



Internal Reports and Metrics for JOHS Committee Members

2025 - VERSION 1.0

SWITCH BC

Contents

About the Occupational Health and Safety (OHS) Resource Centre2

About SWITCH BC.....2

Additional Manuals and Resources2

1. Introduction.....3

1.1 Purpose.....3

1.2 How to Use KPIs and Reports.....3

2. My Committee - Overview.....4

2.1 Membership and Governance.....5

2.2 Committee Roster.....5

2.3 Committee Activity – Recurring Meetings Summary6

2.4 All Action Items.....13

2.5 My Actionable Items.....14

About the Occupational Health and Safety (OHS) Resource Centre

The Occupational Health and Safety (OHS) Resource Centre is an online platform for all health care Joint Occupational Health and Safety Committees (JOHSC) and leaders. It provides easy access to agendas, minutes, resources, and actions to improve and enhance a culture of safety throughout British Columbia (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 manage meeting schedules, meeting minutes, resources, and reports from the committees they belong to.

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

About SWITCH BC

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

Additional Manuals and Resources

Note

- The suggested and best viewing of the OHS Resource Centre is using a 1440 X 900 screen resolution at 100% zoom within your Chrome or Microsoft Edge web browser.

This manual was last updated July 11, 2025. If you have questions, or have found an error or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca.

1. Introduction

1.1 Purpose

'KPIs and Reports' is a collection of metrics, reports, and key performance indicators (KPIs) summarizing the effectiveness of JOHS committees with respect to regulatory compliance. As a committee member, you can view:

- Committee composition and vacancies.
- A summary view of the recurring meetings held in the last 12 months.
- Representational attendance over the last 12 months.
- The number of special meetings held in the past 12 months.
- How many action items are open or overdue.

You can also use 'KPIs and Reports' to report on any committee to which you belong.

1.2 How to Use KPIs and Reports

Once you have logged into the OHS Resource Centre as a committee member, click on the dashboard tab to access the 'KPIs and Reports' home page. There you will see the tiles and charts displaying the KPIs.

Note

- The information is separated into two overview tabs: 'My Actionable Items' and 'My Committee'. Here is the 'My Committee' view:

MY ACTIONABLE ITEMS ▼ MY COMMITTEE ▼

Membership and Governance

Regular Member Vacancies
6

Missing Co-Chairs
0

Committee Activity

Recurring Meetings Summary

| 2024 | | | | | | | 2025 | | | | |
|------|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|---------|
| Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
| | | | | | | | | | | | May 14* |

[Jan 01](#) Minutes Published, Quorum Met [Jan 01*](#) Minutes Published, Quorum not Met - Missed meeting

Jan 01 Minutes not Published, Quorum Met Jan 01* Minutes not Published, Quorum not Met


- This screenshot shows the information available in the 'My Committee' tab view.
- Click on a tile to see more detailed data behind the statistic.
- Red statistics indicate a KPI status that may need prompt attention.
- Links indicate that there are more details available.

- Use the back arrow at the top of the page, or the one in your browser, to return to a previous web page. Some pages will consist of tables.

Special Meetings in the Past 12 Months

Legend

Jan 01 Minutes Published, Quorum Met
 Jan 01 Minutes not Published, Quorum Met
 Jan 01* Minutes Published, Quorum not Met
 Jan 01* Minutes not Published, Quorum not Met

Export to CSV 

| Meeting Minutes | Subject of Special Meeting |
|-----------------|----------------------------|
| May 29, 2025* | Test Meeting |

The 'Export to CSV' button is useful if you would like to analyze certain data further. Clicking on this button generates excel files of the data.

2. My Committee - Overview

MY ACTIONABLE ITEMS ▾

MY COMMITTEE ▾

Membership and Governance

Regular Member
Vacancies

1

Missing Co-Chairs

1

Committee Activity

Recurring Meetings Summary

2024

2025

Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May

[Jun 17](#)

-

Dec 10*

Jan 09*

-

[Mar 11](#)

Apr 04*

-

[Jan 01](#) Minutes Published, Quorum Met

Jan 01 Minutes not Published, Quorum Met

[Jan 01*](#) Minutes Published, Quorum not Met

Jan 01* Minutes not Published, Quorum not Met

- Missed meeting

Representational Attendance in the Past 12 Months

100%

50%

Select 'My Committee' tab to see tiles displaying statistics about the roster and activity for a single committee. These tiles are grouped under two headings: 'Membership and Governance' and 'Committee Activity'.

