OHS RESOURCE CENTRE

Meeting Management Manual-Special Meetings

2025 - VERSION 1.5

SWITCH BC

SWITCH BC

Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare

Contents

About the Occupational Health and Safety (OHS) Resource Centre

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

This manual is for all health care workers accessing the OHS Resource Centre. All registered health care employees can access the OHS Resource Centre to see JOHSC meeting minutes in their organization and provincial OHS resources. JOHSC members, unions, and employer leaders can also access meeting management systems with dashboards with schedules, meetings, minutes, resources, and reports from committees they belong to.

The OHS Resource Centre was developed by SWITCH BC, with funding from the Nurses' Bargaining Association, the Facilities Bargaining Association, and the Ministry of Health. The OHS Resource Centre is supported by health unions (bargaining associations), health employers, and Doctors of BC.

About SWITCH BC

SWITCH BC, which stands for Safety, Wellbeing, Innovation, Training and Collaboration in Healthcare, is an organization focused on the health, safety, and wellbeing of everyone working in health care in B.C. It is a collaboration of unions, physicians, and employers working together to support provincewide innovation, prevention, and training, and enhancing the culture of safety in all health care workplaces in B.C. Learn more at switchbc.ca.

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 July 07th, 2025. If you have questions, or find an error or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca or call 672-333-3311.

1. Scheduling Special Meetings

Scheduling special meetings in the OHS Resource Centre allows for flexibility in addressing urgent or specific issues that arise outside of regular meeting schedules. Special meetings can be created as needed, with no restrictions on the number of meetings that can be scheduled. The process involves selecting a subject for the meeting, adding a location and dial-in options, and inviting relevant committee members.

Once scheduled, these meetings enter the finalized phase. During this phase, the agenda cannot be altered until the meeting date, though the meeting itself can still be managed, including rescheduling if necessary. If any new action items are tabled and discussed at a special meeting, they will later be shown as an old agenda item at the next regular meeting.

Note

- Special Meeting Agenda Items must be added manually as the old agenda item for a regular meeting.

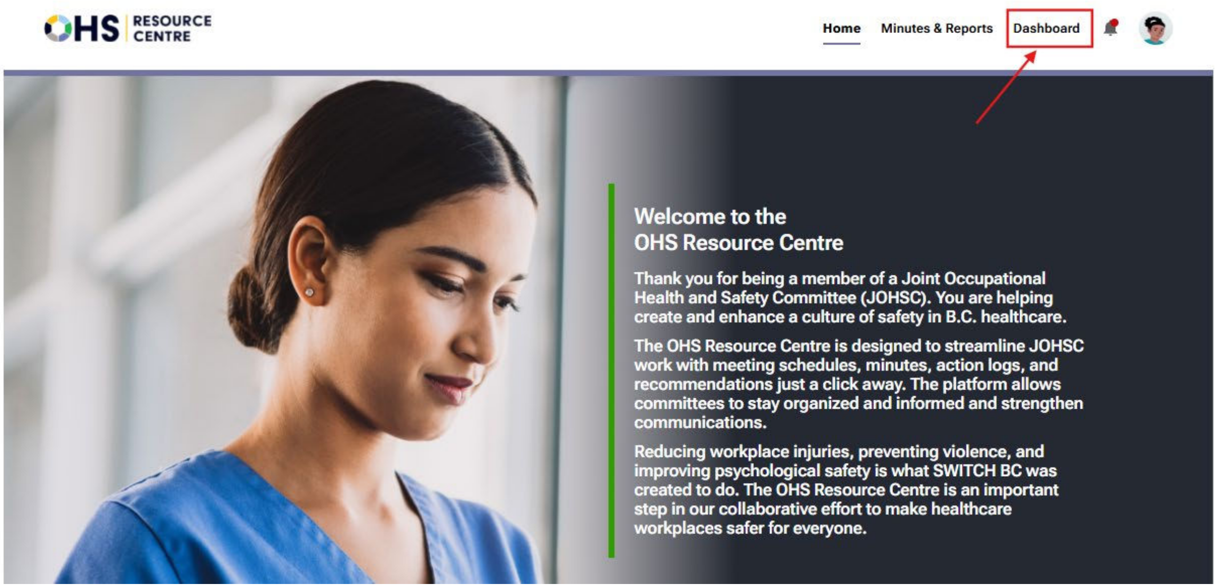
1.1 Scheduling a Special Meeting

Applies to:

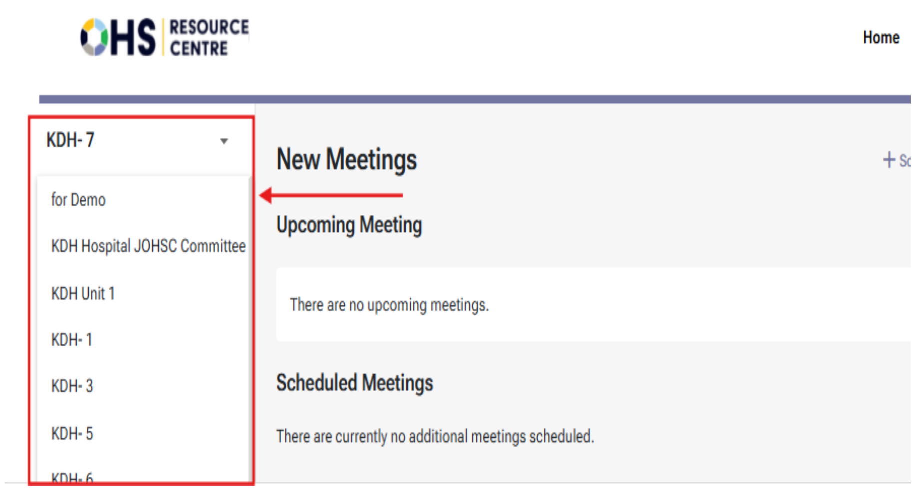
- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)

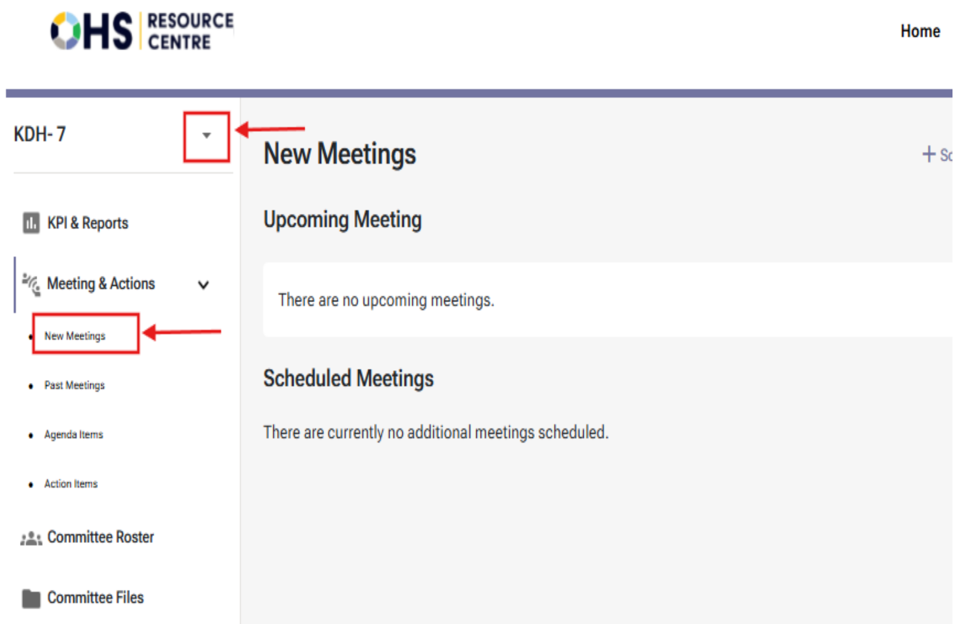
1.1.1 There may be a need to schedule a special meeting to address urgent issues or specific topics that cannot wait until the next regular meeting. Special meetings ensure that critical, time-sensitive matters receive immediate attention and input from committee members. To begin, sign in with your Co-Chair or Admin Assistant account, following the instructions in the 'OHS Resource Centre User Management Manual.

1.1.2 On the page's header, click on the 'My Dashboard' tab.



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

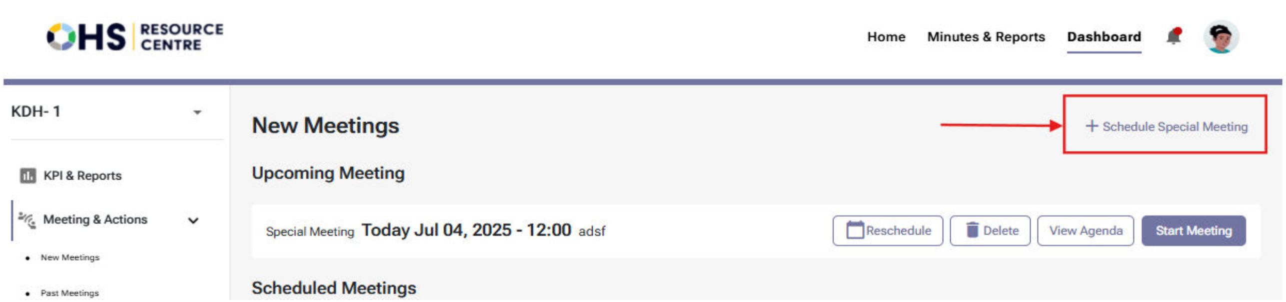




1.1.4 Click on 'Meeting & Actions, then select the 'New Meetings' page. From there, you can schedule either a 'Special Meeting' or a 'Recurring Meeting'.

Note

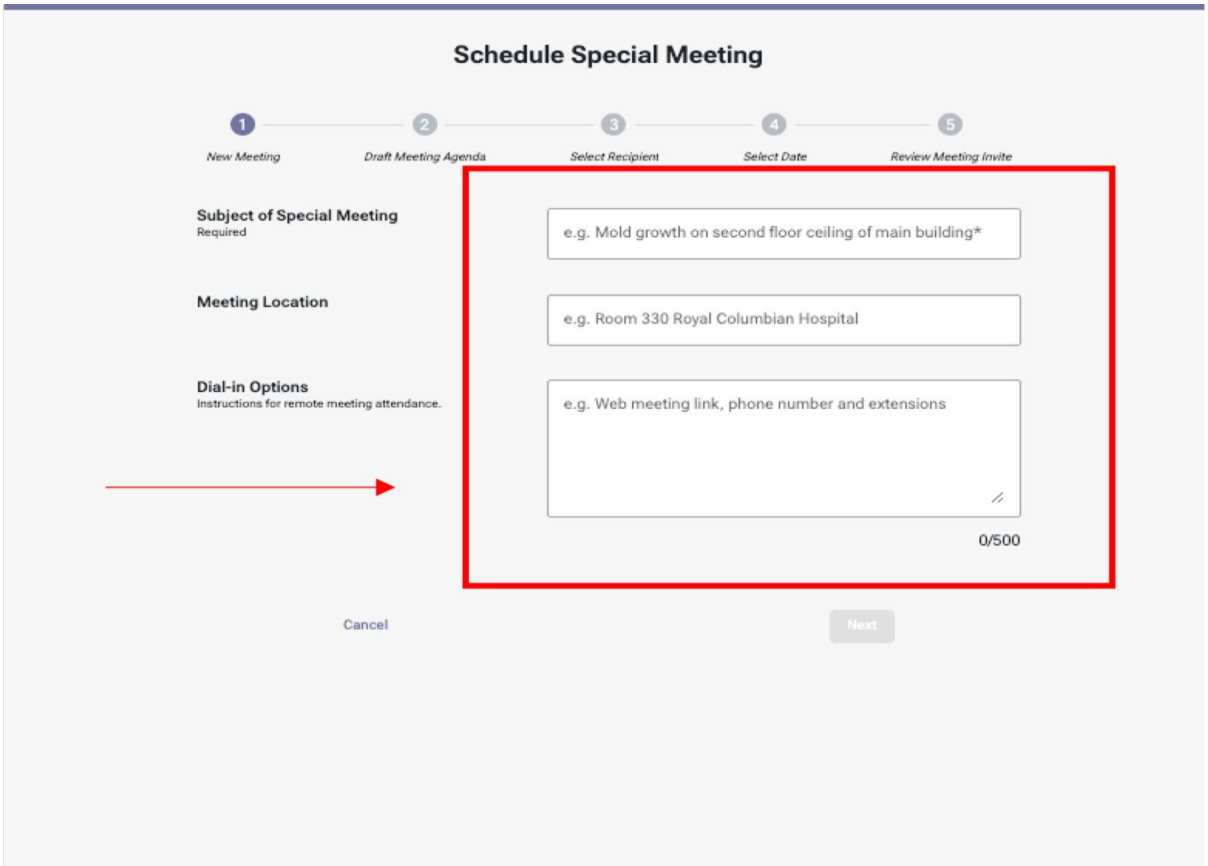
- The quorum requirement needs to be set up before a meeting as it impacts the reporting and minutes PDF. However, the meeting can still proceed if the quorum is not met. Setting a quorum requirement is done under the committee roster tab, following the instructions in the OHS Resource Centre Meeting Management Manual in the "Set Up the Quorum" section.



