator Gazal Gill Purpose	Information
Old Business	*	DESCRIPTION & ACTIONS DISCUSSION	
Inspection on Floor G	30 mins	Description	
Training Manuals	20 mins	Recommendations	
Recommendations for Meeting	ng Pr	1)	
	Add From List		
lew Business	>		
		Action Items	
		Files	
		Attach Files	
		2	
		Reject Agenda Item	tpone Complete
		» Ca	rry Forward To Next Meeting
Old Business		≫ Ca	rry Forward To Next Meeting
Old Business	10 min	DESCRIPTION & ACTIONS DISCUSSION	rry Forward To Next Meeting
Old Business Agenda Item 10 Inspection on Floor G	10 mins 30 mins	DESCRIPTION & ACTIONS DISCUSSION Description	rry Forward To Next Meeting
Old Business Agenda Item 10 Inspection on Floor G Training Manuals	10 mins 30 mins 20 mins	DESCRIPTION & ACTIONS DISCUSSION Description An inspection process generally refers to a systematic approative verifying the condition, quality, or compliance of a product, ser facility. It is used in various industries to ensure that standards	rry Forward To Next Meeting ch for evaluating and vice, system, or and regulations are
Old Business Agenda Item 10 Inspection on Floor G Training Manuals	10 mins 30 mins 20 mins Add From List	DESCRIPTION & ACTIONS DISCUSSION Description An inspection process generally refers to a systematic approa verifying the condition, quality, or compliance of a product, ser facility. It is used in various industries to ensure that standards met.	ch for evaluating and vice, system, or and regulations are
Old Business Agenda Item 10 Inspection on Floor G Training Manuals	10 mins 30 mins 20 mins Add From List	DESCRIPTION & ACTIONS DISCUSSION Description An inspection process generally refers to a systematic approa verifying the condition, quality, or compliance of a product, ser facility. It is used in various industries to ensure that standards met.	ch for evaluating and vice, system, or and regulations are
Old Business Agenda Item 10 Inspection on Floor G Training Manuals New Business	TO mins 30 mins 20 mins Add From List	DESCRIPTION & ACTIONS DISCUSSION Description An inspection process generally refers to a systematic approa verifying the condition, quality, or compliance of a product, ser facility. It is used in various industries to ensure that standards met. Action Items	ch for evaluating and vice, system, or and regulations are
Old Business Agenda Item 10 Inspection on Floor G Training Manuals New Business	TO mins 30 mins 20 mins Add From List	DESCRIPTION & ACTIONS DISCUSSION Description An inspection process generally refers to a systematic approa verifying the condition, quality, or compliance of a product, ser facility. It is used in various industries to ensure that standards met.  Action Items UAT Test 1	ch for evaluating and vice, system, or and regulations are
Old Business Agenda Item 10 Inspection on Floor G Training Manuals New Business	* 10 mins 30 mins 20 mins Add From List	DESCRIPTION & ACTIONS DISCUSSION Description An inspection process generally refers to a systematic approa rfacility. It is used in various industries to ensure that standards met. Action Items UAT Test 1 Assigned	ch for evaluating and vice, system, or and regulations are Assigned Due: Jan 31, 2025
Old Business Agenda Item 10 Inspection on Floor G Training Manuals New Business	* 10 mins 20 mins Add From List	DESCRIPTION & ACTIONS DISCUSSION Description An inspection process generally refers to a systematic approarverifying the condition, quality, or compliance of a product, ser facility. It is used in various industries to ensure that standards met. Action Items UAT Test 1 Assigned	ch for evaluating and vice, system, or and regulations are Assigned Due: Jan 31, 2025
Old Business Agenda Item 10 Inspection on Floor G Training Manuals New Business	10 mins 30 mins 20 mins Add From List	DESCRIPTION & ACTIONS DISCUSSION Description An inspection process generally refers to a systematic approa verifying the condition, quality, or compliance of a product, ser facility. It is used in various industries to ensure that standards met.  Action Items UAT Test 1 Assigned	ch for evaluating and vice, system, or and regulations are Assigned Due: Jan 31, 2025 + Add Action Item
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## Adjourn the Meeting

3.1.19 After reviewing all agenda items, when the meeting time is up, or for any other reason deemed appropriate, select the primary recorder from the drop-down list and click the 'Adjourn Meeting' button (see screenshot number 1). If the 'Adjourn meeting' button has not been selected at any point during the meeting, the system will automatically adjourn the meeting 24 hours after you click the 'Start Meeting' button. In this case, the Primary Recorder field will be left blank in the draft minutes and must be selected on the Edit Minutes screen before publishing the minutes.

