OHS | RESOURCE CENTRE

Internal Reports and Metrics for OHS Practitioners

2025 - VERSION 1.0

SWITCH BC

SWITCH BC

Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare

Contents

About the Occupational Health and Safety (OHS) Resource Centre 3
About SWITCH BC 3
Additional Manuals and Resources 3
1. Introduction 4
1.1 Purpose 4
1.2 How to Use KPIs and Reports 4
2. JOHSC Composition Overview 6
2.1 Committees 6
2.2 Members 7
2.3 Regular Member Vacancies 8
2.4 Missing Co-Chairs 9
3. JOHSC Activities Overview 11
3.1 Scheduled Meetings 12
3.2 Recurring Meetings in the Past 12 Months 14
3.3 Monthly Meeting Performance 17
3.4 Special Meetings in the Past 12 Months 20
3.5 Other Meetings Statistics 22
3.6 All Action Items 24

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

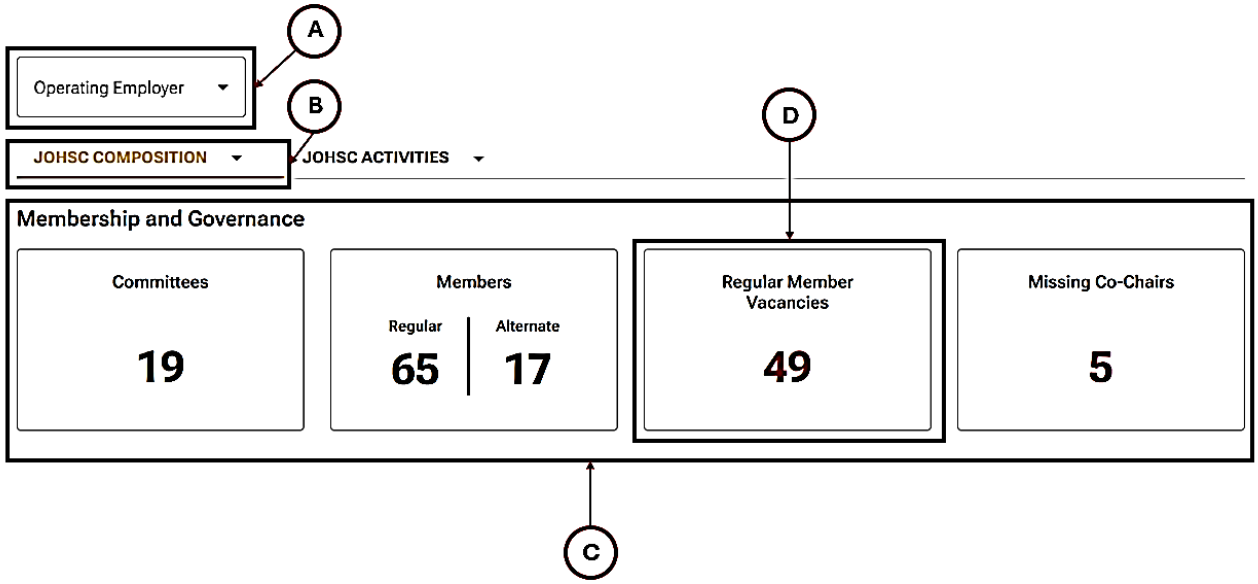
The 'KPIs and Reports' dashboard provides a collection of reports, metrics, and key performance indicators (KPIs) summarizing the effectiveness of JOHS committees in relation to regulatory compliance. The dashboard allows you to view key data, including:

- Committee composition and vacancies.
- The number and type of meetings scheduled in the next 30 days.
- The number of missed meetings.
- How often quorum is met/not met.
- A drill-through report on each participant's attendance status.
- The number of long-running agenda items.
- How many action items are open or overdue.

You can also use 'KPIs and Reports' to report on a specific range of employers operating and/or committees.

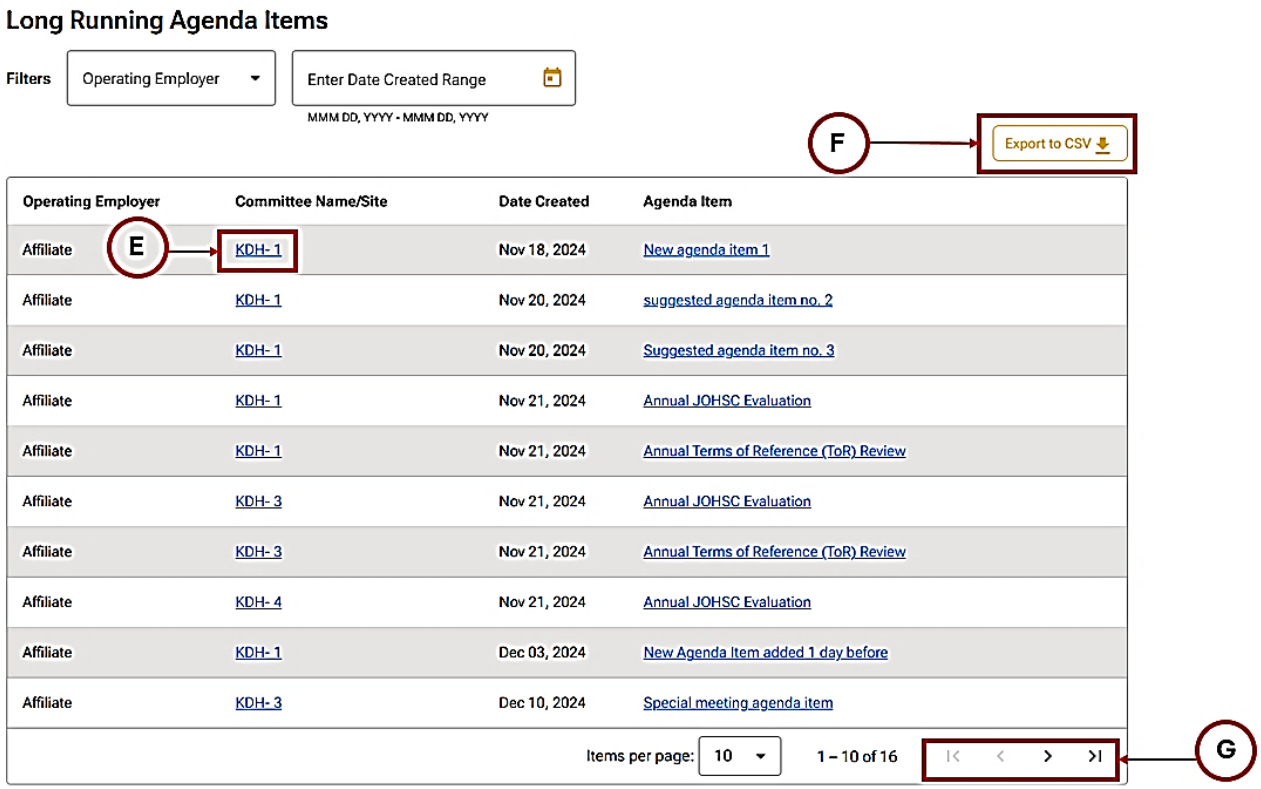
1.2 How to Use KPIs and Reports

Once you have logged in to the OHS Resource Centre as a practitioner, click on the dashboard tab to access the 'KPIs and Reports' home page. There you will see the tiles and charts displaying KPIs. The dashboard is organized into two tabs: 'JOHSC Composition' and 'JOHSC activities'. Here is the 'JOHSC Composition' view:



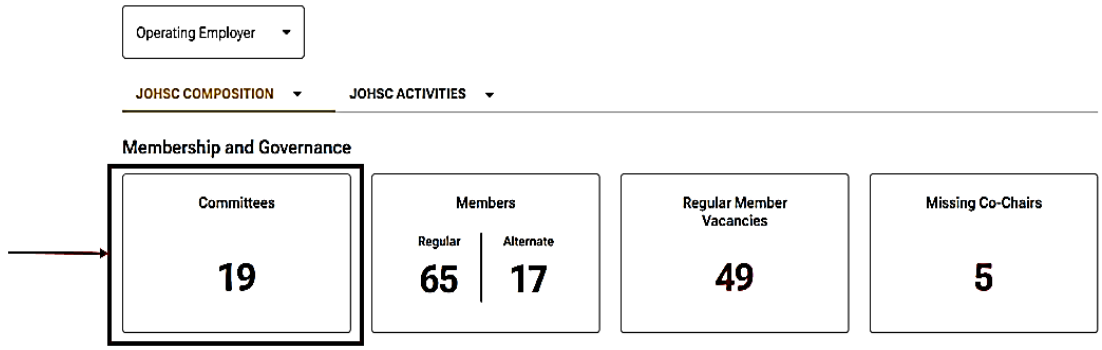
- Use filter (A) to specify the set of information you need.
- Click on tab (B) to see KPIs in that category.
- Click on the tile (C) to view detailed data behind the statistics.
- Red statistics (D) indicate a KPI of concern.

Some pages will consist of tables:



- A link (E) indicates you can click on it to learn more details.
- The 'Export to CSV' button (F) is useful if you would like to analyze certain data further. Clicking on this button generates Excel files of the data.
- Arrows at the bottom of the table (G) allow you to move between multiple pages of data.
- Use the back arrow on your browser to return to a previous page.