The tiles in the 'Membership and Governance' section display the number of vacancies for those committee roles:

2.1 Membership and Governance

Membership and Governance



A red KPI, such as the one shown here on the regular members vacancies tile, indicates a vacancy of concern.

When you click on the 'Regular Member Vacancies' tile or the 'Missing Co-Chairs' tile, you will arrive at the committee roster:

2.2 Committee Roster

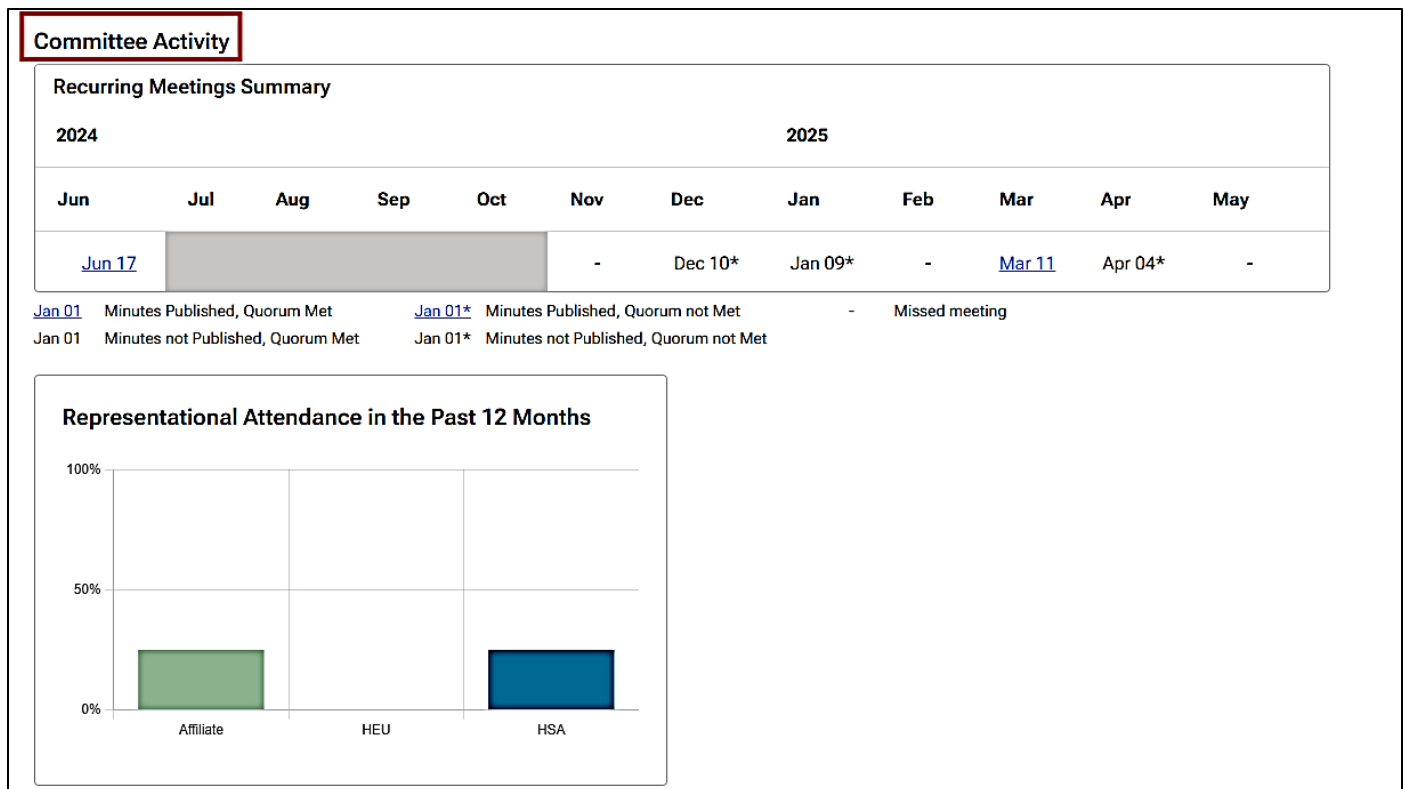
The screenshot displays the 'Committee Roster' interface. At the top, there are two rows of member cards. The first row shows 'BCNU 1/1' with a 'Co-Chair' role and 'Committee Co-Chair' title. The second row shows 'HSA 1/1' with a 'Regular Committee' role and 'Alternate Committee Member' title. Below these is a '+ Add Member' button. To the right, there are settings for 'Multiple Employer' (set to 'No'), 'Facility' (set to 'anything else'), and 'Next Annual Evaluation Date' (set to 'Apr 9, 2025'), with an 'Edit Settings' button. The main content area is divided into two panels. The left panel, titled 'Employer Representation', shows a 'Co-Chair' role with an 'Assign Member as Co-Chair' button, and an 'Affiliate 2/3' role with 'Regular Committee Member' and 'Regular JOHSC Member' options, plus an 'Add Member' button. The right panel, titled 'Quorum', lists 'Minimum # of attendees' (3), 'Minimum # of workers' (2), and 'Minimum # of employers' (1). Below this is a 'Representation Structure' table with two sections: 'Worker Representation' and 'Employer Representation'. The 'Worker Representation' table lists 'BCNU' (1), 'HEU' (1), and 'HSA' (1). The 'Employer Representation' table lists 'Affiliate' (3). Both tables have an 'Edit Settings' button at the bottom. At the bottom of the interface, there is a 'Non-Committee Members' section with two 'Ex-Officio' roles.