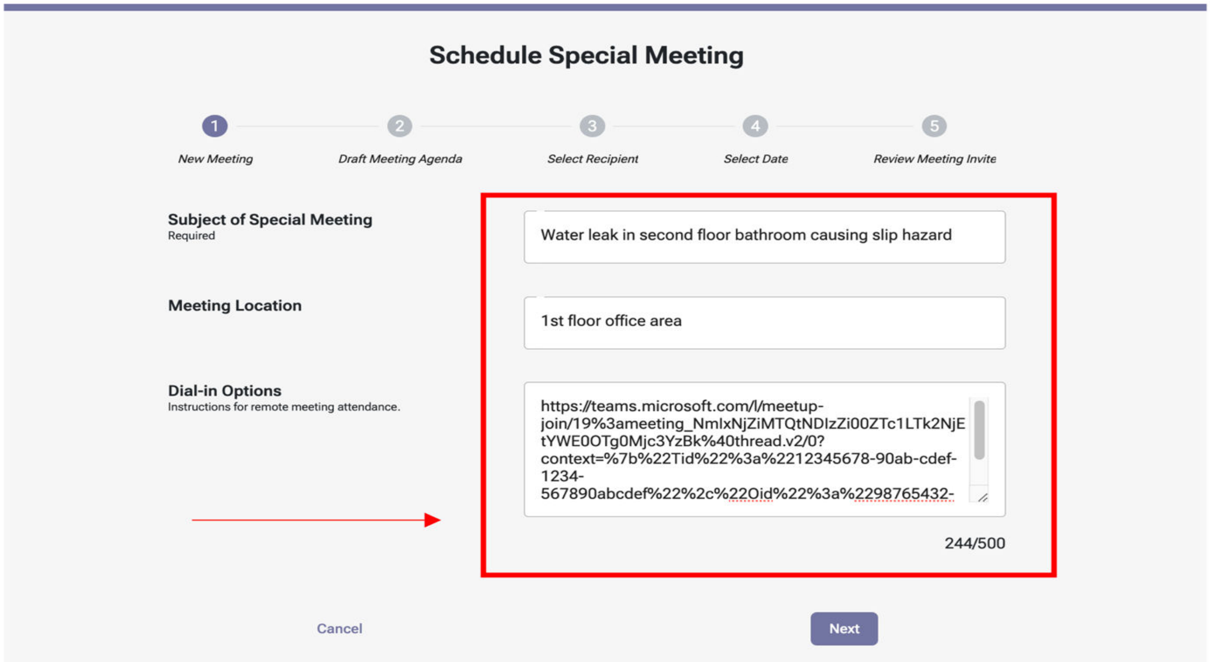
1.1.5 Select '+ Schedule Special Meeting' at the top of the screen, and the 'Schedule Special Meeting' form will appear. There are five steps to complete this process, they are as follows:

1. 'New Meeting'
2. 'Draft Meeting Agenda'

3. ‘Select Recipient’
4. ‘Select Date’
5. ‘Review Meeting Invite’



1.1.6 In the first form, complete the ‘Subject of Special Meeting’ section, add the ‘Meeting Location’ (be as specific as possible for your attendees), and share the ‘Dial-in Options’ (or copy/paste your virtual meeting link as per the screenshot).

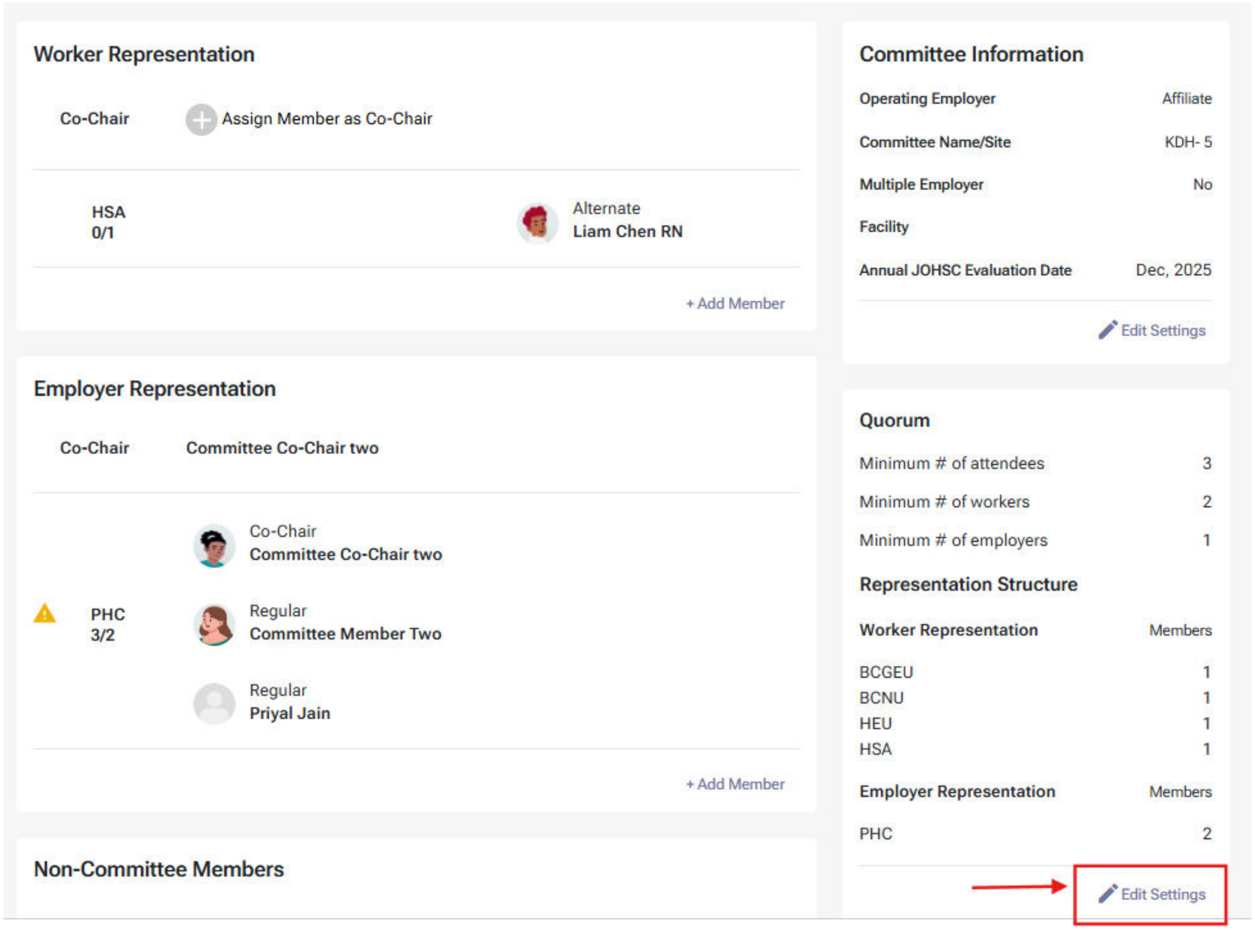


1.1.7 You will be directed to the 'Draft Meeting Agenda' page. The draft meeting agenda in the OHS Resource Centre includes four main types of items:

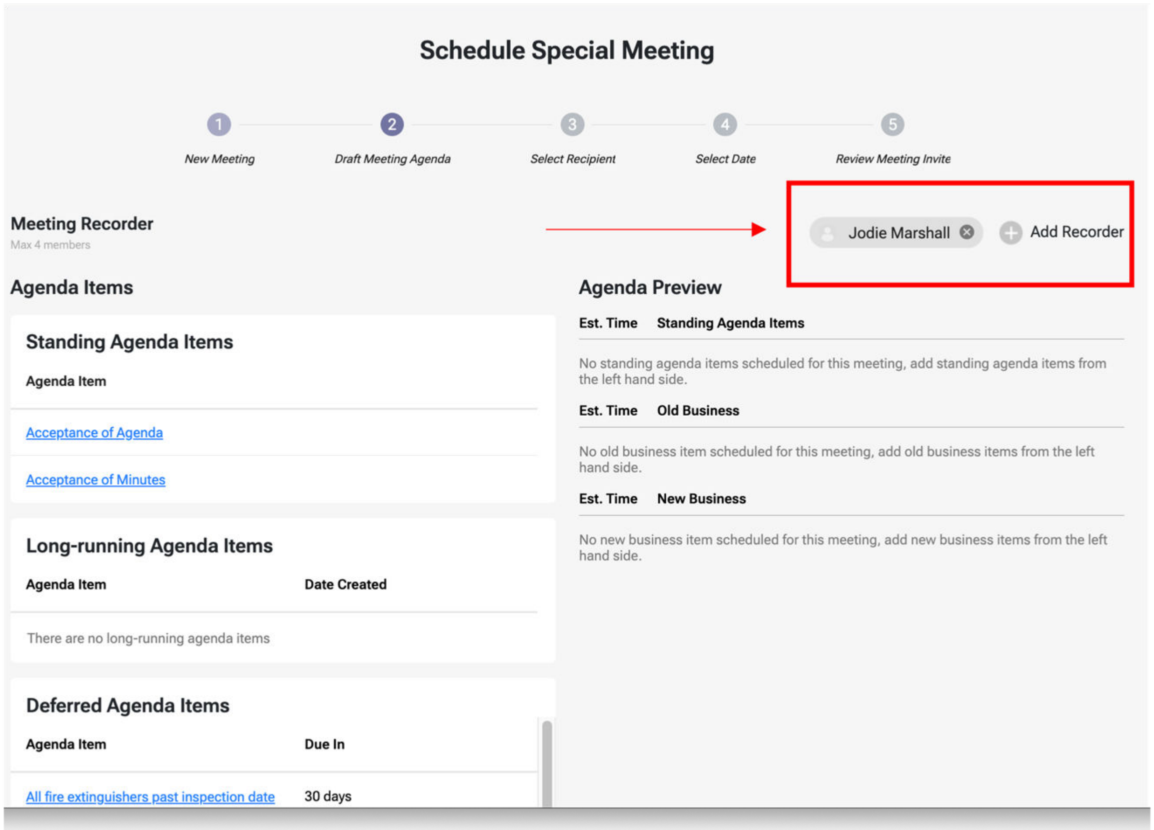
1. **Standing agenda items:** regular topics that are consistently discussed in every meeting.
2. **Suggested agenda items:** new topics proposed by committee members.
3. **Long-running agenda items:** items discussed or postponed for months and not closed. The number of months can be configured in the committee roster tab, as shown in the screenshot below.
4. **Deferred agenda items:** issues that were previously discussed but not resolved, need further attention in the upcoming meeting. These items do not exceed the number of months required to become a long-running agenda item.

Note

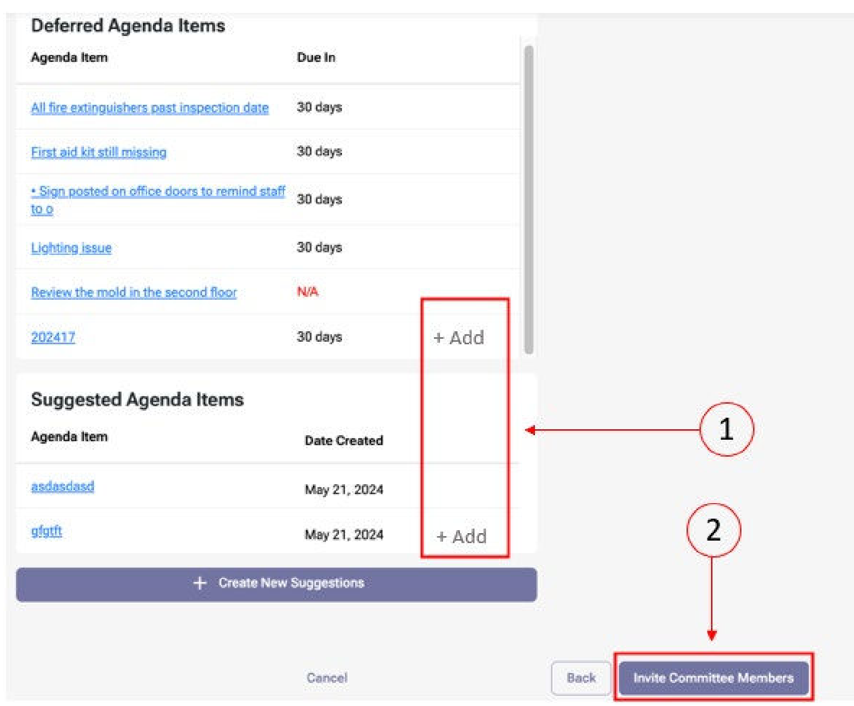
- Often, special meetings are called to deal with a new or imminent issue that cannot wait until the next scheduled meeting. If this is a new issue, follow the for suggested agenda items procedure.