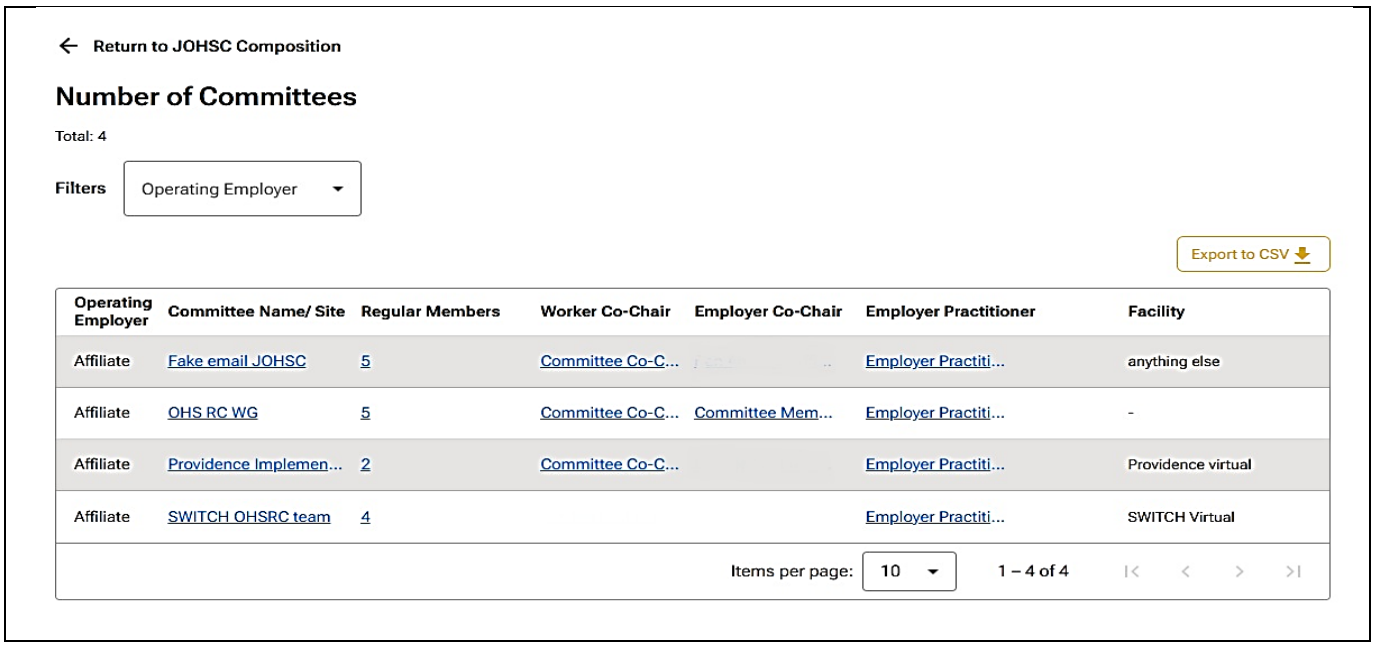
2. JOHSC Composition Overview



There are two views of 'KPIs and Reports': one for Employer Practitioners and Union Practitioners and the other for Committee Members (Regular Members, Alternates, and Co-Chairs). Log in to the OHS Resource Centre as a Practitioner, and then click on the 'Dashboard' tab to reach 'KPI and Reports'. Select the 'JOHSC Composition' tab to see the 'Membership and Governance' tiles, which display statistics about committees and their rosters.

From the 'JOHSC Composition' overview page, click on the 'Committees' tile to view details about individual committees:

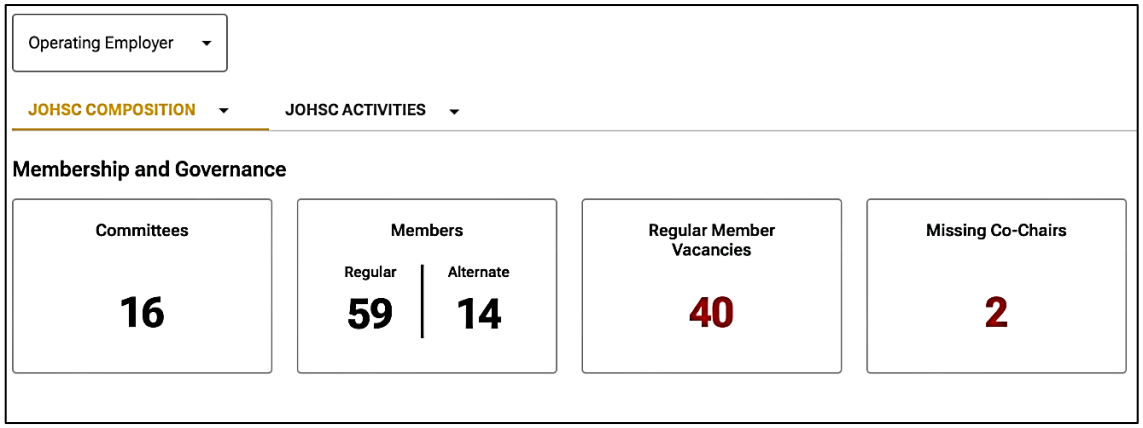
2.1 Committees



Operating Employer	Committee Name/ Site	Regular Members	Worker Co-Chair	Employer Co-Chair	Employer Practitioner	Facility
Affiliate	Fake email JOHSC	5	Committee Co-C...		Employer Practiti...	anything else
Affiliate	OHS RC WG	5	Committee Co-C...	Committee Mem...	Employer Practiti...	-
Affiliate	Providence Implemen...	2	Committee Co-C...		Employer Practiti...	Providence virtual
Affiliate	SWITCH OHSRC team	4			Employer Practiti...	SWITCH Virtual

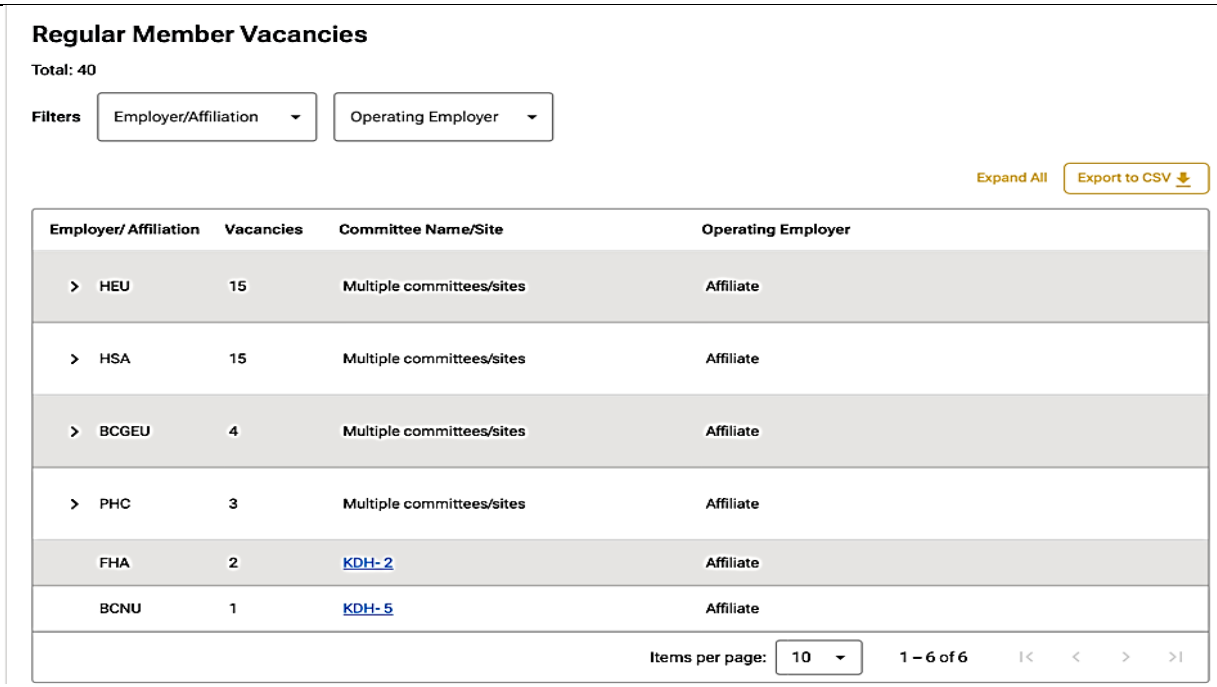
The table displays all the committees with which you are associated. You can filter the data by the operating employer as needed.
Linked items in the 'Committees' view let you access profiles of committees and/or their members.

JOHSC Composition Overview



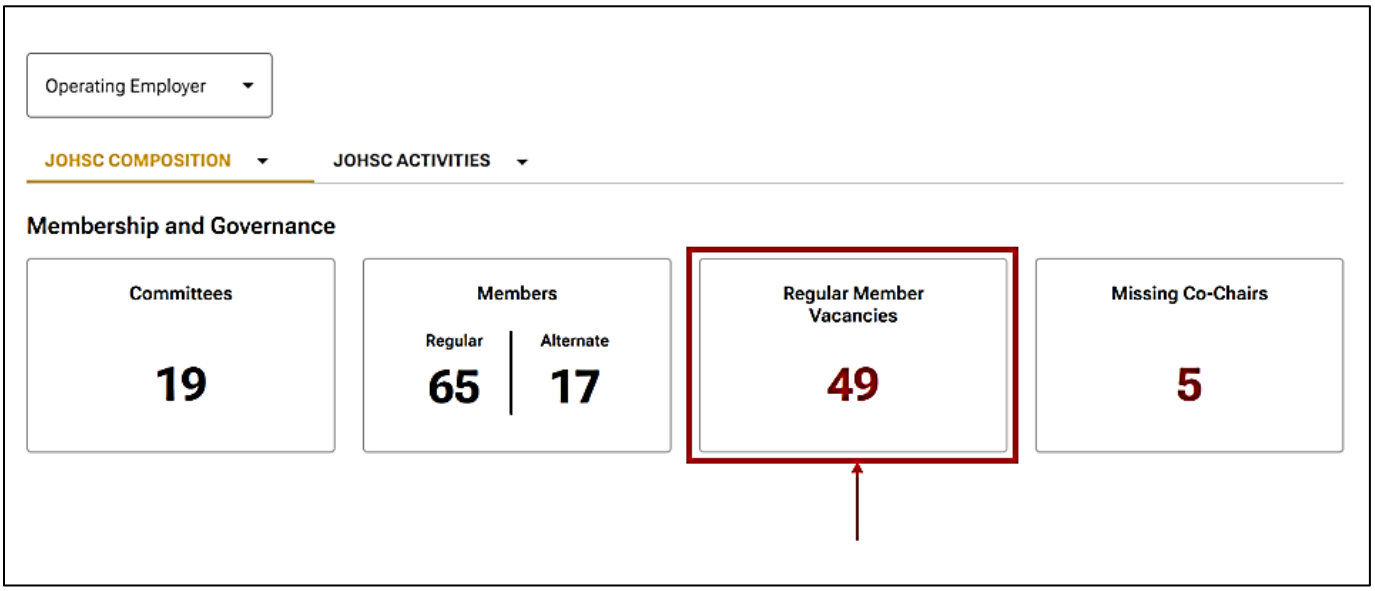
From the 'JOHSC Composition' overview page, click on the 'Members' tile to view details about the members of the committees.