Vacancies are indicated on the left side, under 'Worker Representation' and/or 'Employer Representation'.

In this case we can see that only two of the three 'Employer Representation' positions are filled. The 'Quorum' information on the right-hand side of the page displays the tally of individuals needed at a meeting to obtain quorum.

2.3 Committee Activity – Recurring Meetings Summary

The 'Committee Activity' section displays a recurring meetings summary, representational attendance over the past 12 months, the number of special meetings held in the last 12 months, and open or overdue action items:



Recurring Meetings Summary

Committee Activity

Recurring Meetings Summary

2024

2025

| Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
|--|-----|-----|-----|---|-----|---------|---------|----------------|------------------------|---------|-----|
| Jun 17 | | | | | - | Dec 10* | Jan 09* | - | Mar 11 | Apr 04* | - |
| Jan 01 Minutes Published, Quorum Met | | | | Jan 01* Minutes Published, Quorum not Met | | | - | Missed meeting | | | |
| Jan 01 Minutes not Published, Quorum Met | | | | Jan 01* Minutes not Published, Quorum not Met | | | | | | | |

Hyperlinked text will bring you to the published meeting minutes.

An asterisk (*) beside a date indicates that quorum was not met at that meeting.

A dash (-) under a month indicates that the regular recurring meeting was not held.

Committee Activity – Representational Attendance

Committee Activity

Recurring Meetings Summary

2024

2025

| Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|--|-----|-----|-----|---|-----|-----|-----|---------|----------------|-----|---------|
| | | | | | | | | Nov 19* | Dec 17* | | Feb 28* |
| Jan 01 Minutes Published, Quorum Met | | | | Jan 01* Minutes Published, Quorum not Met | | | | - | Missed meeting | | |
| Jan 01 Minutes not Published, Quorum Met | | | | Jan 01* Minutes not Published, Quorum not Met | | | | | | | |

Representational Attendance in the Past 12 Months

| Organization | Attendance (%) |
|--------------|----------------|
| BCGEU | 0% |
| BCNU | 0% |
| FHA | 0% |
| HEU | 0% |