Veeting & Actions 🛛 🗸	Current Meeting				Primary Reco	rder: 🌘	Sele	ct Primary R	ecorder Reschedule Meeting	Adjourn Meeting
New Meetings	Attendance & Quoru	JM Quo	rum Not Met 🗙							^
r uas mouninga	Worker Representativ	es		Em	ployer Represent	atives			Non-Committee Memb	ers & Guests
Agenda Items		Invi	ted Present		8 MB - 300		Invited	Present		Present
Action Items	Committee Co-Chair	BCNU 🥝			Committee Member	BCEHS	$\odot$		Employer Practitioner	EP 🗌
	🜒 Committee Member	BCNU Q			Committee Member	BCEHS	0			
Committee Roster	S Committee Member	BCNU 🤕		2	Admin Assistant	BCEHS	0			
Committee Files				2	Committee Member	BCEHS	0			
	Meeting Agenda		Approved	? 🗆	1					
	Standing Agenda Item	IS		>						
	Old Business			>						
	New Business			>						

3.1.20 Once you have selected the 'Yes, Adjourn Meeting' button, the 'Meeting Completed' screen will pop up.



## Adjourn Meeting?

A draft minute of this meeting will be sent out to all committee members.

To review the draft minutes of this meeting, you can access this in the Past Meetings page in the side navigation from your dashboard.



# 4. After the Meeting Is Adjourned

4.1 Actions After the Meeting

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- Committee members with meeting recorder privileges
- 4.1.1 Once the meeting is adjourned and the 'Adjourn Meeting' button is selected, the system will display the message shown in the screenshot below. This is your confirmation that the meeting has ended, and all discussion notes and action items will be issued to the attendees in a Draft Minutes Meeting PDF.



Kingstation Ho	÷
المعنام معنام المعنام المعن معنام المعنام معنام المعنام المعنام المعن معنام المعنام معنام معنام معنام معنام المعنام معنام معنام المعنام المعنام المعنام المعنام المعنام المعنام المعنام معنام مع معنام معنام م معام معنام معام معام معنام معام معام معنام معنام معن	~
New Meetings	
<ul> <li>Past Meetings</li> </ul>	
Agenda Items	
Action items	
:≗t Committee Roster	
Committee Files	

Note

- Action items marked as 'Completed' or 'Cancelled' will no longer appear in the agenda and minutes PDFs once 65 days have passed since their completed/cancelled date.
- 4.1.2 The meeting will no longer exist in the 'New Meetings' schedule, and it will appear in the 'Past Meetings' section (below screenshot, highlighted box number 1). Look for the meeting date that your meeting was held (highlighted box number 2) to access the agenda and minutes.

In the 'Past Meetings' section, you may see the following options depending on your role:

Committee Co-Chair, Admin Assistant, and Committee members with meeting recorder privileges roles:

- Download the 'Finalize agenda' (PDF)
- Have the 'Edit Minutes' functionality

Committee members role

• Download the 'Finalize agenda' (PDF)



		Home Find a JOHS Committee Minutes & Reports Dashboard
$(1) \rightarrow$	Kingstation Ho     •       by     Meeting & Actions     •       • New Meetings     •       • New Meetings     •	Past Meetings
$\bigcirc$	Agenda items     Action items	Meeting Series 1
(2) –	Committee Roster	Agenda: Rog Meeting Agend.  Minutes: Edit Minutes Edit Minutes Edit Minutes Edit Minutes
U		Special Meetings There are currently no special meetings for this committee.

4.1.3 If the meeting was adjourned, with or without meeting quorum, in the 'Past Meetings' section, you will see the 'Finalized Agenda' along with finalized minutes if they have been published. In case of missed meetings, only the finalized agenda can be seen.

#### Note

• The regular members must review the draft meeting minutes and make the cochair, admin assistant and/or recorder(s) aware of any changes required.