2.2 Members



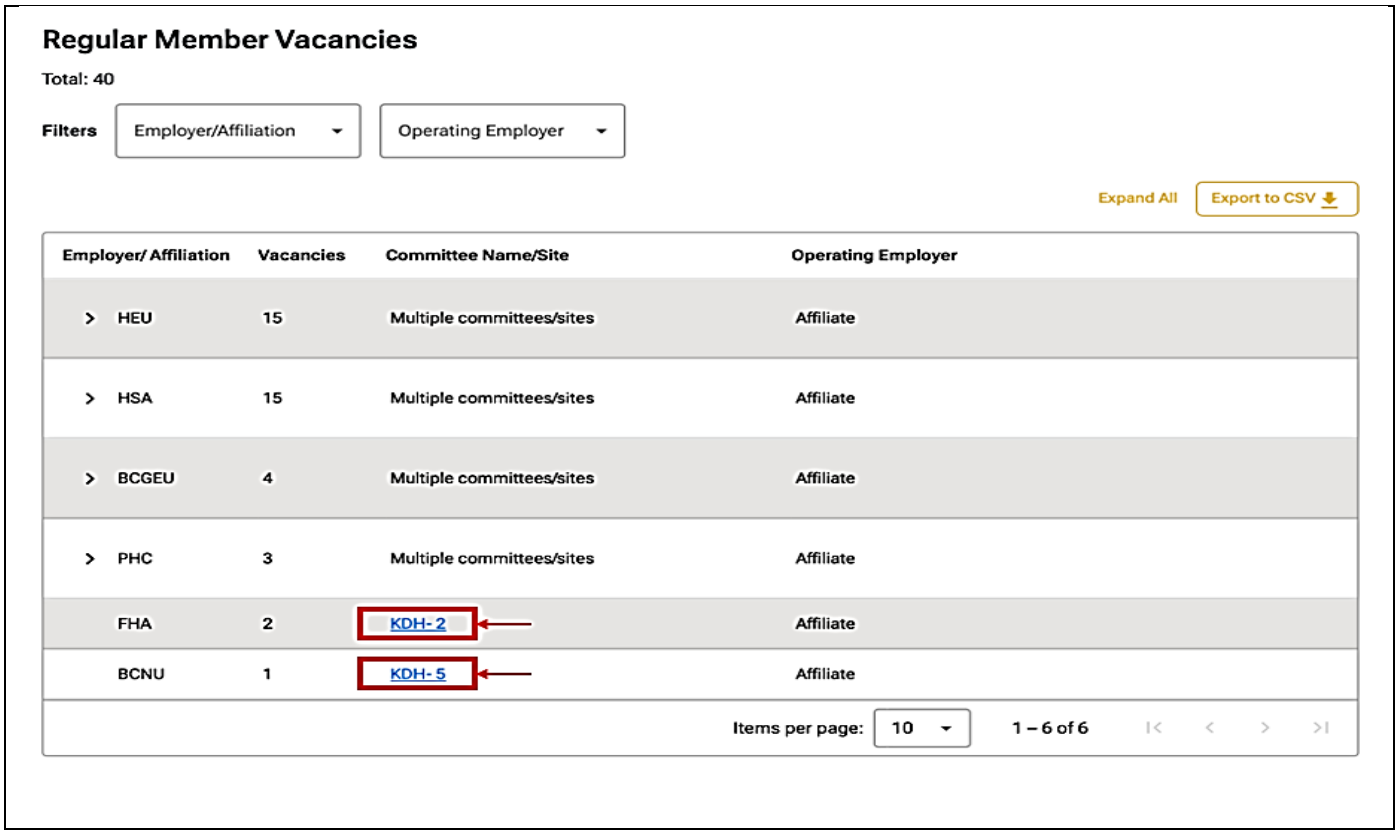
The 'Members' view shows all members and alternates according to the filters you set at the top of the page.
Click on a member's name to see their contact details displayed.

JOHSC Composition Overview



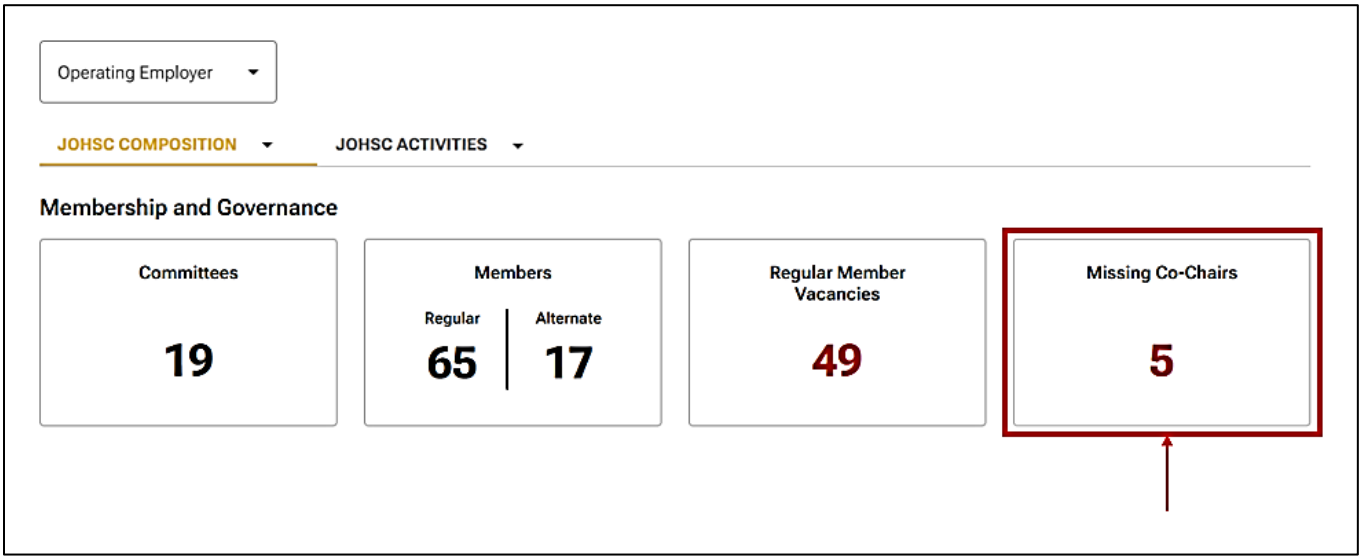
From the 'JOHSC Composition' overview page, click on the 'Regular Member Vacancies' tile to see which committees have vacancies:

2.3 Regular Member Vacancies



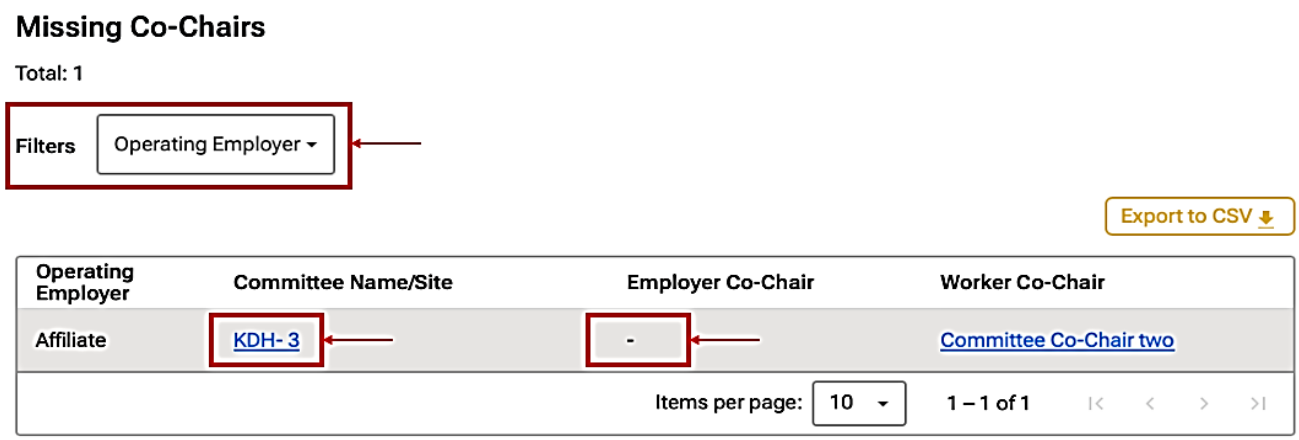
In this view, the committees with vacancies (KDH-2 and KDH-5) are indicated with links under the 'Committee Name/Site' column.
Click a link to see which vacancies the committee has.