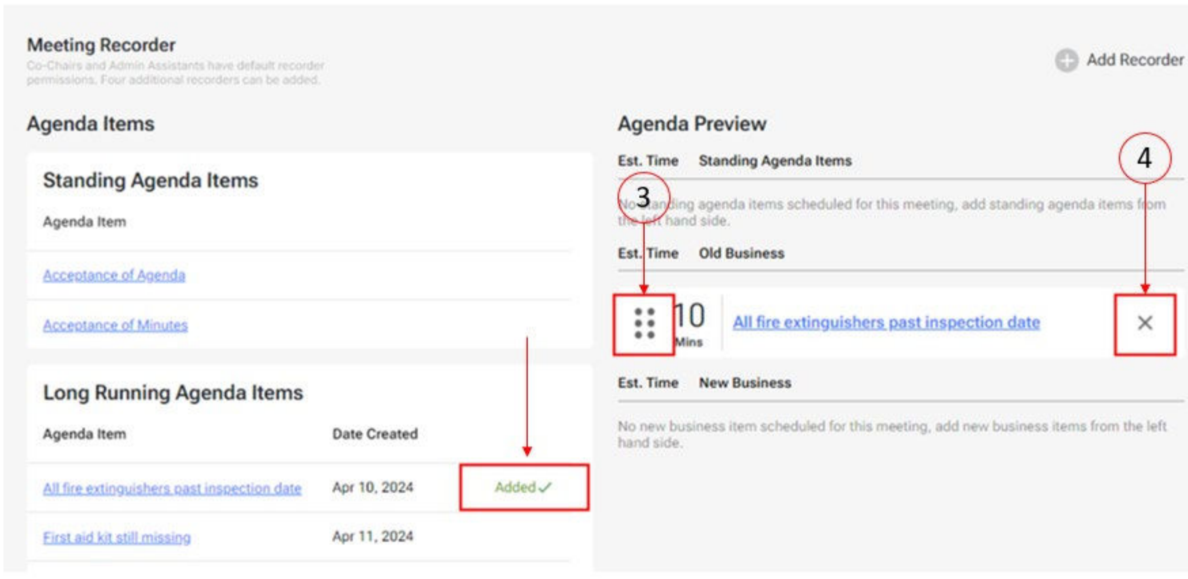
1.1.8 You can add a recorder(s) for the meeting by selecting the '+ Add Recorder' option at the top of the form (see screenshot). You can add up to 4 additional meeting recorders while scheduling the meeting. The Meeting Recorder is responsible for starting the meeting, recording the proceedings, making necessary changes to the meeting interface, and editing the draft minutes.



1.1.9 Add agenda items by hovering over the hyperlinked agenda items. When your mouse hovers over the agenda items, a '+ Add' will appear (screenshot number 1).

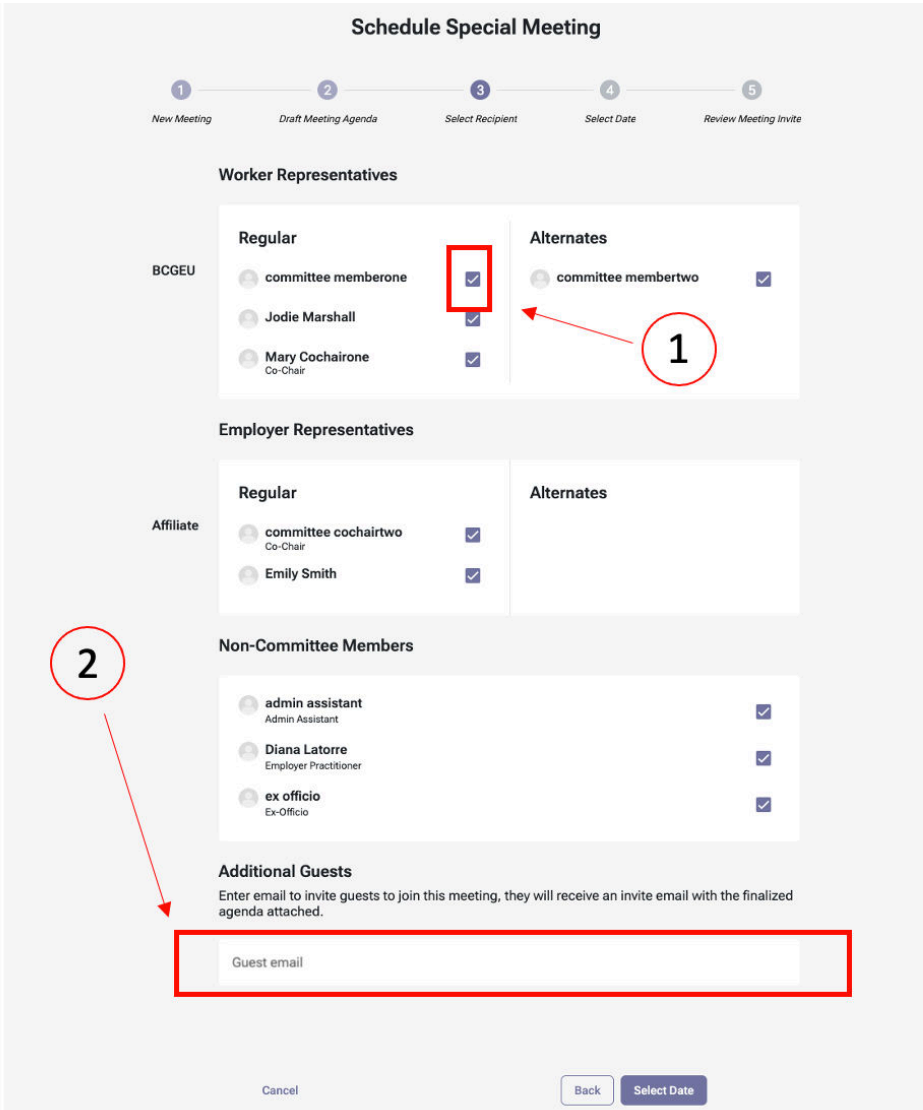


1.1.10 After the agenda item is added to the meeting agenda, you can remove it (number 4) or rearrange it (number 3) by hovering over the item.

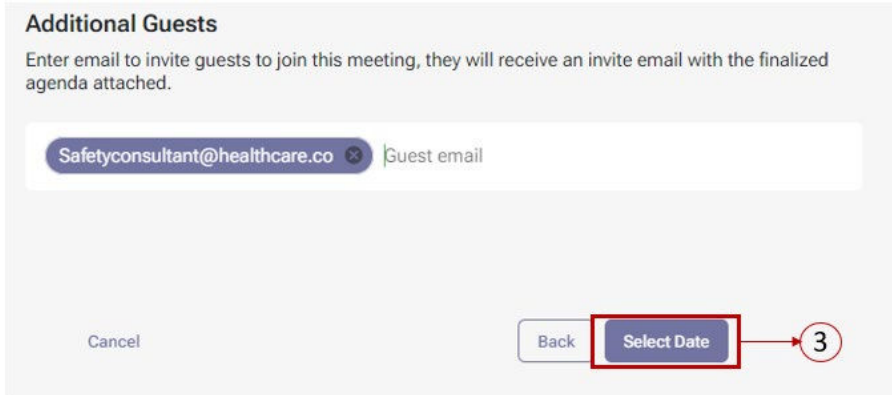


1.1.11 Once you have selected your agenda items, select the 'Invite Committee Members' button (above screenshot number 2). This will initiate an automated invitation to the special meeting for the committee members.

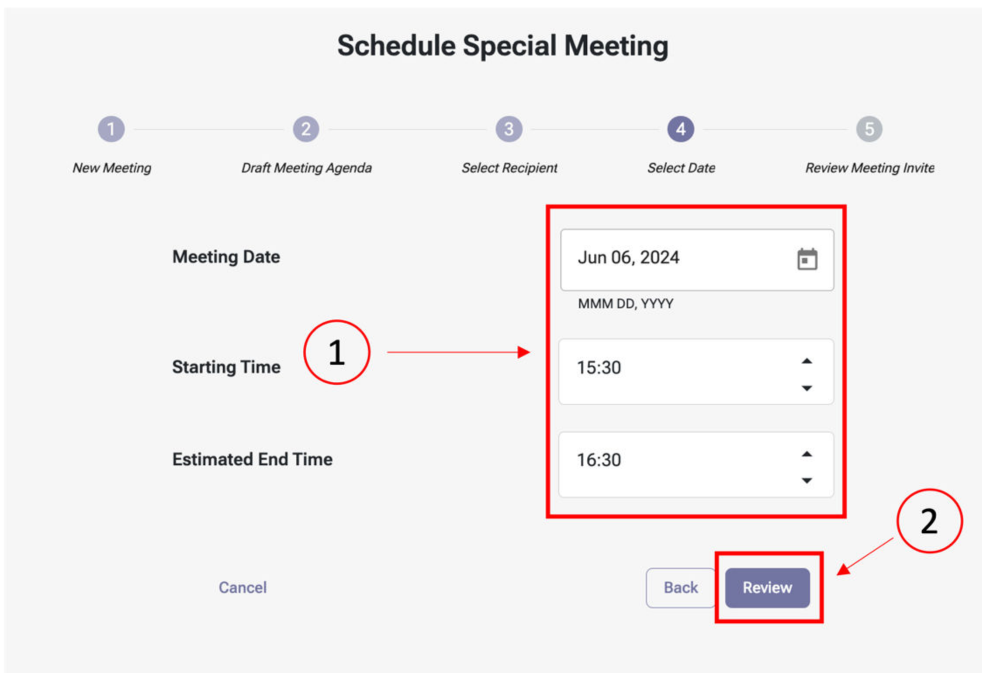
1.1.12 After selecting the 'Invite Committee Members' button, you will open the 'Select Recipients' form. Here, add committee members by selecting the tick box next to the members' names (step 1 in the screenshot). You can invite guest attendees by adding their email addresses at the bottom of the form (step 2 in the screenshot).



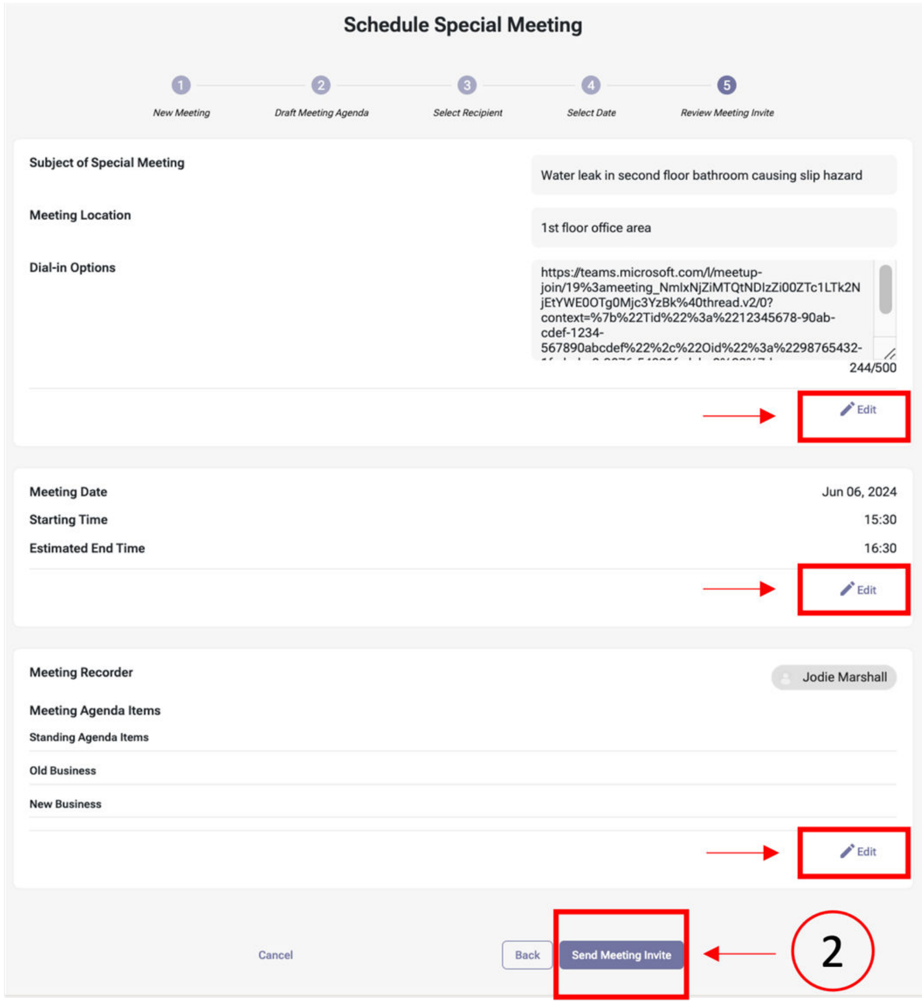
1.1.13 Once you have added the committee members, navigate to the 'Select Date' button (step 3 in the screenshot) at the bottom of the form to move to the next screen.



1.1.14 To select a meeting date, select the calendar icon in the 'Meeting Date' box to view upcoming dates. Then, followed by completing the 'Starting Time' and Estimated End Time' sections (screenshot number 1). Once these details are inputted, select the 'Review' button (screenshot number 2) to move to the next phase.