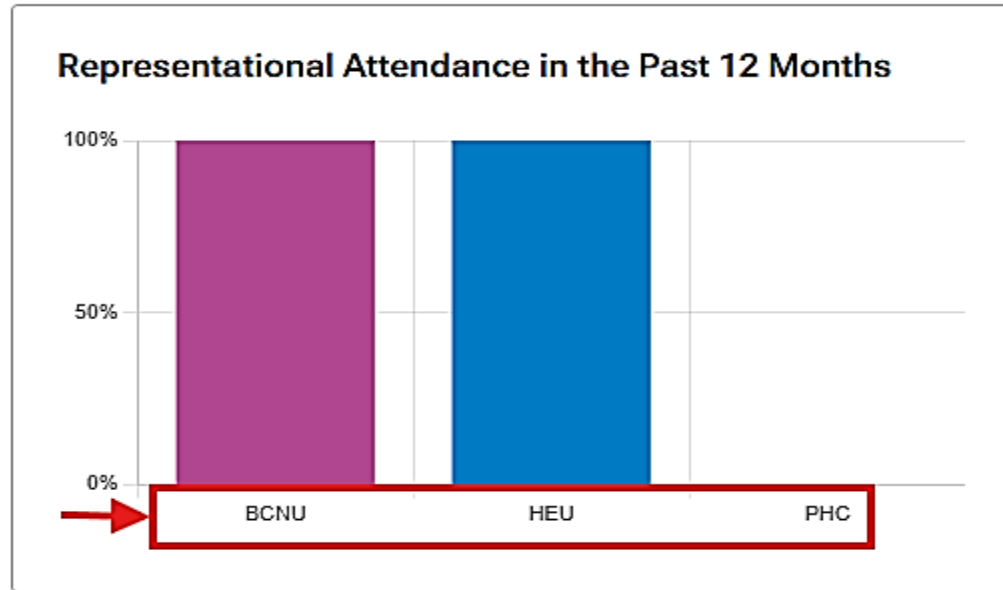
Special Meetings in the Past 12 Months

10

All Action Items

| Status | Count |
|-------------------------|-------|
| Open | 1 |
| Overdue | 0 |

Representational Attendance



The 'Representational Attendance' tile displays attendance by worker or employer representee affiliation.

Click on the 'Representational Attendance in the Past 12 Months' tile for a month-by-month breakdown of attendance:

Recurring Meetings Summary

Recurring Meetings Summary

Legend

Y

Present

Jan 01

Minutes Published, Quorum Met

N

Absent (member)

Jan 01

Minutes not Published, Quorum Met

Member is not assigned to this committee

Jan 01*

Minutes Published, Quorum not Met

Jan 01*

Minutes not Published, Quorum not Met

-

Missed meeting

Note: Non-Committee members do not count toward quorum.

Expand All

Export to CSV

Attendance Chart & Minutes

| | 2024 | | | | | | 2025 | | | | | |
|------------|---------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
| | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
| > for Demo | | | | | | | | | | | | |
| Minutes | May 14* | | | | | | | | | | | |

The 'Recurring Meetings Summary' view provides a legend for the attendance chart and minutes. Dates with links provide access to meeting minutes.

SWITCH BC

9

Click on the arrow beside the committee name to view member attendance for your committee meetings, including affiliates, employer representatives, union representatives, and non-committee members:


Attendance Chart and Minutes

| Attendance Chart & Minutes | | | | | | | | | | | | |
|-------------------------------------|------------------------|-----|-----|-----|-----|------|---------|---------|-----|------------------------|---------|-----|
| | 2024 | | | | | 2025 | | | | | | |
| | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
| ▼ Fake email JOHSC | | | | | | | | | | | | |
| Minutes | Jun 17 | | | | | - | Dec 10* | Jan 09* | - | Mar 11 | Apr 04* | - |
| > Affiliate | Y | | | | | N | N | N | N | Y | N | N |
| BCNU | N | | | | | N | N | N | N | N | N | N |
| > Excluded/Non-Union | N | | | | | N | N | N | N | Y | N | N |
| ▼ HEU | N | | | | | N | N | N | N | N | N | N |
| <div>Committee Member</div> Regular | N | | | | | N | N | | | | | |
| > HSA | Y | | | | | N | N | N | N | Y | N | N |
| > Non-Committee Members | | | | | | | | | | | | |

The legend in the previous view applies to this expanded version of the attendance chart.

Click on the link on a committee member’s name to view the user information profile of that member, including contact details:

User Information



Committee Member

USER INFORMATION

Personal Information

Full Name: Committee Member

Telephone:

Email: committeemember1@switchbc.ca

Fake email JOHSC

Affiliate

Role: Regular Member

Employer/Affiliation: HSA

Start date: May 02, 2024

Geralds place

Affiliate

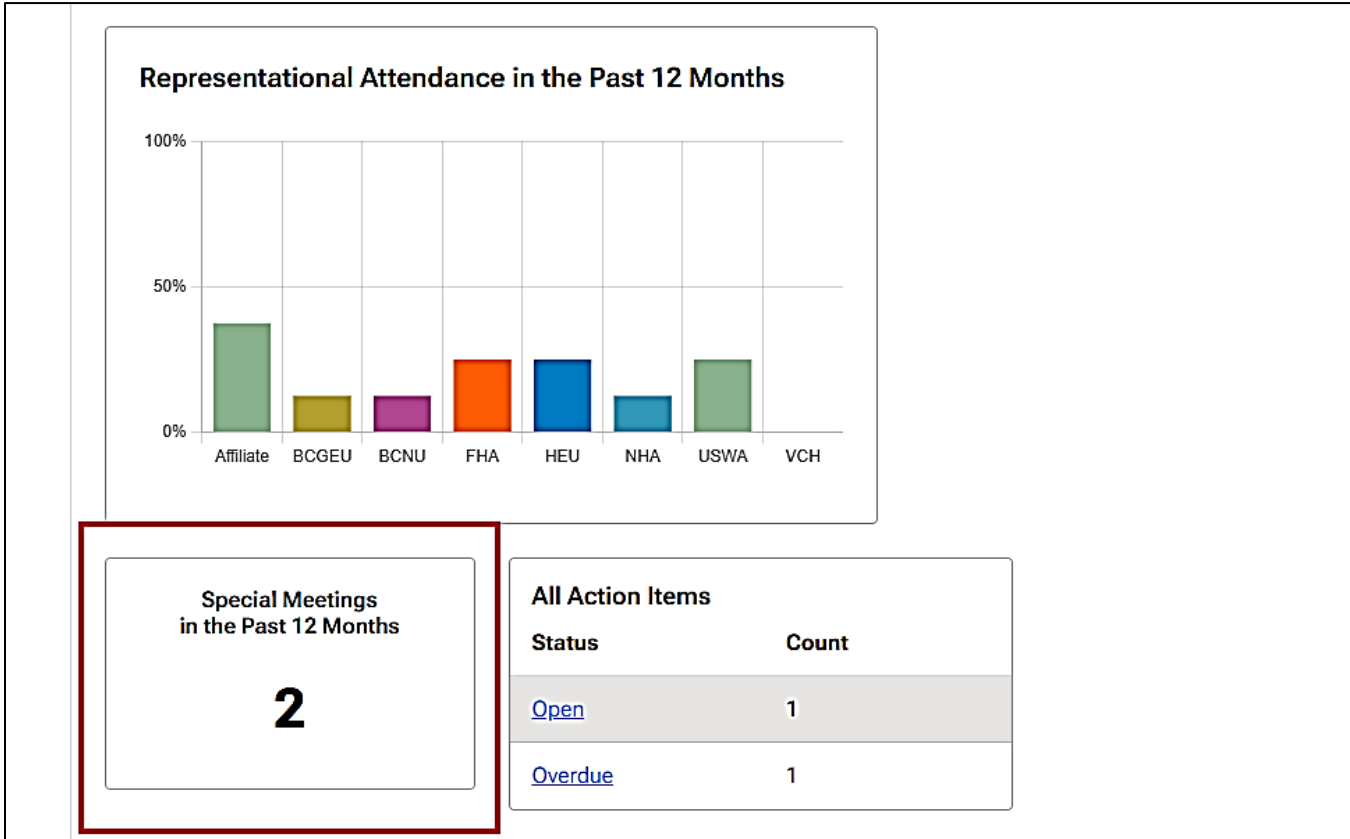
Role: Employer Co-Chair

Employer/Affiliation: Affiliate

Start date: Sep 17, 2024

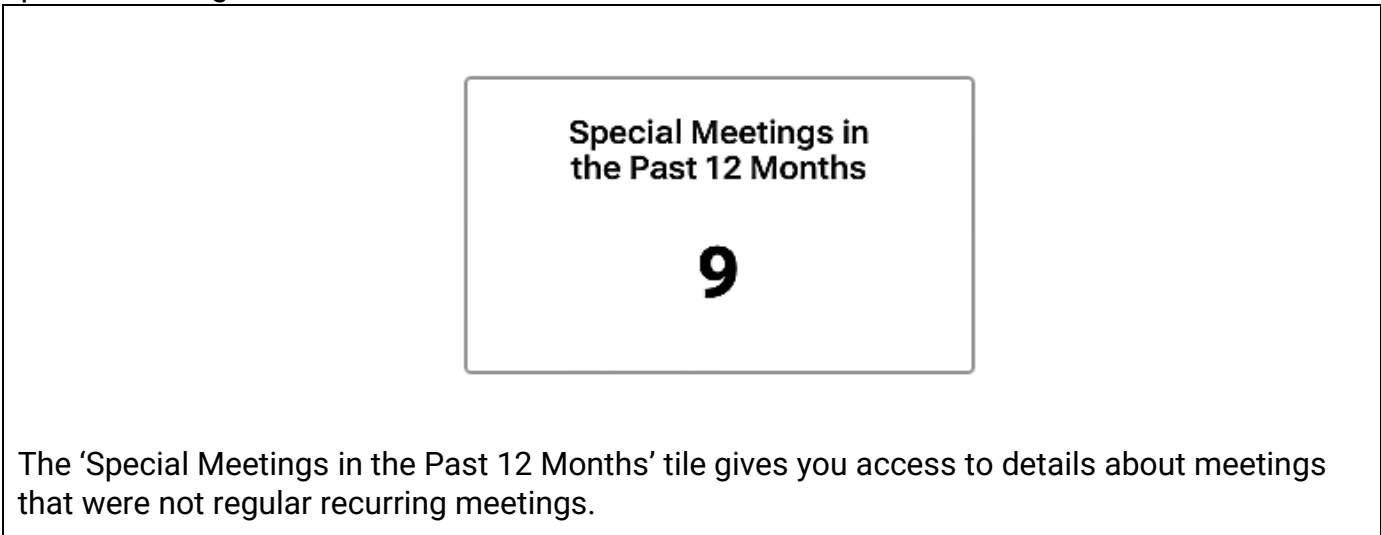
In the ‘User Information’ view, the committee member’s full name and contact information are provided, along with information about all the committees to which the member belongs.

Committee Activity – Special Meetings



The “Committee Activity” section of ‘My Committees’ overview page includes a tile for special meetings:

Special Meetings



Click on the ‘Special Meetings in the Past 12 Months’ tile to learn more about these special meetings:

Special Meetings and Access to Minutes

Special Meetings in the Past 12 Months

Legend

[Jan 01](#) Minutes Published, Quorum Met

[Jan 01](#) Minutes not Published, Quorum Met

[Jan 01*](#) Minutes Published, Quorum not Met

[Jan 01*](#) Minutes not Published, Quorum not Met

[Export to CSV](#)

| Meeting Minutes | Subject of Special Meeting |
|-------------------------------|----------------------------|
| Mar 13, 2025* | Test |
| Mar 12, 2025 | Mold Growth in 4th Floor |
| Mar 12, 2025* | Test |
| Dec 04, 2024* | Test Meeting |

As the legend illustrates, links on meeting dates in the table allow you to download a copy of the minutes for that meeting.

Committee Activity – All Action Items

Committee Activity

Recurring Meetings Summary

| 2024 | | | | | | | | | | 2025 | |
|------|-----|-----|-----|-----|-----|-----|-----|-------------------------|-------------------------|------|-------------------------|
| Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
| | | | | | | | | Nov 19* | Dec 17* | | Feb 28* |

[Jan 01](#) Minutes Published, Quorum Met

[Jan 01](#) Minutes not Published, Quorum Met

[Jan 01*](#) Minutes Published, Quorum not Met

[Jan 01*](#) Minutes not Published, Quorum not Met

- Missed meeting

Representational Attendance in the Past 12 Months

| Group | Attendance |
|-------|------------|
| BCGEU | 0% |
| BCNU | 0% |
| FHA | 0% |
| HEU | 0% |

Special Meetings in the Past 12 Months

10

All Action Items

| Status | Count |
|-------------------------|-------|
| Open | 1 |
| Overdue | 0 |

2.4 All Action Items

On the 'My Committees' overview page, the 'All Action Items' tile provides direct links to open action items and overdue ones:

| All Action Items | |
|-------------------------|-------|
| Status | Count |
| Open | 1 |
| Overdue | 0 |


In this case there is one action item currently open, and none overdue.


Click 'Open' to view details about the action item.


Open Action Items

Open Action Items

Filters

Enter Due Date Range 
MMM DD, YYYY - MMM DD, YYYY

Priority 

Export to CSV 

| Action Item Name | Assigned To | Date Created | Due Date | Priority | Status |
|---------------------------------|-------------|--------------|--------------|----------|-----------------------|
| parking lot ice | - | Sep 17, 2024 | Sep 24, 2024 | Medium | Assigned |

Items per page:

10

 1 – 1 of 1

|<

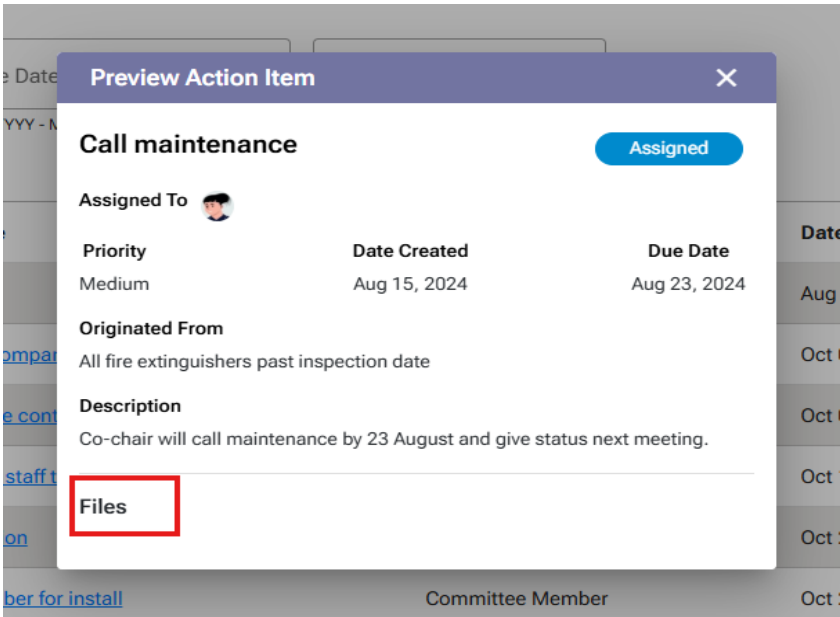
<

>

>|

Open action items (and overdue action items) can be filtered by date range and/or by the priority assigned to them.

Click on a linked 'Action Item Name' to view more details about it:

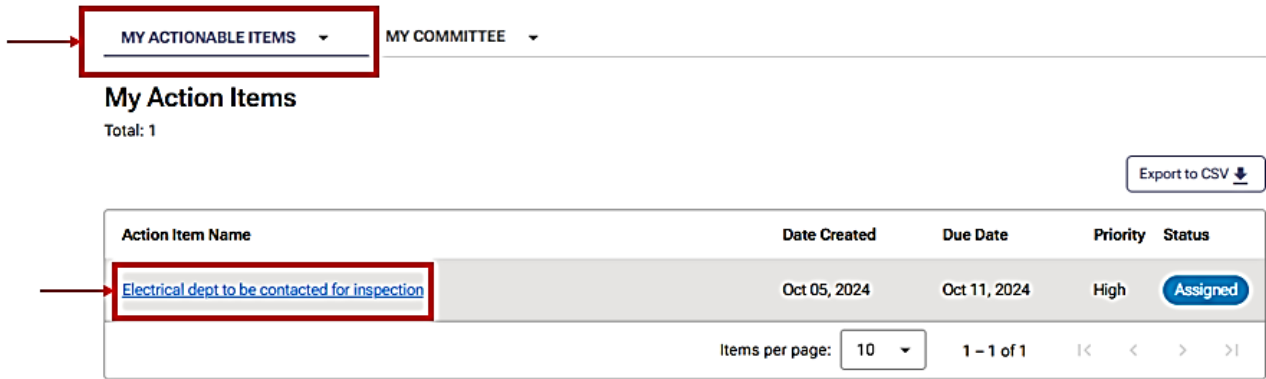


When you click on a linked action item name, the 'Preview Action Item' pop-up box appears. it displays more details about the action item, including any files associated with the task.

2.5 My Actionable Items

After logging in to the OHS Resource Centre as a committee member, click on the dashboard tab to reach KPI and Reports. click on the 'My Actionable Items' tab to view action items assigned to you:

My Action Items



My action items table is a list of each action item assigned to you, with the priority and due date for each one.

Click on a linked 'Action Item Name' to view more details about it:

MY ACTIONABLE ITEMS

MY COMMITTEE

My Action Items

total: 2

| Action Item Name | Created | Due Date |
|---|---------|--------------|
| Call maintenance | 2024 | Aug 23, 2024 |
| Manager to review staff | 2024 | Oct 17, 2024 |

Preview Action Item

Call maintenance

Assigned

Assigned To

Priority

Date Created

Due Date

Medium

Aug 15, 2024

Aug 23, 2024

Originated From

Description

Files

All fire extinguishers past inspection date

Co-chair will call maintenance by 23 August and give status next meeting.

When you click on a linked action item name, the 'Preview Action Item' pop-up box appears. it displays more details about the action item, including any files associated with the task.



© SWITCH BC. All Rights Reserved.

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