JOHSC Composition Overview



From the 'JOHSC Composition Overview' page, click on the 'Missing Co-Chairs' tile to view the committees with vacant co-chair positions:

2.4 Missing Co-Chairs



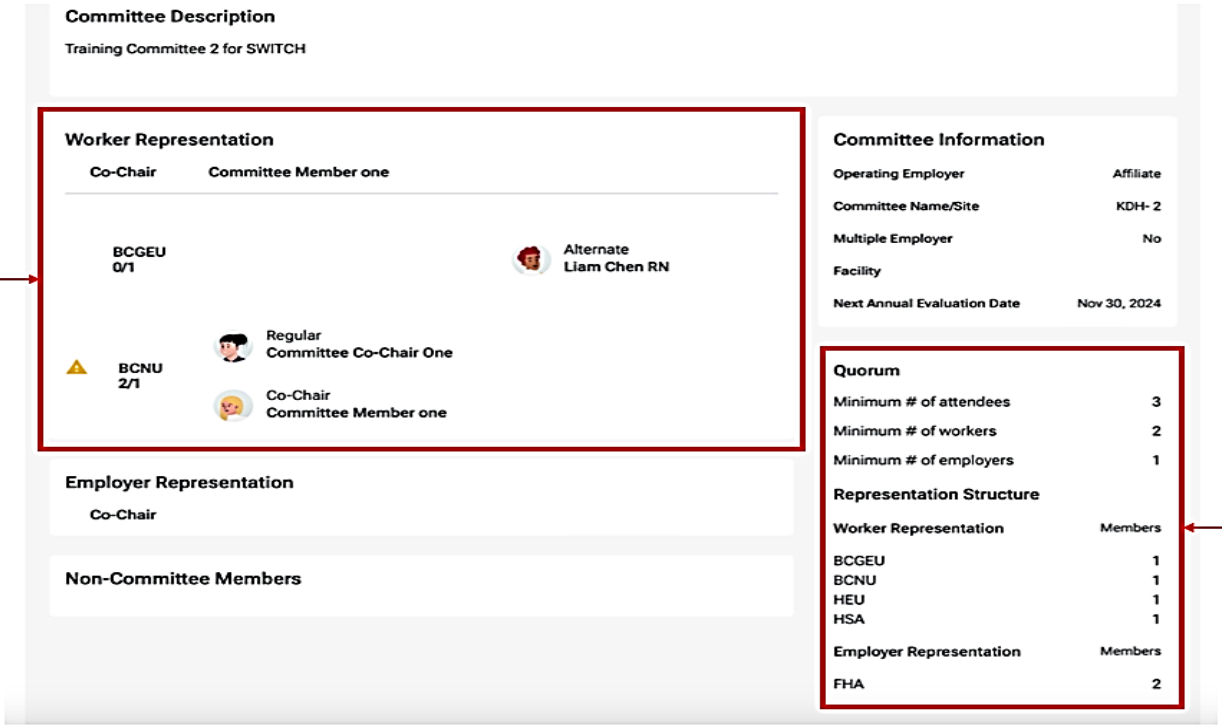
Filter by 'Operating Employer' to narrow the list of committees.

A dash (-) in the 'Employer Co-Chair' column or the 'Worker Co-Chair' column indicates that the position is currently vacant.

Linked items take you to a more detailed profile of a committee or a committee co-chair.

When you click on a 'Committee Name/Site' in the 'Missing Co-Chairs' view, you will reach the 'Committee Description' view.

Committee Description



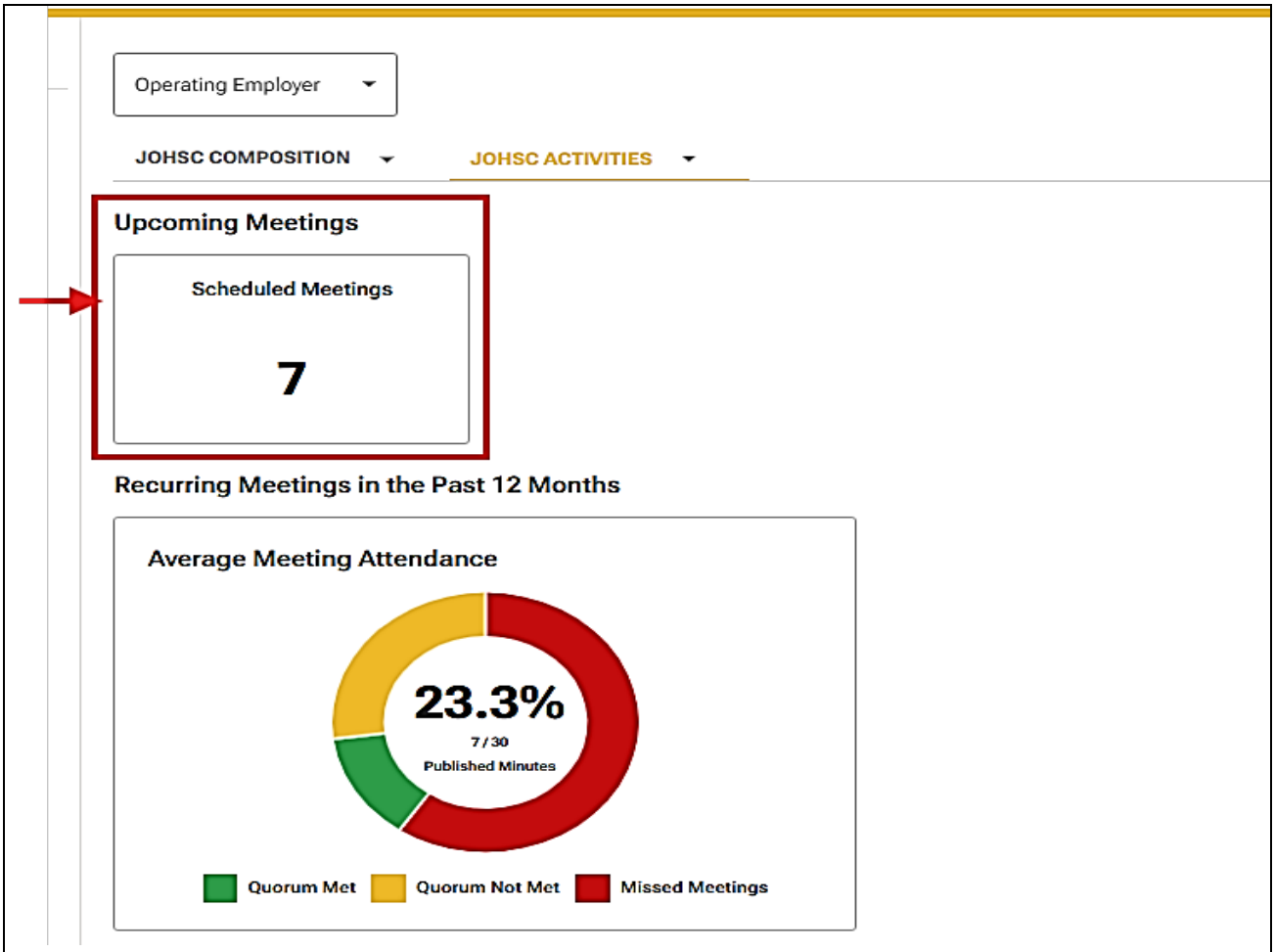
In the example shown, in the 'Worker Representation' area on the left, the "0/1" indicates BCGEU does not have a committee member yet, (only an alternate).

Similarly, "2/1" alerts you to the fact that the BCNU should have only one member (based on representation structure settings to the right) but currently has two.
On the right, the 'Quorum' column lists the number of individuals required for quorum to be met.

Note

- Quorum and representation structure can only be edited by co-chairs, admin assistants, or employer practitioners

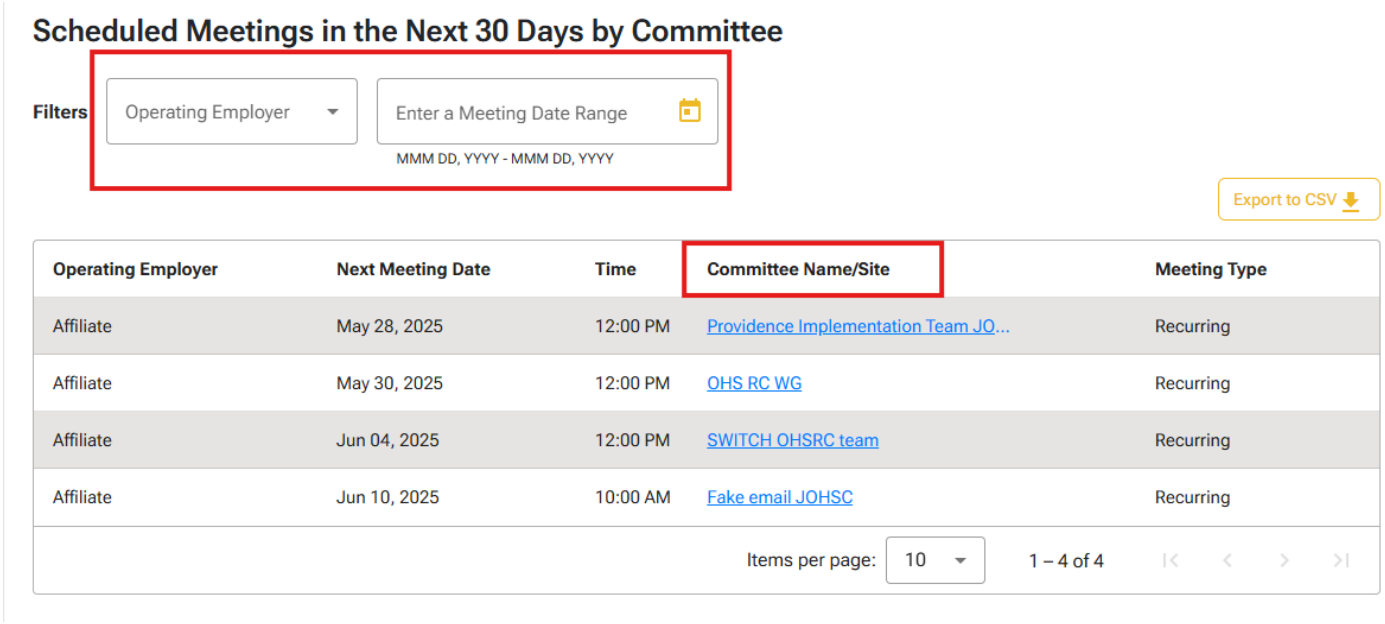
3. JOHSC Activities Overview



On the 'KPIs and Reports' home page, click on the 'JOHSC Activities' tab to see the tiles displaying meeting related data.