## 4.2 Editing the Meeting Minutes

## Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges
- 4.2.1 Once the meeting is adjourned, all committee members will receive a notification and a link to download or edit the meeting minutes, depending on their role (see 'Actions After the Meeting' 4.1.3 section). The link will send all committee members to the 'Past Meetings' page. However, only the co-chair,



recorder, and admin assistant will be able to access the edit mode for the draft meeting minutes

- They can edit attendance
- They can add notes of the agenda item in the discussion field,
- Add/remove attachments of the agenda item, and
- Edit the exist action items (update name, due date, status, assignee, description, and add/remove files fields)
- 4.2.2 To edit the meeting minutes, navigate to 'Past Meetings', where you will find the non-finalized meeting minutes (see screenshot).

		Home	Find a JOHS Committee	Minutes & Reports	Dashboard	0
Kingstation Ho     • <sup>2</sup> <sub>2</sub>	Past Meetings					
Agenda Items     Action Items	Meeting Series 1		Agonda: PDE Meet	no Arend .	PDF Published M	leet.
Committee Roster	May 19, 2024 Quorum Met 🗸		Agenda:	DF Meeting Ag	Minutes: Edit	Minutes
	Special Meetings There are currently no special meetings for this committee.					

4.2.3 When you select the 'Edit Minutes' button, you will be directed to the 'Meeting Recorder' page (see screenshot). From here, ensure that all details are correct, including a review of the 'Attendance', 'Standing Agenda Items', 'Old Business' and 'New Business' (highlighted).



Worker Representatives			Em	ployer Representatives Non-Committee Memb	ers & Guest	ts
-	Invi	ted Present		Invited Present	F	Preser
Committee Co-Chair	BCNU 🤅		2	Committee Co-Chair BCEHS 🧭 🔽 👮 Admin Assistant	Admin	
🔮 Committee Member 🛛 🛛	BCNU			Committee Member BCEHS 🧭 🗌 🙉 Ex Officio	Ex.O	
S Committee Member	BCNU		0	Committee AlternateBCEHS 🧭 🗾 👩 Employer Practitioner	EP	
Standing Agenda Items	S		>	Creator Committee Purpose		Ac
Standing Agenda Item: Old Business New Business	S		) ) )	Creator Purpose DESCRIPTION & ACTIONS DISCUSSION Description		Ac

4.2.4 If all details are accurate in the 'Attendance' and 'Meeting Agenda' section (highlight number 1&2), select the 'Publish Minutes' button at the top of the screen (highlight number 3). When this is selected, a pop-up box will appear for you to confirm this action (see second screenshot).

Mar 12, 2025 🕔	15:30 - 16:00		Primary R	Recorder:	Committee Co-Chair 🕲	Publish Minute
Meeting Recorder Co-Chairs and Admin Assistants permissions. Four additional rec	have default recorder. orders can be added.					Add Rec
Attendance & Que	Drum Quorum Met 🗸	5				
worker Representa	Inves	Employer Represe	ntatives	Present	Non-Committee Membe	ers & Guests
👮 Committee Co-Chair	BCNU 🧭 🔽	🐠 Committee Membe	BCEHS O		Rahul Nambiar	Admin
🔮 Committee Member	BCNU 🧭 🔽	2 Committee Membe	BCEHS	$\checkmark$	S Employer Practitioner	EP 🗌
Committee Member	BCNU 🔗 🗌	Admin Assistant	BCEHS ⊘			
		2 Committee Membe	r BCEHS 🥥			
Meeting Agenda	Approvi	ed?  5	Acceptance of	of Agenda		
Standing Agenda It	ems	- DES	CRIPTION & ACTI	IONS	DISCUSSION	
Acceptance of Ac	jenda 5 mi	ns Descrip	tion			
Monthly Incident	Reports 10 m	ins Appro	ve today's agend	a		



order	Publish Minute?	Leon Kenned
Agenda	By pressing "publish", you confirm that the the the meeting minute to public view.	committee has agreed to release
Agenda Ite		Cancel Publish Creator Publish
ess	~	MINUTES & ACTIONS DISCUSSIO
/ building insp	pection 09/10/2023	Minutes

4.2.5 After you select the 'Publish' button, you will see the following confirmation from the system. All committee members will receive a copy of the published meeting minutes via email, and the system will post the minutes for the publisher to view.

	Home Find a JOHS Committee Minutes & Reports Dashboard
Kingstation Ho	
السوري Meeting & Actions مع المح	
New Meetings	
Past Meetings	
Agenda Items	
Action Items	
고초L Committee Roster	
Committee Files	You have successfully published the meeting minutes!
	Back To New Meetings



4.2.6 To access the published meeting minutes, navigate to the 'Past Meetings' section. To download the meeting minutes PDF, click on the download option in your relevant meeting date (screenshot number 1).

Kingstation Ho	*		
II. KPI & Reports 객잖 Meeting & Actions	>	2024         2023         2022	
Committee Roster		Meeting Series 1	
Committee Files		Apr 12, 2024 Quorum Met 🗸	Agenda: PDF Meeting Agend. 🛓 Minutes: PDF Published Meet.
		May 19, 2024 Quorum Met 🗸	Agenda: PDF Meeting Agend 🔮 Minutes: PDF Published Meet 🎍
		Jun 26, 2024 Missed 🚯	Agenda: PDF Meeting Agend 💆 Minutes: No minutes available

4.2.7 The images below demonstrate what the final published meeting minutes look like once they are checked and completed (the meeting minutes will look slightly different for each meeting, depending on how much detail was captured in the discussion boxes).

Attendance					
Worker Representation					
BCNU		Invite	ed Present		
Committee Co-Chair	Co-Chair	Y	Y		
Committee Member	REG	Y	Ν		
Committee Member	ALT	Y	Y		
Employer Representation					
BCEHS		Invite	ed Present		
Committee Co-Chair	Co-Chair	Y	Y		
Committee Member	REG	Y	Ν		
Committee Alternate Member	ALT	Υ	Υ		
Non-Committee Members		Invite	ed Present		
Admin Assistant	Admin Assistant	Y	N		
Ex Officio	Ex-Officio	Υ	Ν		
Employer Practitioner	Employer Practitioner	Y	Ν		



New Business						
1.7 - WHMIS Training	Withhold					
Created By						
Committee Alternate Member						
Description						
Audit found we are not meeting WHMIS requirements.						
Research and suggest best options for WHMIS training providers.						
2.8 - WHMIS Training	Rejected					
Reason						
Duplicated						
Created By						
Committee Co-Chair						
Description						
Review the WHMIS Training status.						

- 4.2.8 It is important to note that decisions around agenda items cannot be adjusted once the minutes are published. Decisions can only be made during the meeting or within the 24-hour period if you have not clicked the 'Adjourn meeting' button during the meeting.
- 4.2.9 You do not have to wait for the next meeting to approve and publish the meeting minutes. They can be published any time after the meeting has elapsed, depending on the committee process.

#### Note

- The action items created during the meeting can be updated by the assigned committee member, even if the minutes are not published yet.
- It is mandatory by law to publish the meeting minutes, and vital to the committee's metrics.
- 4.2.10 There are two ways to locate the meeting minutes, you can access them via the 'Minutes & Reports' option at the top of the screen (see highlight number 1). You will then access the 'Search OHS Minutes & Reports' search bar and a list of previous meetings under the committee names (see highlight number 2). To access the meeting minutes, select the committee's name and the month of the meeting, followed by the download icon on the right side of the



bar. All health authorities/affiliates staff can access this option.

		Home Find a JOHS Committee	Minutes & Reports	Dashteerd 1
Search OHS Minutes & Reports Refresh this page to clear the search results.				
Search by Committee Name <ul> <li>Kingstation Hospital</li> </ul>			2024 -	Search
JAN FEB MAR APR	MAY JUN JU	JL AUG SEP	OCT NOV	
Published Meeting Minutes May 19 2024 pdf     SWITCH DC Taction #1				2

4.2.11 If you are a committee member, you can also find your committee's meeting minutes by navigating to the Past Meeting screen. Once the minute has been published, the draft minutes download button will become download minutes button (see highlight number 1)

		Home	Find a JOHS Committee	Minutes & Reports	Dashboard	0		
Demo_Committ •	Past Meetings							
Meeting & Actions     New Meetings     Past Meetings	2024 2023 2022							
Agenda Items	Meeting Series 1			_				
Action Items	Jul 03, 2024 Quorum Met 🗸		Agenda: PDF Meeti	ng Agend 🛓 Minutes:	PDF Published Meet.	• •	-	1
Committee Files	Special Meetings							
	Mar 28, 2024 moldy walls Quorum Met 🗸		Agenda:	DF Meeting Agend	Minutes: Edit Mi	nutes		

## 4.3 Action Items

### Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- Committee Regular Member
- Committee Alternate Member
- Ex-Officio (non-voting)



4.3.1 To view action items for your committee that are open, completed, and cancelled, navigate to the 'Action Items' option on the left side of the screen (see highlight number 1). Above highlighted box number 2, you will find tabs to review 'open action items', completed action items', and 'cancelled action items'. In highlighted box number 2, you will find any action items to which you are assigned. In highlighted box number 3, you will find all action items assigned to other committee members.

Kingstation Ho •	Search for an action item       OPEN ACTION ITEMS     COMPLETED ACTION ITEMS       My Action Items (0)       Action Item     Status       Date Created     Due Date   Please select an action item to view ita details.			
	All Other Action Items (4)         Action Item       Status       Date Created       Due Date         12.32; New light       Created       May 20, 2024       May 22, 2024         Update the light       Created       Apr 12, 2024       Apr 19, 2024         Send a small to P       Created       Apr 12, 2024       Apr 19, 2024         call maintenance       Excepted       Apr 12, 2024       Apr 16, 2024			

- 4.3.2 To drill down into the action items, select the action item that you need to review. This will open a table on the right side of the form that describes the action item in more detail (see the below screenshot).
- 4.3.3 In the highlighted box in the top right corner, you can update the status of your task. If you hover over the 'Assigned to' option, you can see those to whom this task is assigned. If you are not assigned the task you are reviewing, you cannot update the status.
- 4.3.4 Once the task is complete, the item will be removed from this area and automatically moved into the 'completed action items' section.


Kingstation Ho	Refresh this page to clea	r the search results.	·			
2/6. Meeting & Actions	Search for an actic	on item				Search
New Meetings	OPEN ACTION ITEMS COMPLETED ACTION ITEMS CANCELLED ACTION ITEMS					
Past Meetings	My Action Item	s (0)	12.39: New lights to be ordered	Prested		
Agenda items	,	- (-)				Circuico
Action items	Action Item	Status I	Date Created	Due Date	Assigned to	Due Date
221 Committee Roster	There are no action ite	ms assigned to you	L.		Normal May 20, 2024	May 22, 2024
Committee Files				125	Originated From Lighting issue	
		8		•	Description Jodie to order new lights from warehouse to repl	ace flickering lights in off
					ice.	
					Files	
	All Other Action Items (4)					
	Action Item	Status	Date Created	Due Date		
	12.39: New light	Created	May 20, 2024	May 22, 2024		
	Update the lighti	Assigned	Apr 12, 2024	Apr 19, 2024		
	Send a email to P	Created	Apr 12, 2024	Apr 18, 2024		
	call maintenance	Assigned	Apr 12, 2024	Apr 16, 2024		
		1	-4 of 4			



## Versioning Table

Version	Updated date	Changes Descriptions	Name
V1.1	4th October 2024	1. Quorum Not Met	Priyal
V1.1	4th October 2024	2. Primary Recorder	Priyal
V1.1	8th October 2024	3. Meeting package and minutes PDF	Priyal
V1.1	8th October 2024	4. Include finalized 1.1.13	Diana
V1.2	7 <sup>th</sup> November 2024	<ol> <li>Updated handwritten screenshots to font ones</li> </ol>	Priyal
V1.3	12th March 2025	<ul> <li>6. Updated manual as per first 7 ENHs:</li> <li>a. Ability to edit attendance on edit minutes screen after the meeting is adjourned</li> <li>b. Committee Roster- Add permission for Co-Chair and AA to 'Edit Setting'</li> <li>c. Increase character count in</li> <li>Discussion field in all the agenda items</li> <li>d. Ability to schedule recurring meetings</li> <li>during the last week of the month</li> <li>e. Ability to add more than 1 admin assistants in a committee</li> <li>f. Hover over buttons with short help explanatory text of function for Reject / Withheld /Postpone/ Complete on Agenda interface during meetings.</li> <li>g. Meeting Interface- Remove</li> <li>'Complete' button for Standing Agenda Item</li> </ul>	Rahul (first 3) And Priyal (next 4)
V1.4	16 <sup>th</sup> April 2025	<ul> <li>7. Updated per Batch 2 ENH (3 tickets)</li> <li>a. Recurring Meeting: Ability to</li> <li>reschedule outside of finalized phase.</li> <li>b. Standing agenda items: Ability to add</li> <li>action items.</li> <li>c. Find a JOHSC- Restrict Messaging</li> <li>functionality for Non-HA OHSRC Users</li> </ul>	Priyal