1.1.15 The 'Review Meeting Invite' allows an opportunity to check all the meeting invite details. Selecting 'Edit' will take you back to the relevant section to make your changes. Once you have confirmed the meeting details, press the button 'Send Meeting Invite' at the bottom of the form.



1.1.16 After selecting 'Send Meeting Invite,' a confirmation page will be displayed. Select 'Back to New Meetings' to move into the next phase. If the special meeting date is not the next meeting in the schedule, it will appear at the bottom of the screen. If it is the next meeting to occur, it will appear at the top of the screen. Notifications will be sent to all attendees after this phase has been completed.

1.2 Starting the Meeting

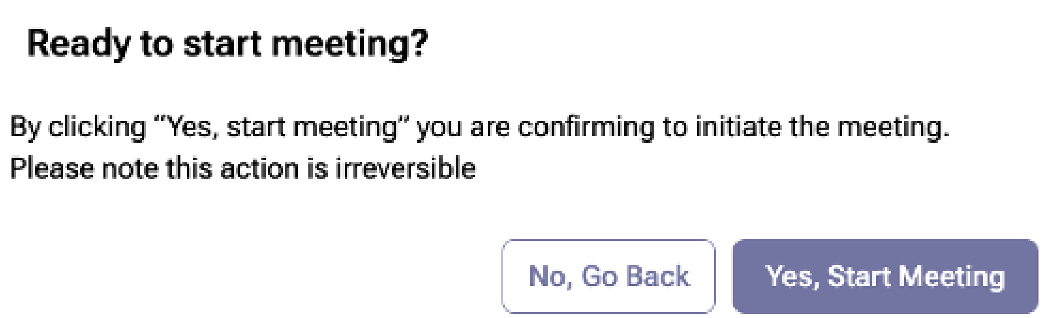
Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)
- Committee Members with Recorder privileges

1.2.1 To start the meeting, select the button at the top of the form, 'Start Meeting' on the New Meeting page. A pop-up box will appear (see screenshot below) asking you to confirm that you want this action to occur.

Note

- The meeting can be started at any time within 24 hours before the scheduled start time.



1.2.2 As described in the 'Meeting Management Manual' quorum does not need to be met for a meeting to proceed. Even if the quorum is not met, the meeting will still take place, allowing discussions and decisions to continue even if the full committee is not present.

If quorum is met/not met, user will be able to perform following tasks:

a. Add/edit discussion notes

b. Upload files to the agenda item (can download existing attachments).

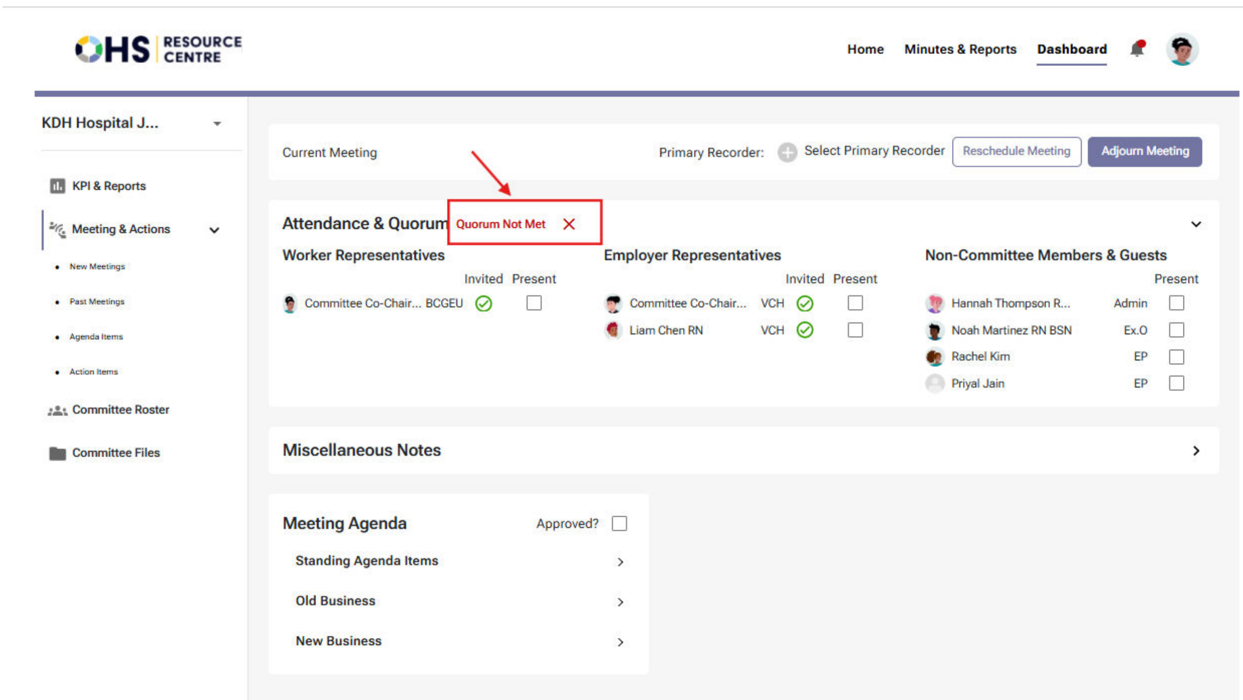
c. Add new action items to agenda items.

d. Can edit existing action items (change name, due date, status, assignees, description, etc.).

e. Can make decisions (complete, reject, post-pone etc.) to agenda item.

Note

- The ‘Discussion’ box has a 2000-character limit.
- Action items can be added under any agenda items: Standing, Old, or New Business.
- For special meetings, if adjourned without quorum, minutes can be edited or published just like a recurring meeting, and a PDF will be generated.
- If a meeting is not published within six weeks of its adjournment date, meeting recorders will receive an Email and RC notification reminding them to publish the minutes. This notification cannot be opted out by the user. It is mandatory by law to publish the meeting minutes, and vital to the committee's metrics.



1.2.3 To meet the quorum requirements in the OHS Resource Centre, you must ensure that the meeting meets the quorum established in the Committee's Term of References (ToR) and set up in the 'Committee Roster' tab in the OHS Resource Centre.

1.2.4 Add the attending members by selecting the checkboxes next to their names (number 1 in the screenshot). Once you finish taking attendance, tick the ‘approved’ button to review if the agenda is acceptable or if you need to add other agenda items. Then, select the checkbox to approve and decide on the meeting agenda items (number 2 in the screenshot).

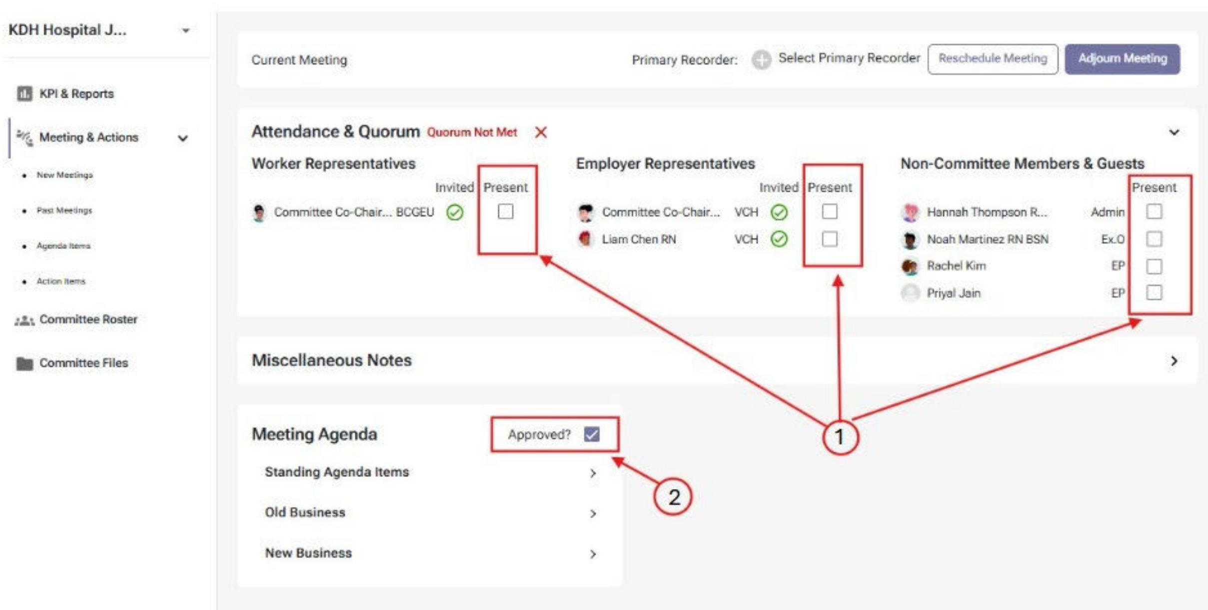
Note

- The ‘Approved?’ button has no built-in logic or functionality; it simply needs to be checked as part of the process. Additionally, attendance can be updated at any time during and even after the meeting is adjourned (before publishing the minutes). Even if a quorum is not met, the meeting can still proceed.

1.2.5 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 during 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:

- It is important to note that the Primary Recorder designation is for informational purposes only and does not carry additional functionality beyond that is granted to a Meeting Recorder.

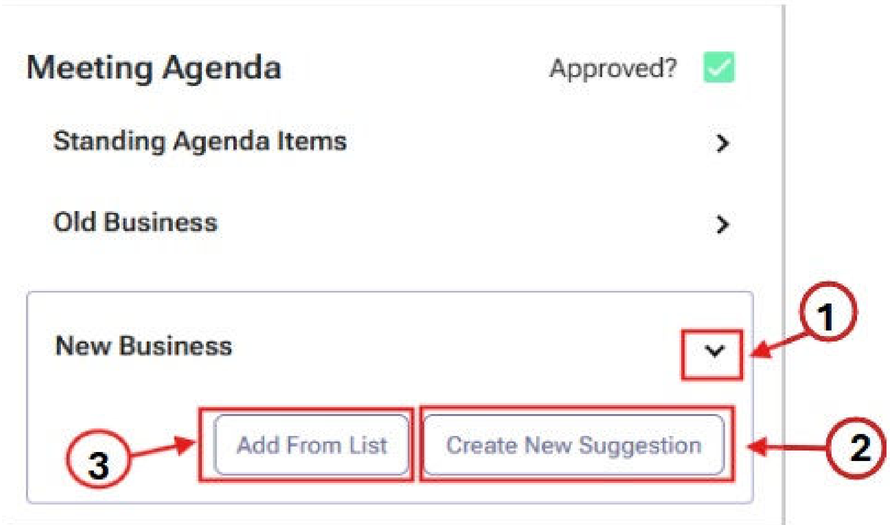


1.2.6 After you approve the meeting agenda, you still can add agenda items in the old business and new business sections. As shown in the screenshot, you can add ‘New Business’ (by following steps number 1 and 2) or select "Add from List" as shown in step 3.

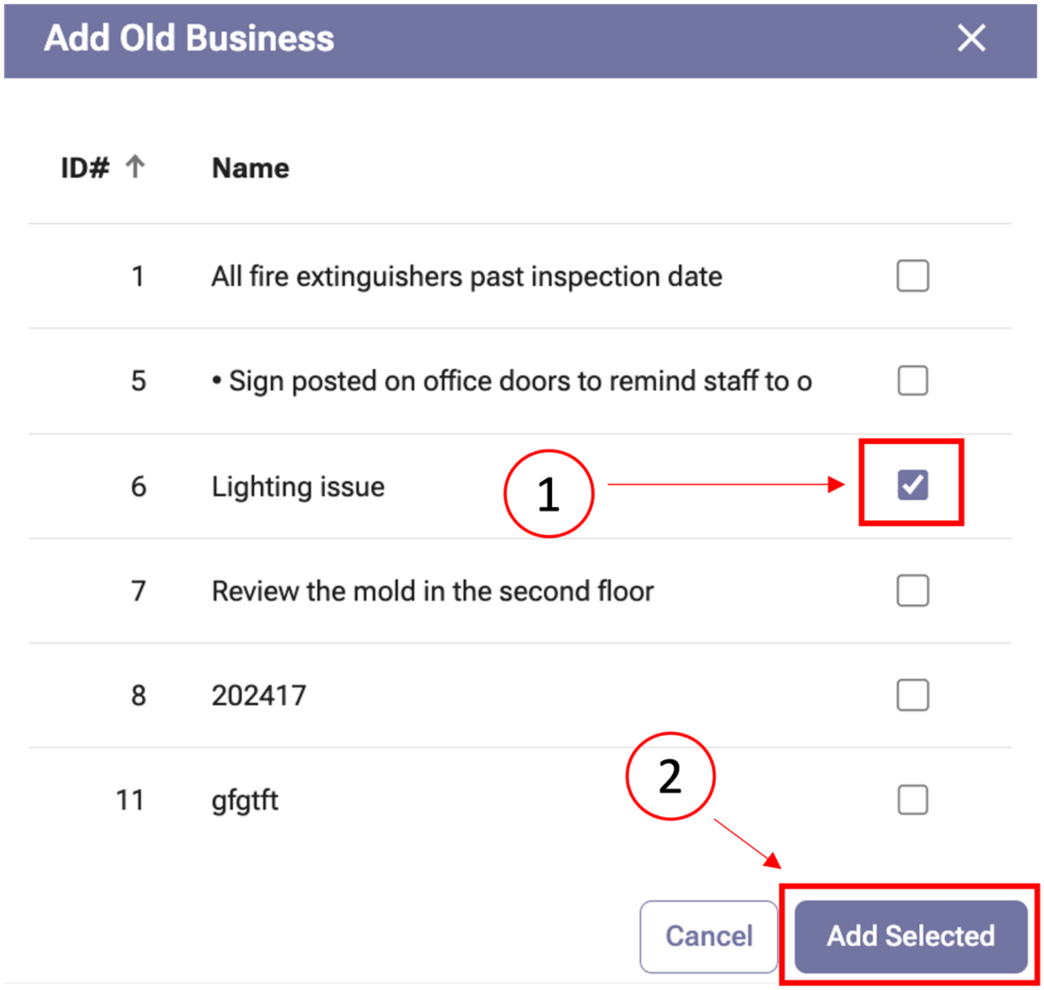
Note

- To add a standing agenda item to a special meeting agenda, you must include it during the set-up meeting process. Once the meeting invitation is sent, you cannot add new items to the agenda.