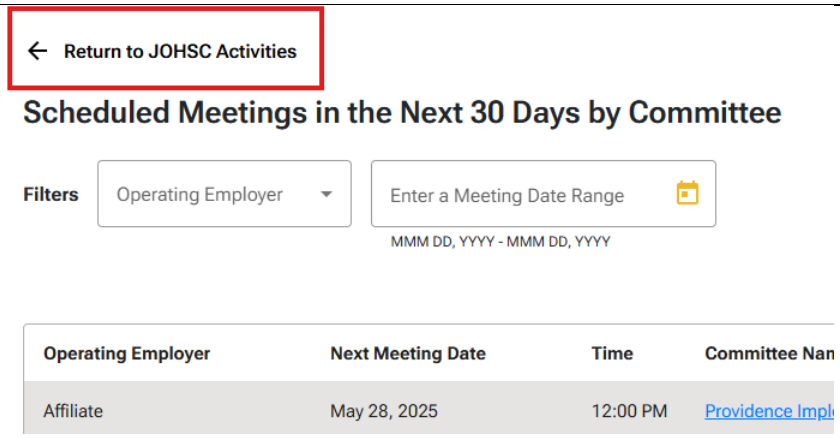
Click on the 'Scheduled Meetings' tile to see a table of meetings scheduled to occur in the next 30 days:

3.1 Scheduled Meetings



Use the filters to select the preferred operating employer and date range to retrieve the relevant information.

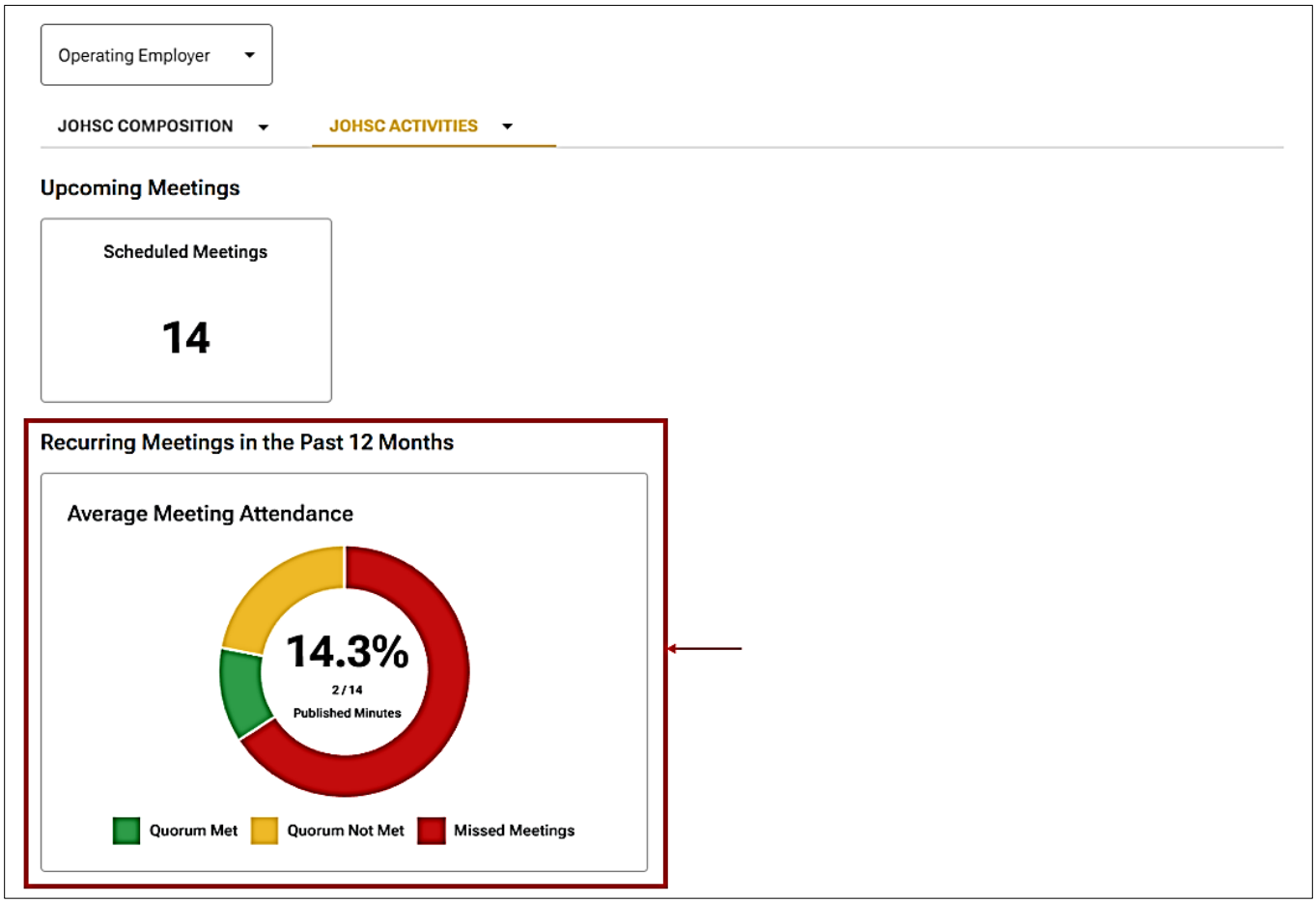
Click on a link in the 'Committee Name/Site' column to see committee roster details.



Navigation note:

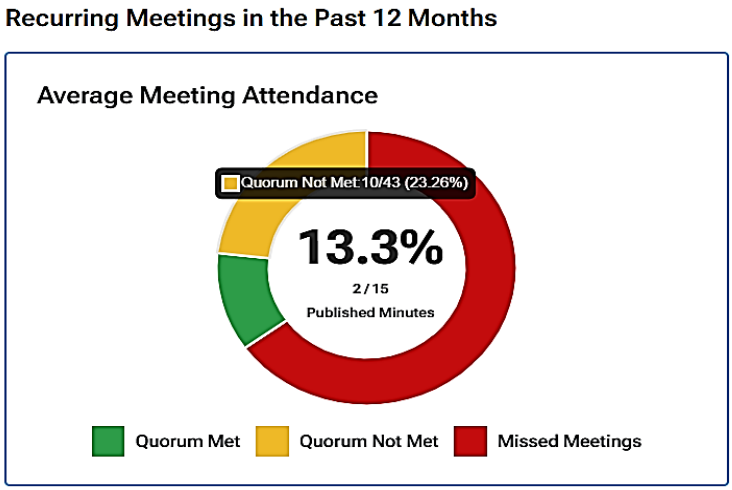
- When on the ‘JOHSC Activities’ tab, use the ‘Return to JOHSC Activities’ button to return to the desired tab. The back browser button will default return to the ‘JOHSC Composition’ tab.

3.2 Recurring Meetings in the Past 12 Months



On the 'JOHSC Activities' overview page, the 'Average Meeting Attendance' chart represents the status of recurring meetings scheduled in the last 12 months, by percentage, in three categories: quorum met, quorum not met, and meeting missed (not held).

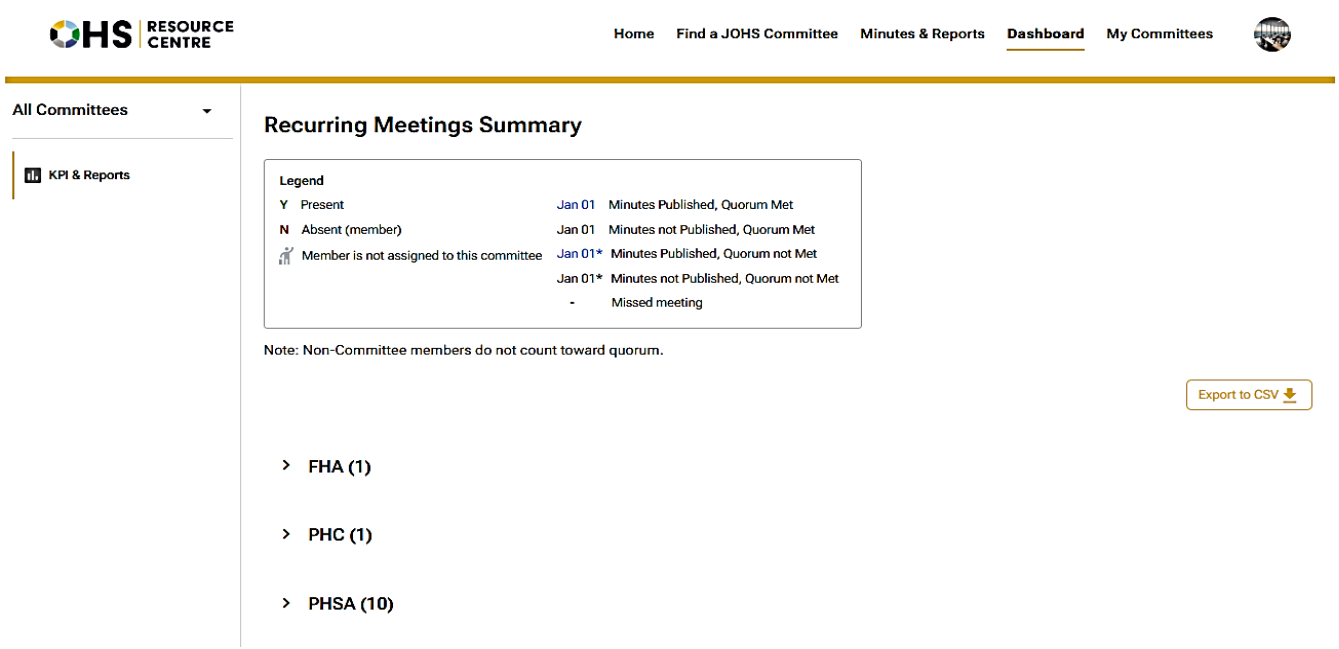
Average Meeting Attendance



Hover your mouse over a segment of the donut chart to see the percentage for each: quorum met, quorum not met, and missed meetings.

The percentage displayed in the centre of the chart is derived from recurring meetings held (green + yellow categories) for which the minutes have been published.

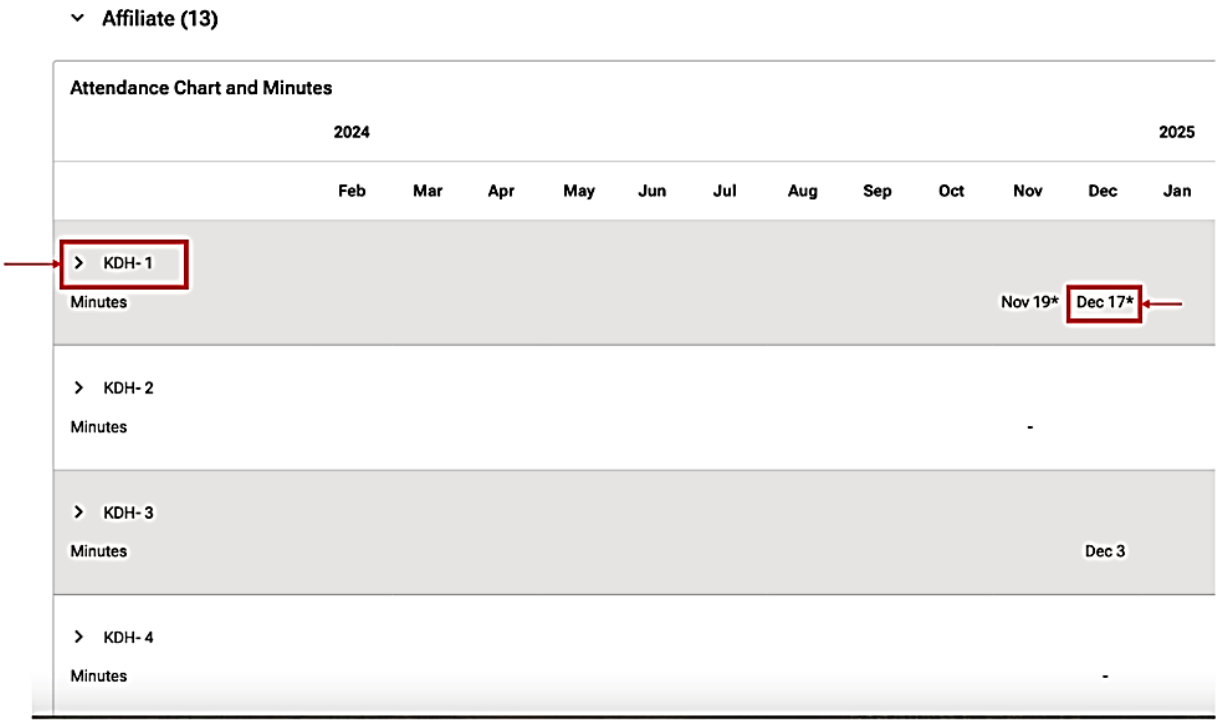
Click on the tile to reach the 'Recurring Meetings Summary' page:



The legend applies to the attendance chart and minutes table, which you reach by clicking the arrow next to a health authority or affiliate heading.

Click on the arrow beside health authority or affiliate to view the chart:

Attendance Chart and Minutes – Committee View

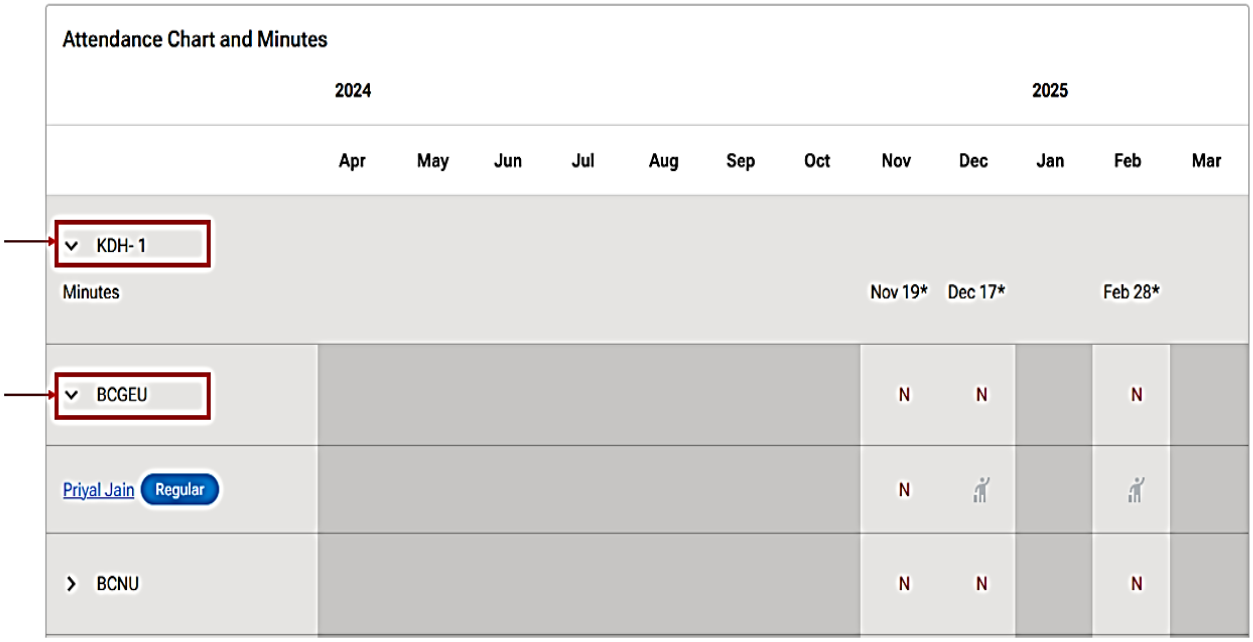


In the 'Attendance Chart and Minutes' view, specify the committee for which you would like to view attendance by clicking the arrow next to the committee's name.

Under the month's columns, dates with links can be clicked to initiate downloading of the meeting minutes.

Dates with asterisks indicate that the quorum was not met (and minutes cannot be downloaded from here).

Attendance Chart and Minutes – Representation View

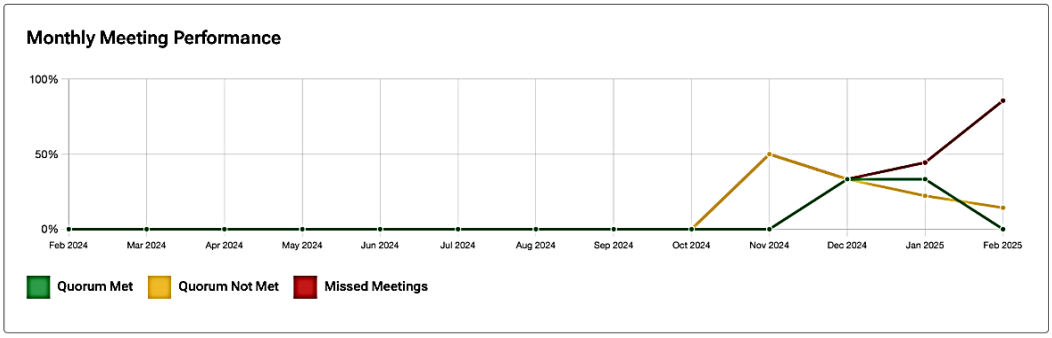


After clicking on the committee ("KDH-1" in this example) the representative organizations are displayed below it (e.g., "BCGEU," "BCNU"), along with the attendance by month. Click on the arrow beside a representative organization to view the Committee Member's name.

Clicking on a link on a member's name takes you to their information.

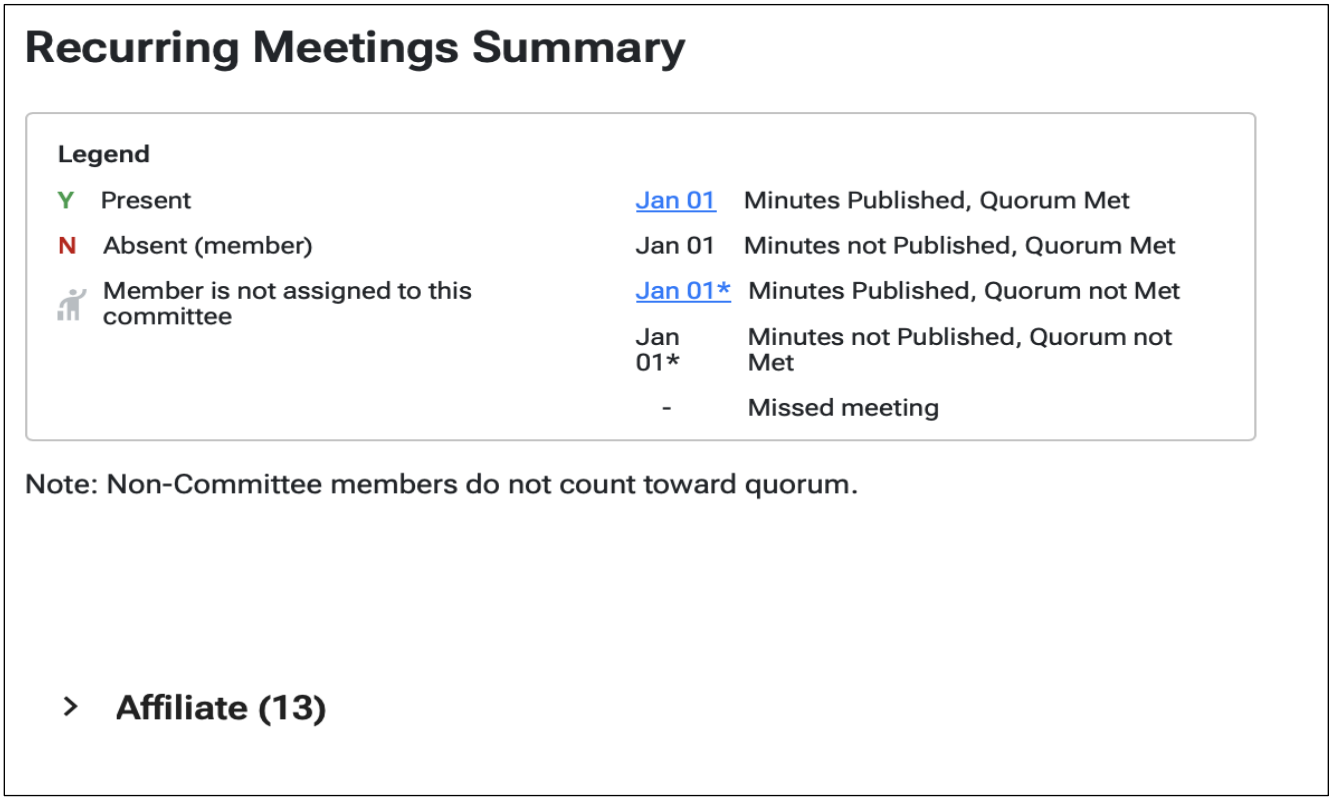
The 'JOHSC Activities' overview page also displays a 'Monthly Meeting Performance' chart:

3.3 Monthly Meeting Performance

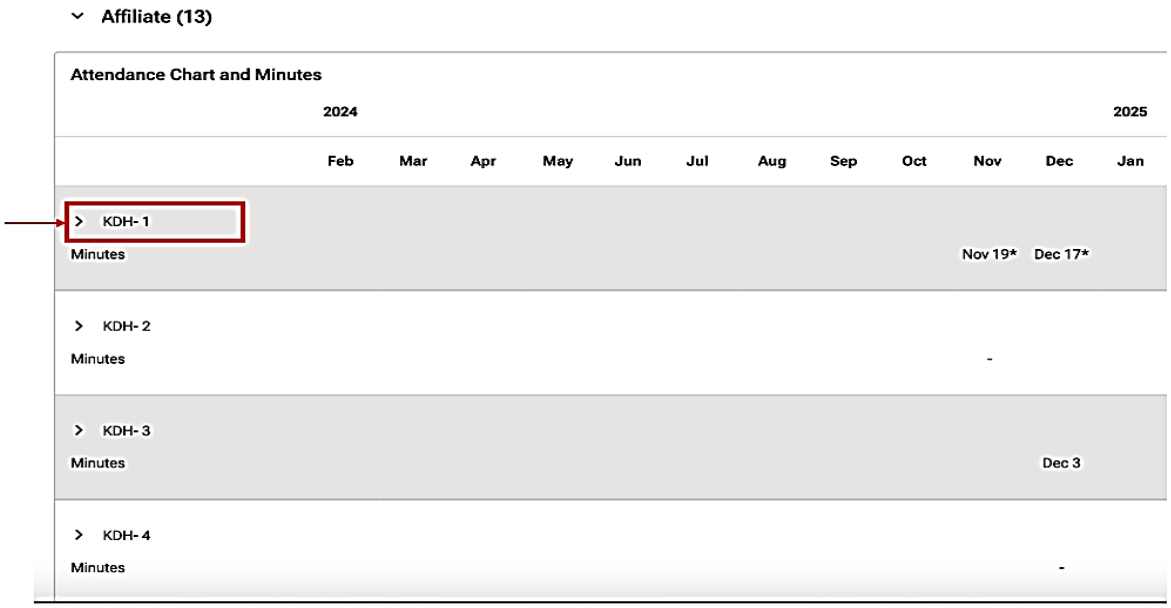


The 'Monthly Meeting Performance' chart displays the monthly status of recurring meetings held in the last 12 months.

When you click on the 'Monthly Meeting Performance' chart, you arrive at the 'Recurring Meetings Summary' page – the same page you reached when you clicked on the 'Average Meeting Attendance' donut chart:



Click on the arrow beside ‘Affiliate’ to view the ‘Monthly Meeting Performance’ – committee view:

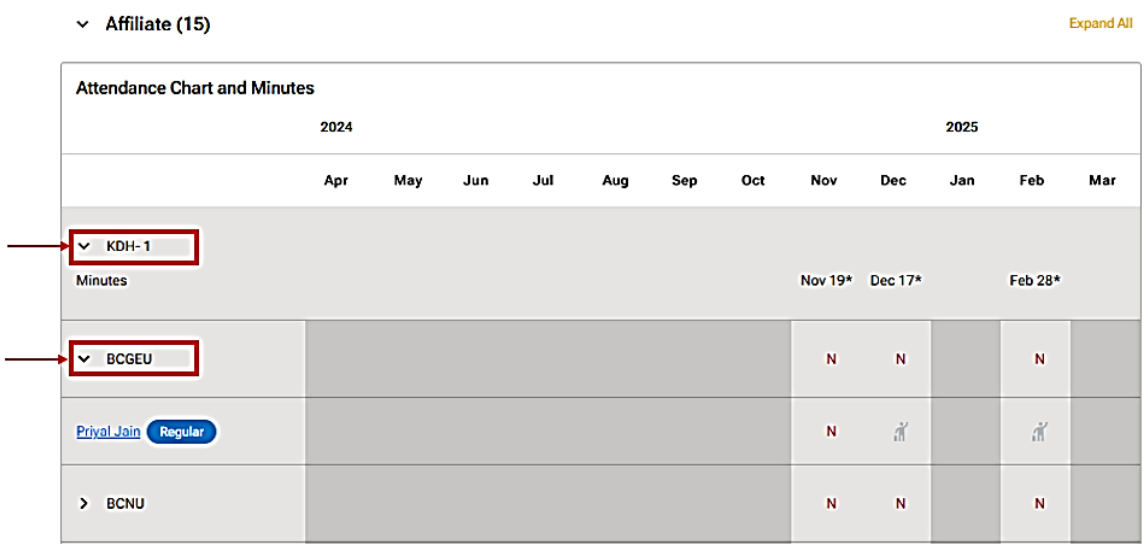


In the ‘Monthly Meeting Performance’ view, specify the committee for which you would like to view attendance by clicking the arrow next to the committee name.

Under the month's columns, dates with links can be clicked to initiate downloading of the meeting minutes.

Dates with asterisks indicate quorum was not met (and minutes cannot be downloaded from here).

Click on an arrow beside a committee name to reach the 'Attendance Chart and Minutes' – representation view:



After clicking on committee ("KDH-1" in this example), the representative organizations are displayed below it ("BCGEU", "BCNU" here), along with the attendance by month. Click on the arrow beside a representative organization to view the committee member's name.

Clicking on a link on a member's name takes you to their information.

3.4 Special Meetings in the Past 12 Months

On the 'JOHSC Activities' overview page, click on one of the three tiles representing 'Special Meetings' to view the attendance details for those meetings and access the minutes (if published). Click on a tile to learn more.

Here is an example of the type of table you'll see when you click on one of the 'Special Meetings' tiles:

Special Meetings Held – Quorum Not Met

Special Meetings Held - Quorum Not Met

Legend

Jan 01* Minutes Published, Quorum not Met

Jan 01* Minutes not Published, Quorum not Met

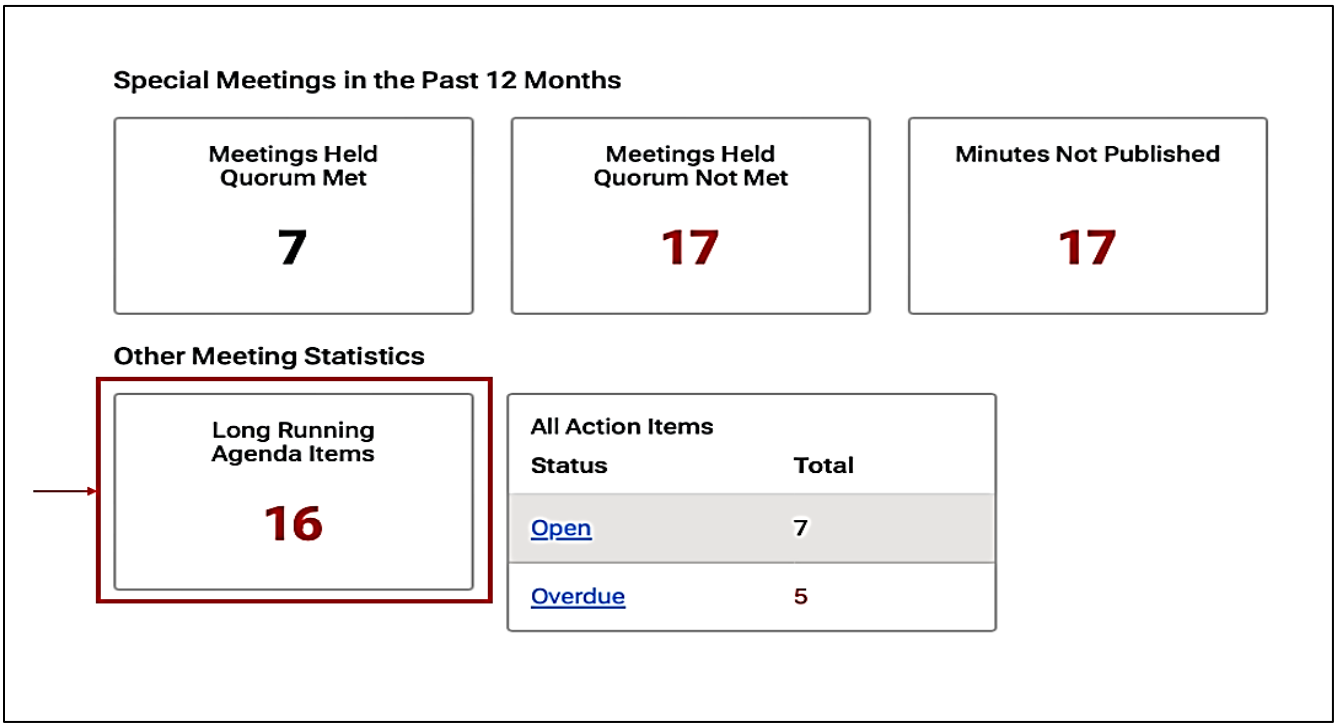
Export to CSV

Operating Employer	Committee Name/Site	Subject of Special Meeting	Meeting Date
Affiliate	KDH- 8	Test meeting	Feb 04, 2025*
Affiliate	KDH- 4	asdasdasda	Jan 30, 2025*
Affiliate	KDH-16	dfsdfsdfs	Jan 30, 2025*
Affiliate	KDH- 1	Slip and Trip in Emergency ...	Jan 23, 2025*

Click on a link in the 'Committee Name/Site' column to reach the committee's roster. Click on a link under the meeting date to initiate the downloading of the minutes for that meeting.