Files for Old Business agenda items can be added during the draft or suggestion phase, as well as anytime from the Agenda Item Library by all committee members—including Admin Assistants, Co-chairs, Regular/Alternate Members, and Ex-officio members—to enhance flexibility and efficiency in managing supporting documents throughout all meeting phases.

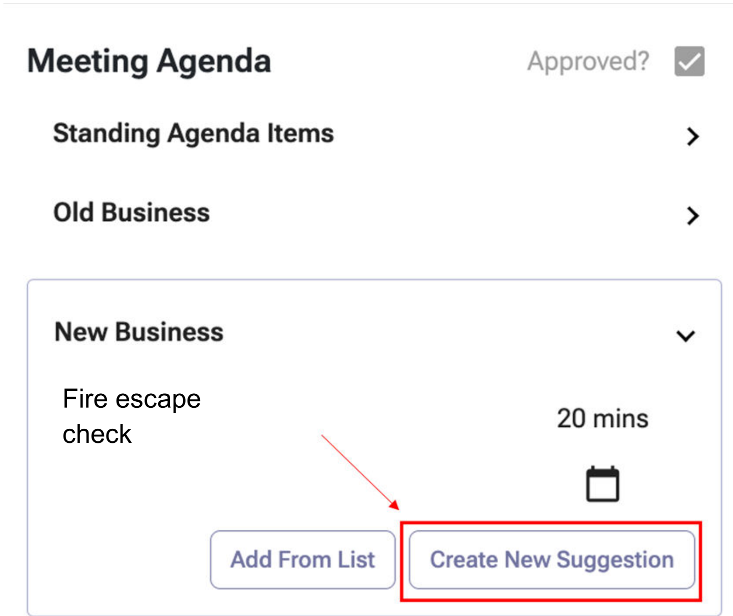


1.2.7 When you select 'Add From List,' a pop-up box will appear showing a list of existing agenda items. Select the items that need to be added to the agenda by selecting the checkbox, followed by 'Add Selected' (see screenshot).

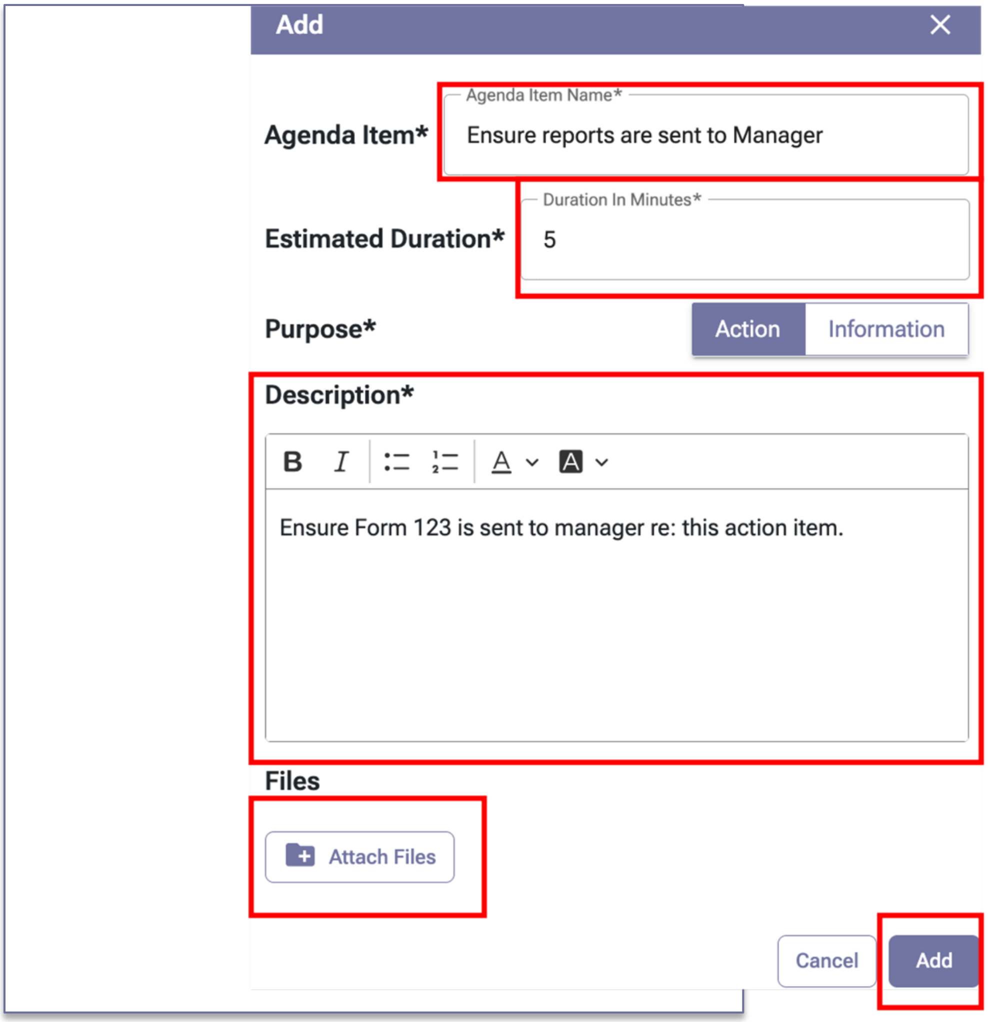


1.2.8 You will then see that your agenda item to be discussed has been added to the agenda.

1.2.9 If you need to add a new suggested item to the meeting agenda, select the option ‘Create New Suggestion.’



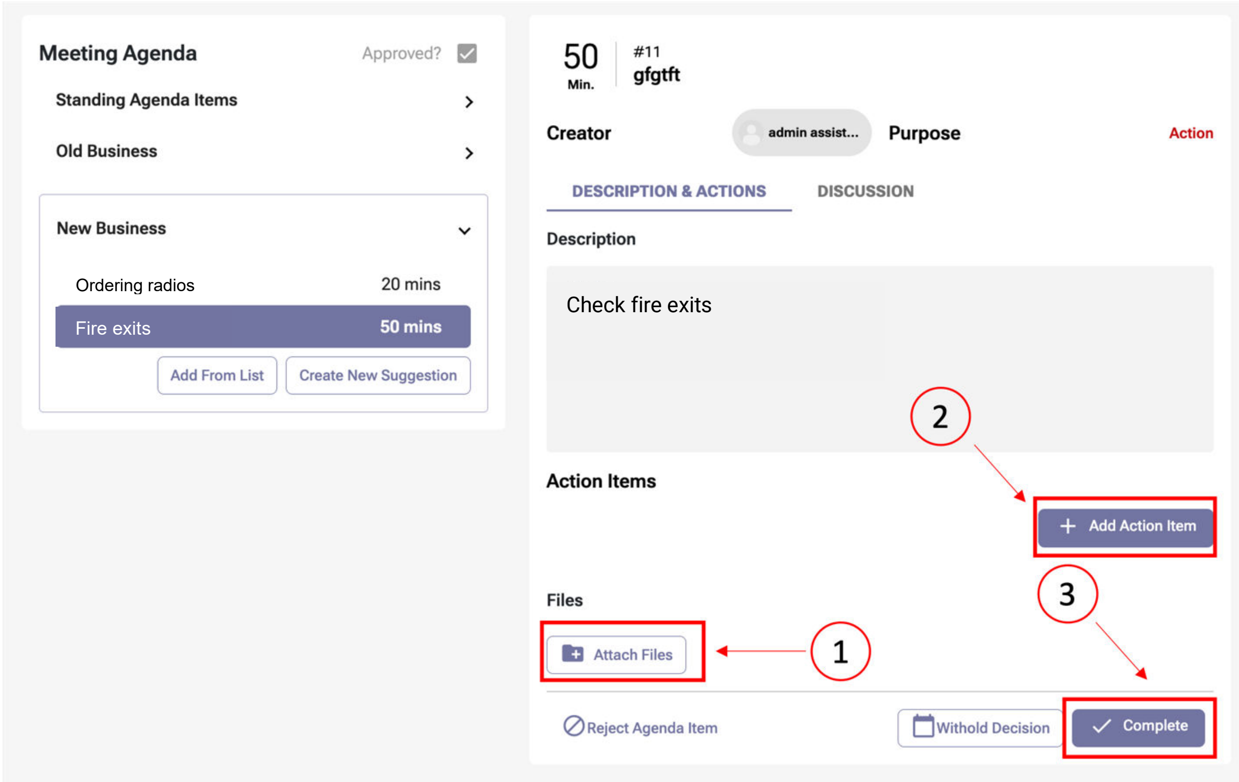
1.2.10 This will open a form for you to add details on the new agenda item. In the screenshot of the form, you will find highlighted areas depicting where to add the agenda item, the estimated duration for the discussion, the purpose (action or information), a description for the group to help them understand the issue/item, and you can also add supporting files. Once complete, select the 'Add' button to move this to the agenda.



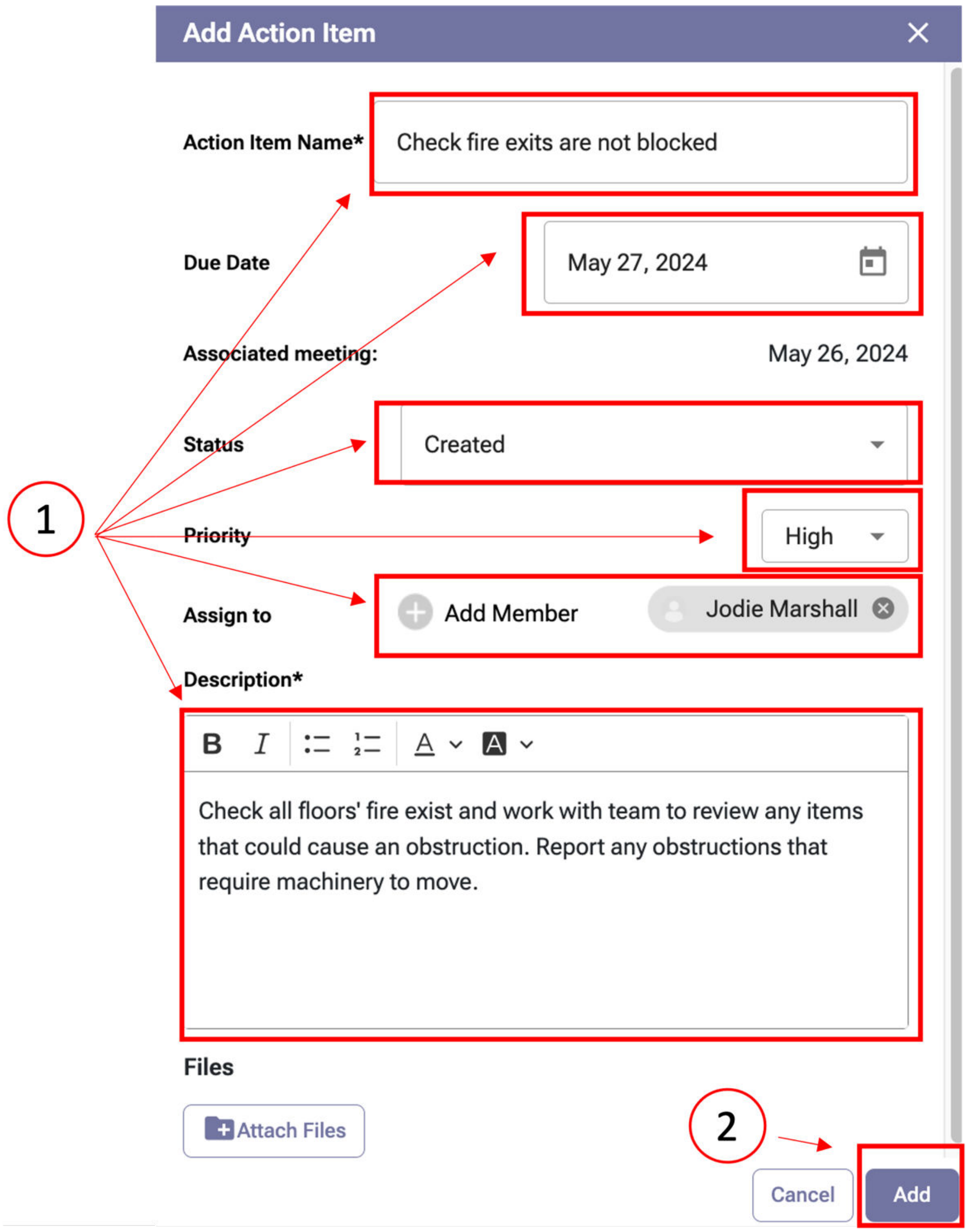
1.2.11 To add supporting documents to agenda items, click the file icon (labelled number 1 in the below screenshot - 'Attach Files'). To add action items related to an agenda item, click '+ Add Action Item' (labelled number 2 in the screenshot).

Note

- Please only click the 'Complete' button (labelled number 3 in the screenshot) when the committee decides the agenda item does not need further discussion and the goal is complete. All the changes will be saved automatically.



1.2.12 When you click 'Add Action Item' to an agenda item, a pop-up box will appear for you to enter the details (see the 'Add Action Item' screenshot below).

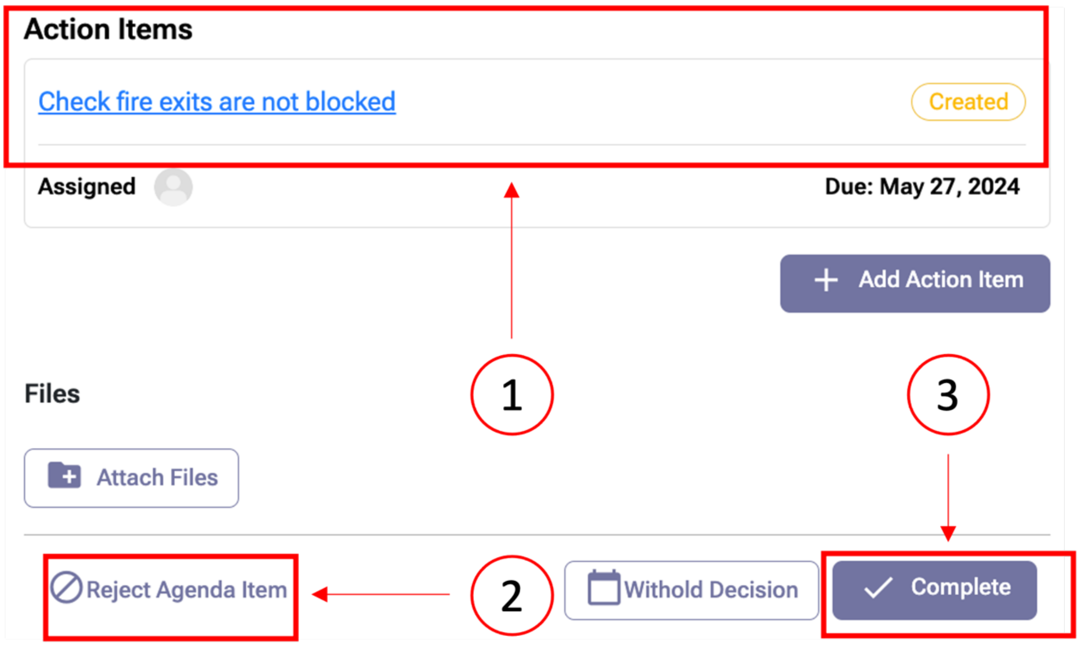


1.2.13 Once the action item has been created, it will appear in the 'Action Items' section. It will be underlined and hyperlinked (as shown in the below screenshot, number 1). If you need to edit the action item, click the hyperlink and modify it as required.

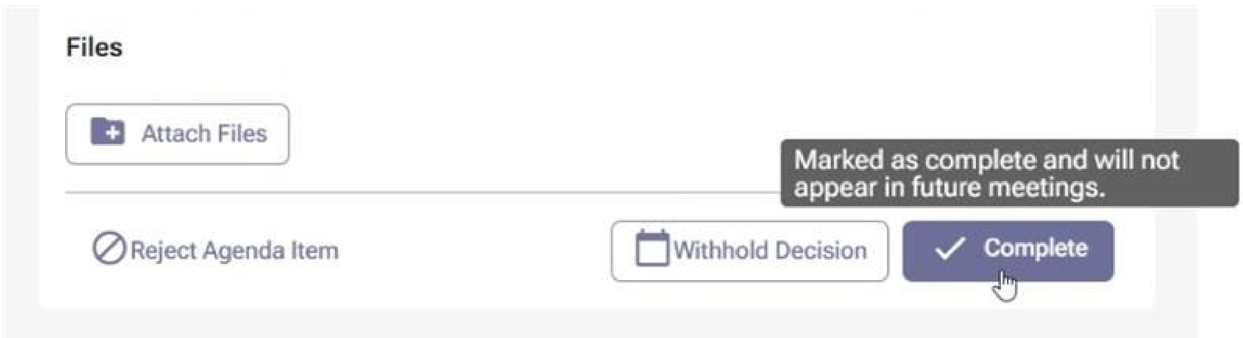
1.2.14 After adding the action items, you can make any decision on the agenda item or move to the next agenda item; the changes will automatically be saved.

Note

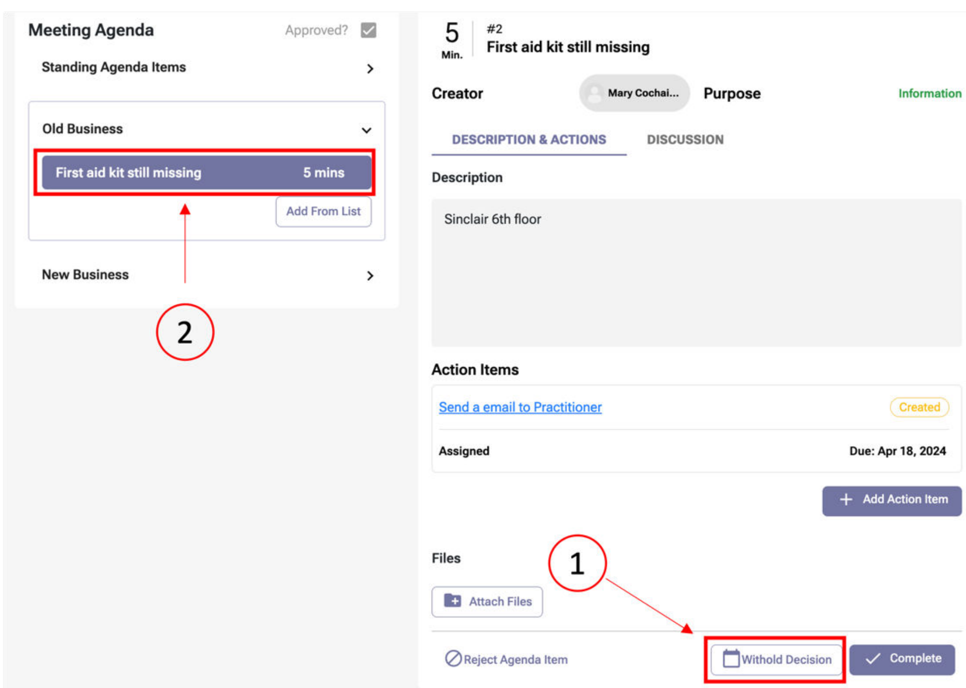
- An agenda item can be completed (number 3 in the screenshot) or rejected (number 2 in the screenshot). However, all its action items need to have a cancelled or completed status. In the special meeting, if the committee does not decide during the meeting, they can click the 'Withhold Decision' button, and you can manually add it to the regular meeting. After you add it, it will appear in the old business section on the draft agenda page.



- A hover-over text for each button—Reject, Withhold, and Complete—displays the corresponding actions, enhancing the clarity on their functionality (see screenshots below).



1.2.15 If the agenda item does not get discussed or the committee has not decided by the end of the meeting, select the option 'Withhold Decision' (see number 1 in the below screenshot). You can manually add it to the regular meeting. After you add it, it will appear in the next meeting agenda as an old business section on the draft agenda page (see number 2 in the screenshot).



1.3 Adjourning the Meeting

Adjourning a meeting in the OHS Resource Centre sends a notification about the draft meeting minutes specifying it as a special meeting. After adjourning, the meeting enters the finalized phase. The draft minutes of the meeting are generated, showing attendance, subjects discussed, and actions taken. These attendance and discussion notes are then reviewed, edited if necessary, and published. Any special meeting adjourned will be displayed in the system's past meeting series table, ensuring all details are documented and accessible whether the quorum is met or not.

Note

- If not manually adjourned, the meeting will be automatically adjourned by the system 24 hours after it starts.

Applies to:

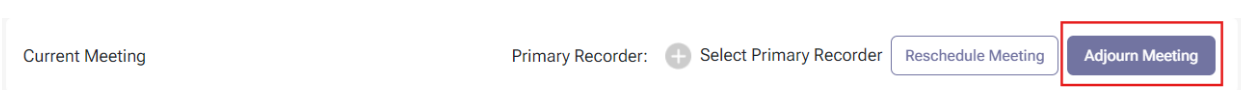
- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)
- Committee Members with meeting recorder privileges.

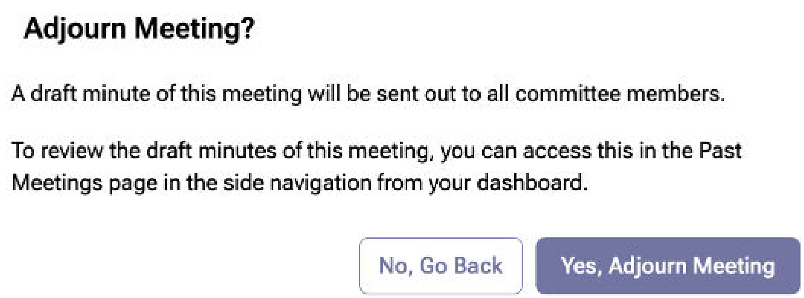
1.3.1 To adjourn the meeting, navigate to the top right side of the screen. When you select the ‘Adjourn Meeting’ button, a pop-up box asks you to verify the request (see screenshot).

Note

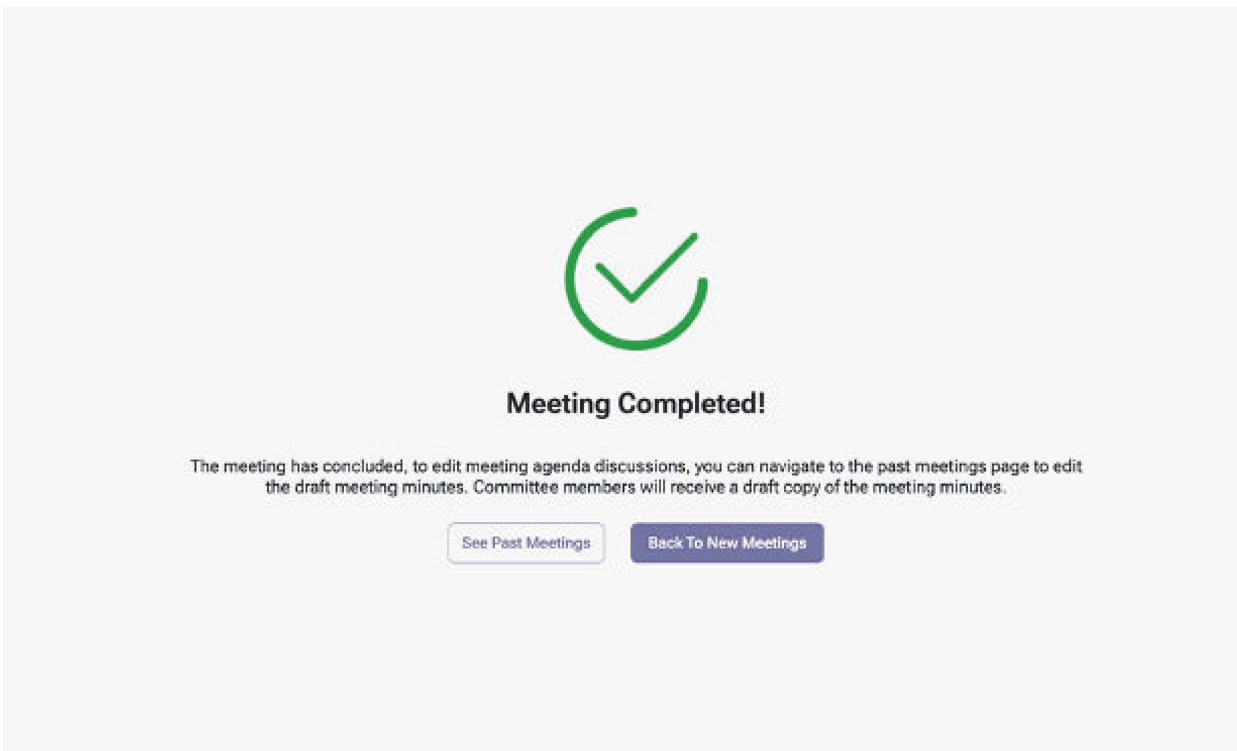
- The Primary Recorder must be selected before adjourning the meeting. If the Primary Recorder has not been selected, a pop-up message will appear, prompting confirmation before proceeding with adjournment.

- If the recorder forgets to adjourn the meeting, the Primary Recorder field in the draft minutes will remain blank. However, it must be added later in the "Edit Minutes" screen before publishing the minutes.

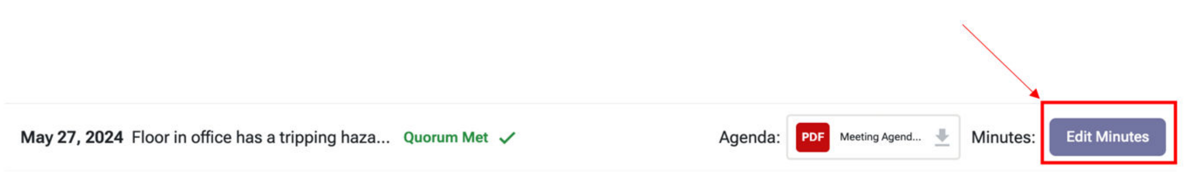




1.3.2 Once you have selected the 'Yes, Adjourn Meeting' button, the 'Meeting Completed' screen will pop up.



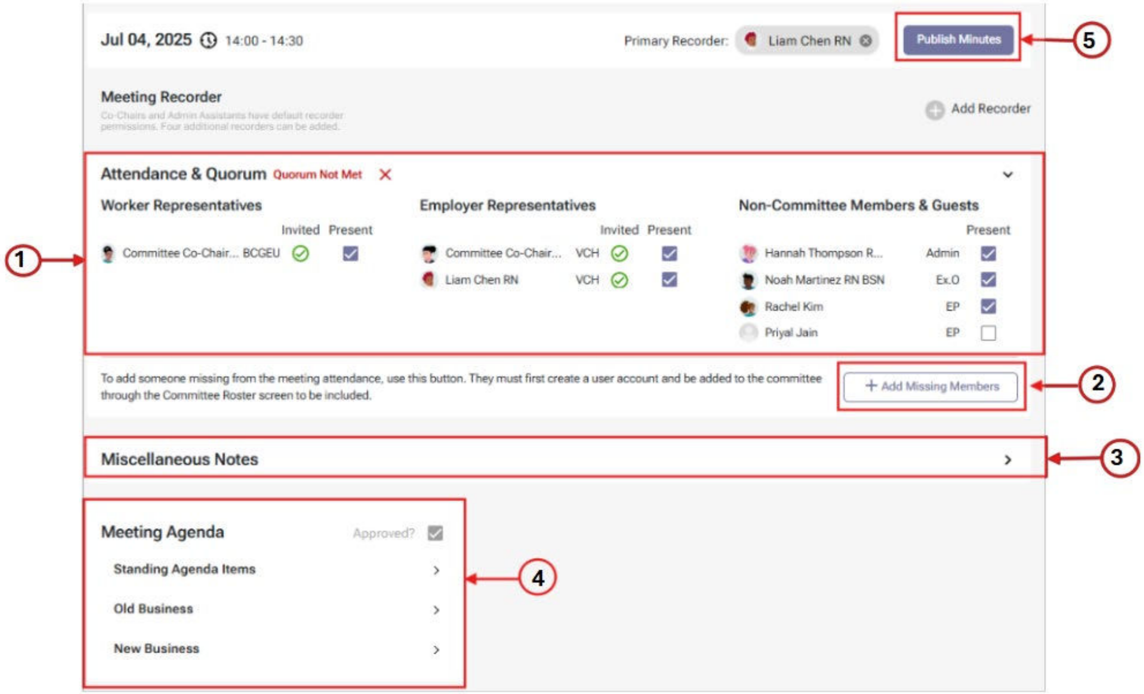
1.3.3 You will then be back at the meeting list, where you can select 'Edit Minutes' for your meeting prior to the minutes being published, should you need to.



1.3.4 After selecting 'Edit Minutes,' you will open the meeting minutes page, to validate that all the details were accurately recorded. Review the items in the agenda by opening the drop-down tabs (see number 4 in the screenshot below) and attendance (see number 1 and 2 in the screenshot below). When the meeting minutes have been validated, select the 'Publish Minutes' button (see number 5 in the screenshot below). Before selecting the Publish button, you can add or edit the Primary Recorder. If the Primary Recorder is not added before adjourning the meeting, it must be added prior to publishing; otherwise, the system will not allow the meeting minutes to be published. Once the minutes are published, all committee members will automatically receive a copy of the meeting minutes.

Note

- Before publishing the minutes, the following edits can be made on the Edit Minutes screen:
  - ✓ Update attendance of current members or add new committee member who was added to the roster after the meeting was adjourned. This can be done from the 'Edit Minutes' screen.
  - ✓ The Miscellaneous field (see number 3 in screenshot below) can be used to record the names of any guests who attended the meeting or capture relevant contextual information that does not fit into any other structured fields.
  - ✓ Attach or remove files and modify the discussion field (see number 3 in screenshot below).
  - ✓ Update the name, due date, status, assignee, description, and associated files for Action Items.



2. Rescheduling Meetings

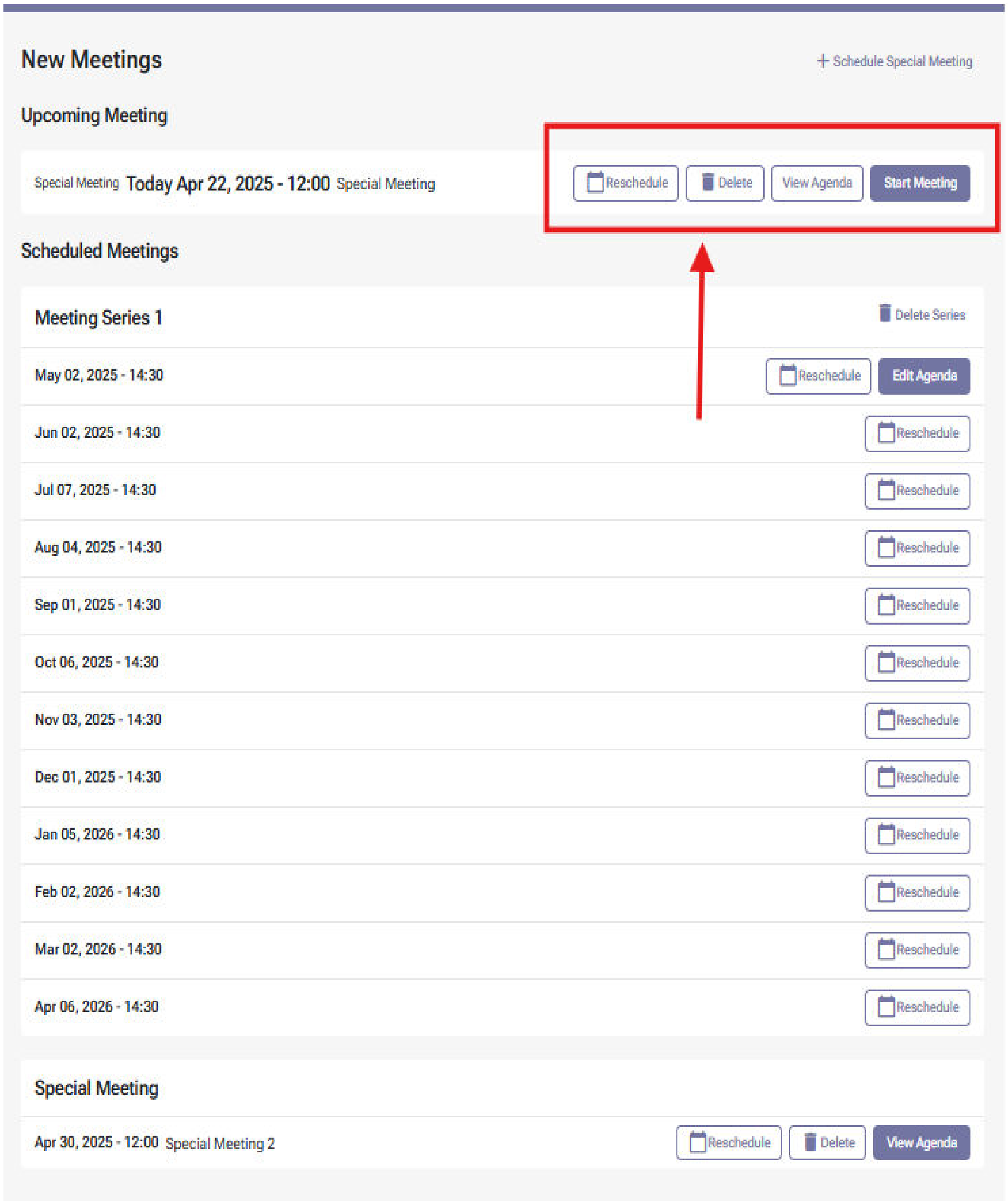
Rescheduling a meeting in the OHS Resource Centre allows you to change the date and time of a finalized meeting (a finalized meeting means the agenda and details are confirmed and set). All changes are documented, including the reason for rescheduling, and the updated details are communicated to participants outside of the platform. In the future, the system will provide automatic updates when a meeting is rescheduled. For now, notifications must be sent manually. The meeting remains in the finalized phase, ensuring transparency and consistency.

2.1 Rescheduling Meetings

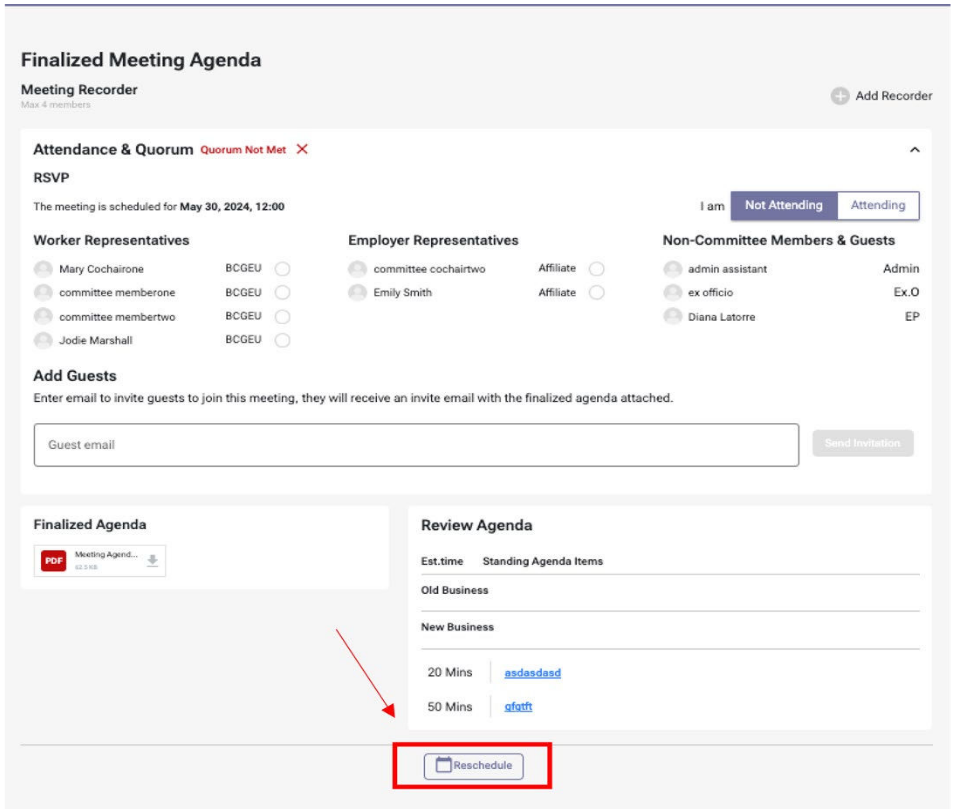
Applies to:

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

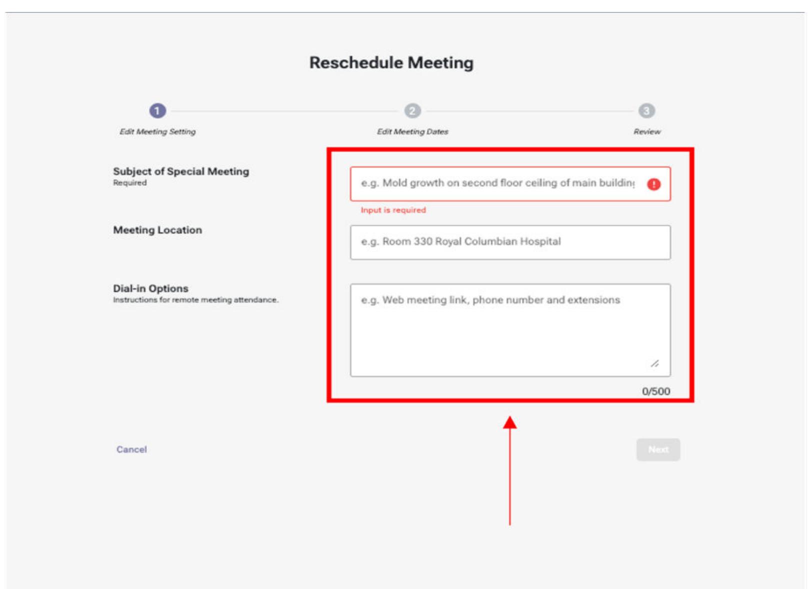
2.1.1 To start with the rescheduling process, select the ‘Reschedule’ button on the ‘New Meetings’ page. Refer to the screenshot below. The ‘Reschedule’ button will be available after you finish scheduling the special meeting.



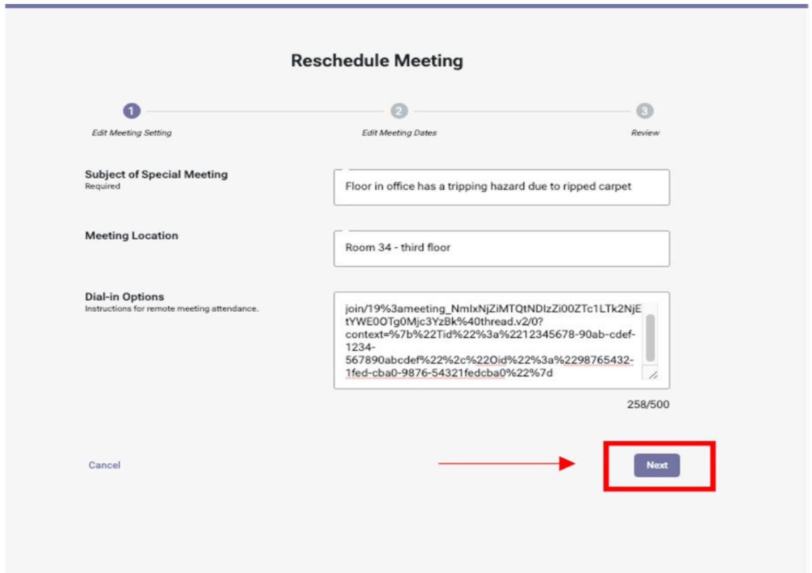
2.1.2 You can also reschedule a meeting by clicking on the ‘View Agenda’ button (see screenshot above). Then, on the ‘Finalized Meeting Agenda’ screen, you can find a reschedule button at the bottom (see screenshot below).



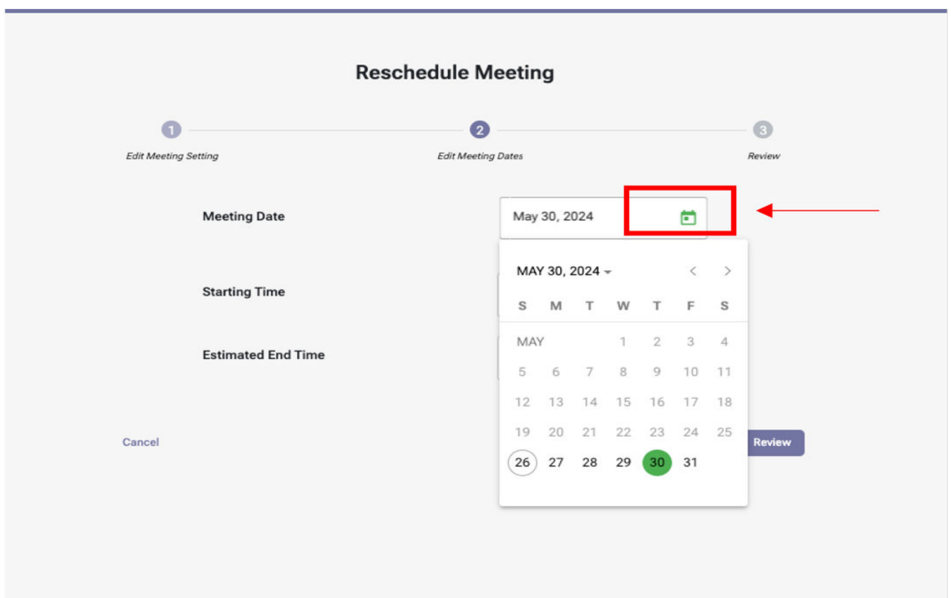
2.1.3 When you select ‘Reschedule,’ you will open the ‘Reschedule Meeting’ form where you can add the subject, location, and dial-in options in the ‘Edit Meeting Settings’ section.

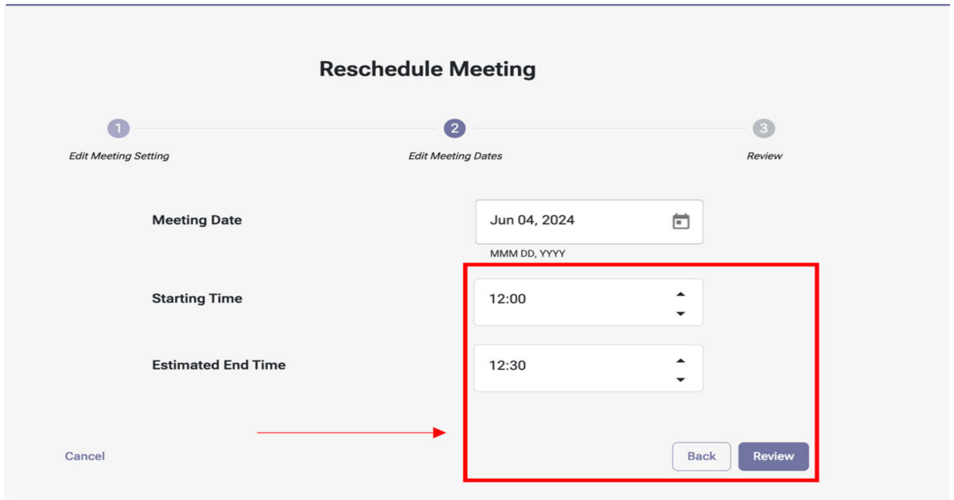


2.1.4 Complete the ‘Edit Meeting Setting’ section with your meeting information, as per the screenshot below, then select ‘Next.’

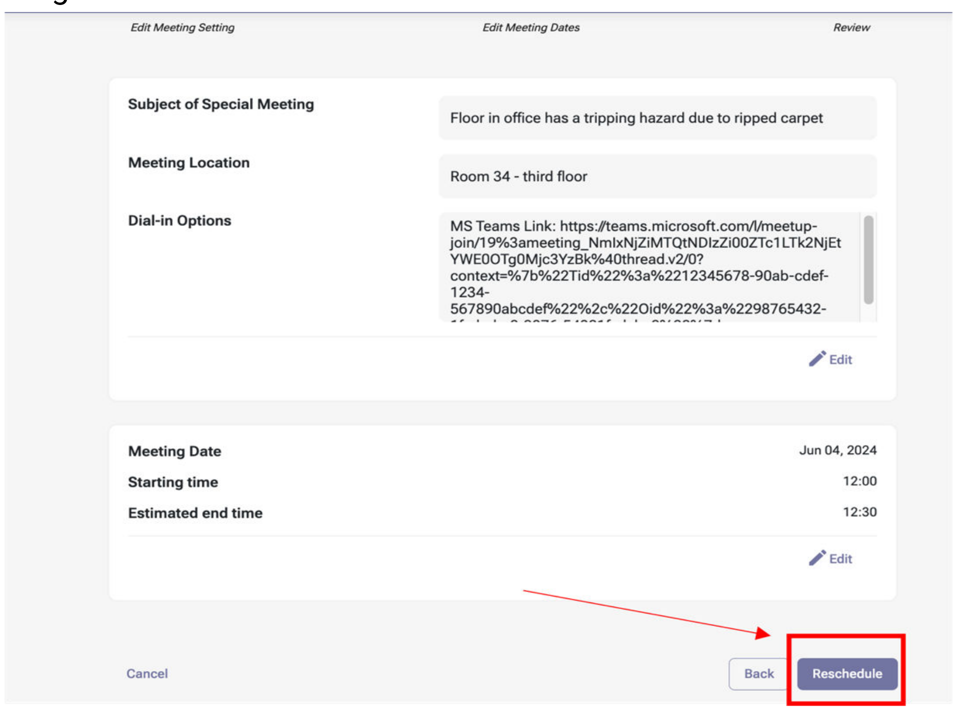


2.1.5 The next screen you will be taken to is the ‘Edit Meeting Dates’ form. Here, you will input your new meeting date (first following screenshot), followed by the start and end times (second screenshot). Once this information is inputted, select the ‘Review’ button.

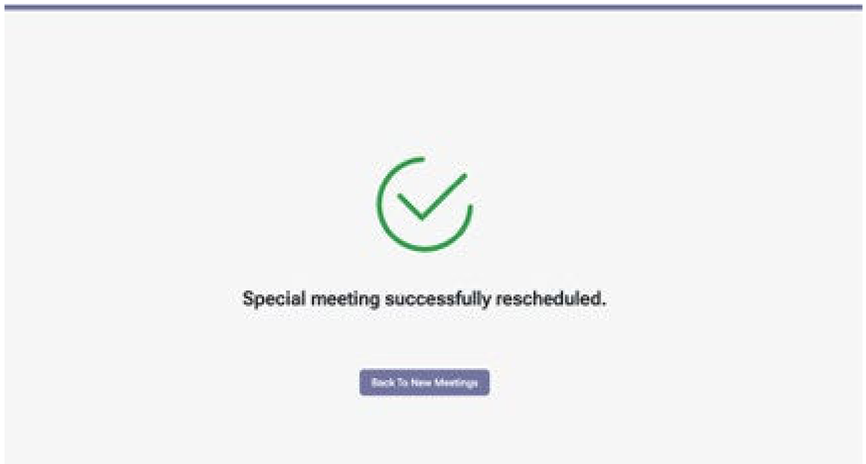




2.1.6 Once you have selected 'Review,' you will move to the 'Review' form. Here, you can ensure all the details are accurately added and make any edits necessary by selecting 'Edit.'



2.1.7 After confirming your information, press the 'Reschedule' button, and a confirmation screen will appear, as shown below.



Note

- If it is the next scheduled meeting, you will find your rescheduled meeting date and time at the top of the meeting list. Otherwise, it will appear at the bottom of the page. It will remain in the finalized phase.

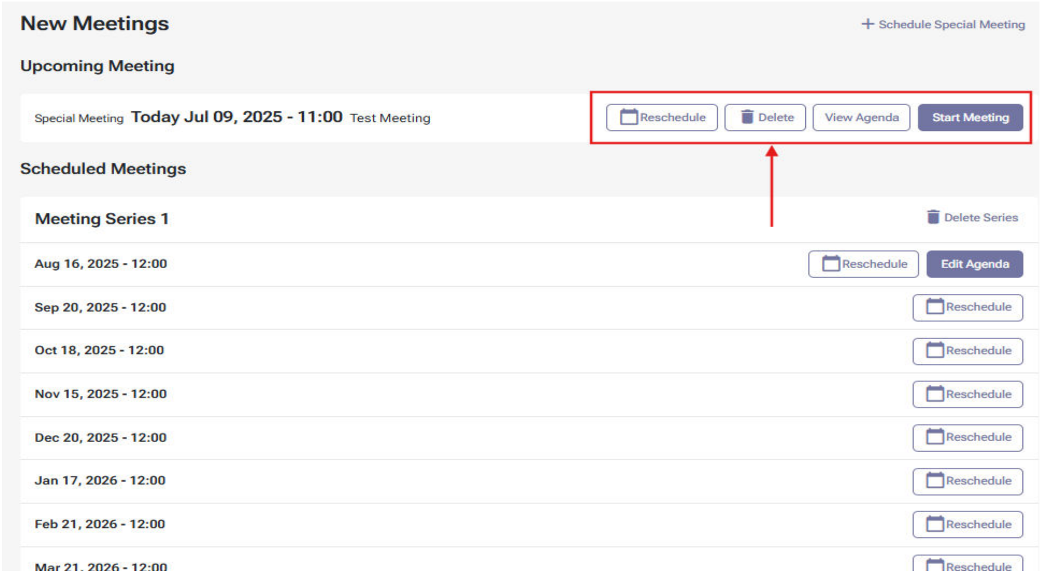
3. Deleting a Special Meeting

3.1 Deleting a Meeting

Applies to:

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

3.1.1 Select the ‘Delete’ button on the ‘New Meetings’ page. Refer to the screenshot below. The ‘Delete’ button will be available after you finish scheduling the special meeting.



3.1.2 A pop-up window will appear. If you confirm the deletion, click the 'Delete' button to remove the meeting from the 'New Meetings' page