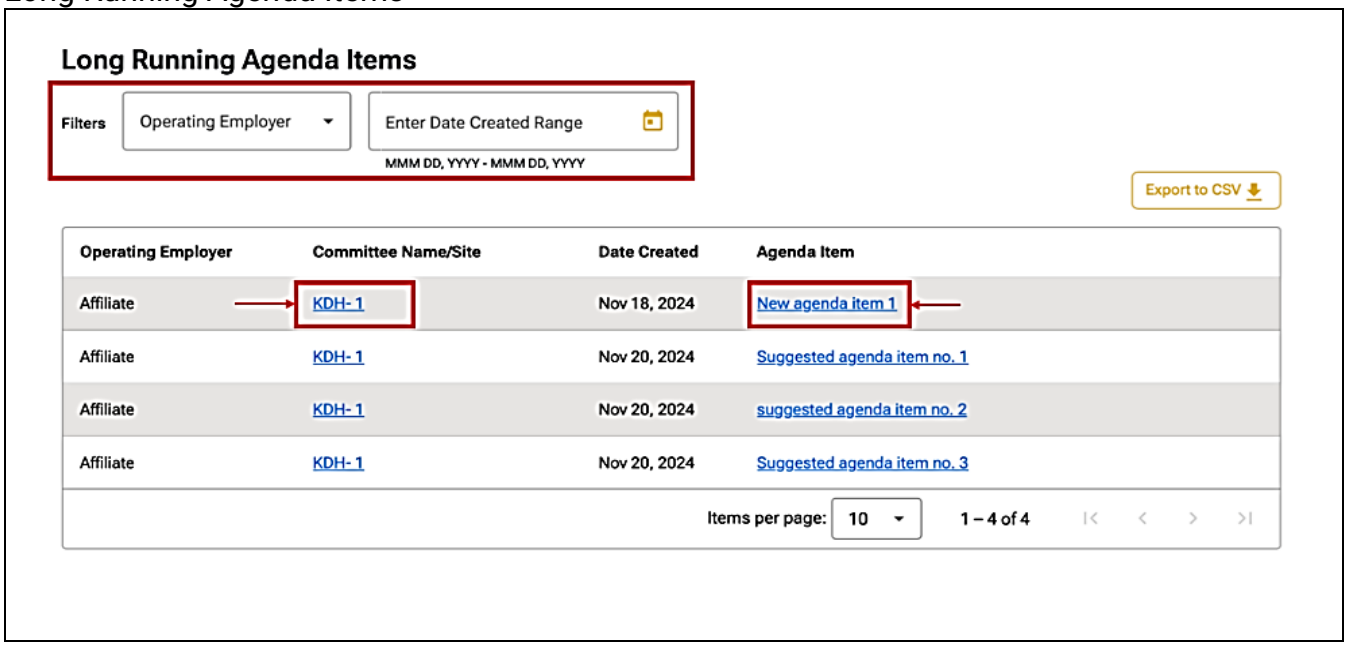
3.5 Other Meetings Statistics

The two tiles in the 'Other Meetings Statistics' section of the 'JOHSC Activities' overview page display the number of 'Long Running Agenda Items' and the number of action items in progress, respectively.



Click on the 'Long Running Agenda Items' to learn specific details about that KPI:

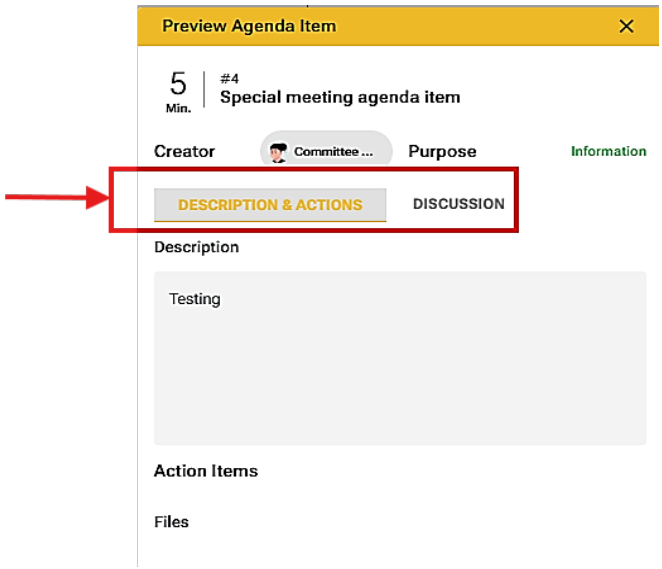
Long Running Agenda Items



In the Long Running Agenda Items' view, use the filters above the table to narrow your search.
Linked items take you to more details about a committee or an agenda item.

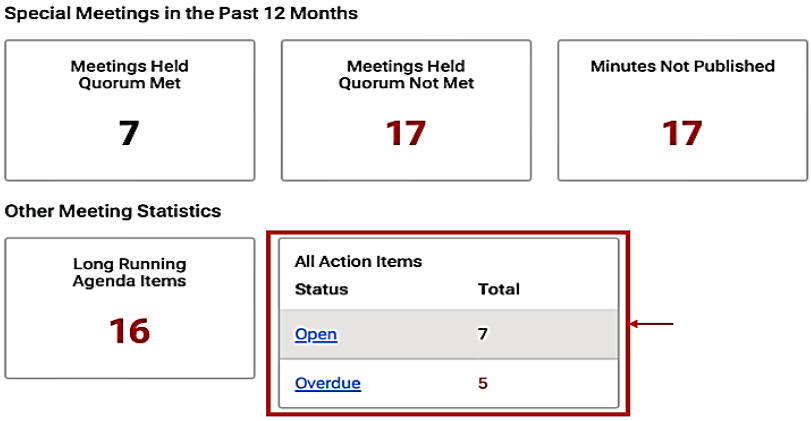
Click on an agenda item to learn details about it:

Preview Agenda Item



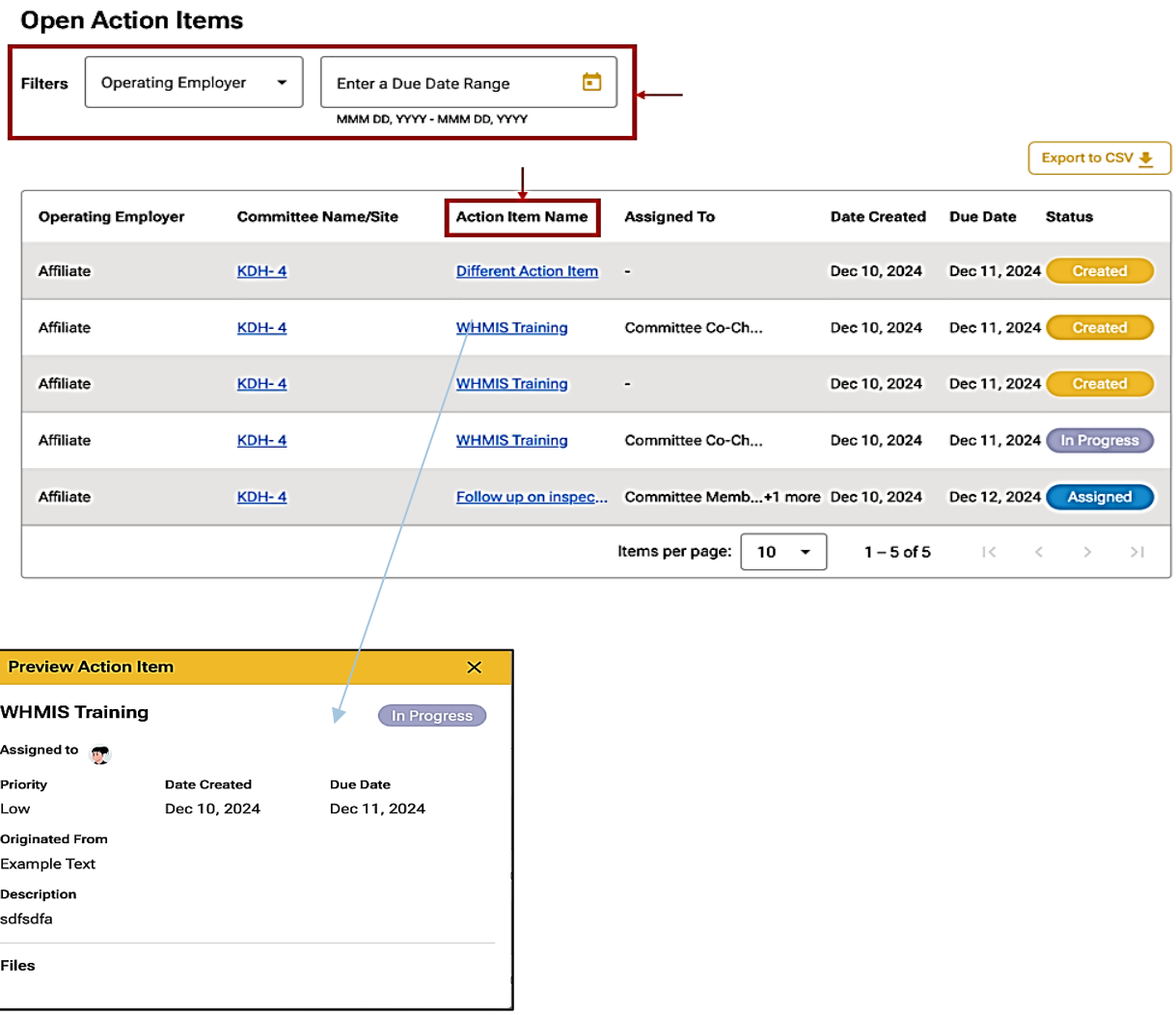
Note that information in the preview is contained within two separate tabs: 'Description & Actions', and 'Discussion'.

3.6 All Action Items



From the 'All Action Items' tile on the 'JOHSC Activities' overview page, click on the 'Open' link (or the 'Overdue' link) to access a list of those action items:

Open Action Items



Use the filters above the table to specify your search. In the 'Open Action Items' view (or the 'Overdue Action Items' view), click on a link in the 'Action Item Name' column to see a 'Preview Action Item' pop-up box that displays details about the action item.

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

SWITCH BC

Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare