



Meeting Management Manual - Special 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, 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

- There are two types of meetings specific to JOHSC members:
 - Recurring meetings – Process outlined in 'Meeting Management Manual'
 - Special meetings – Process outlined below

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 April 29th, 2025. If you have questions, or find an error or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca

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

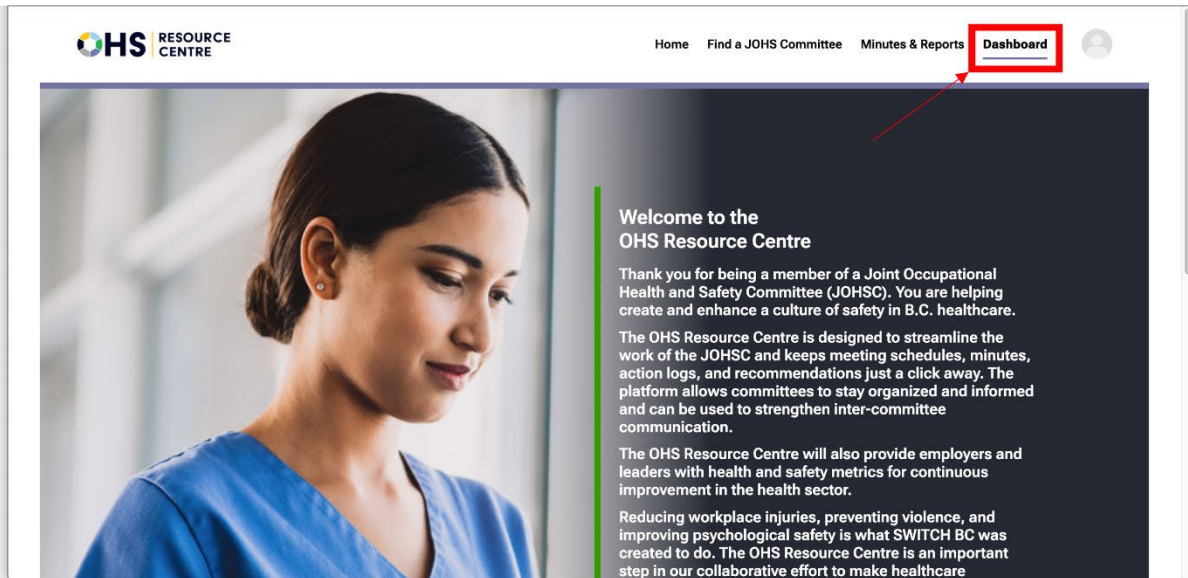
- Special Meeting Agenda Items must be added manually as the old agenda item for a regular meeting.

1.1 Scheduling a Special Meeting

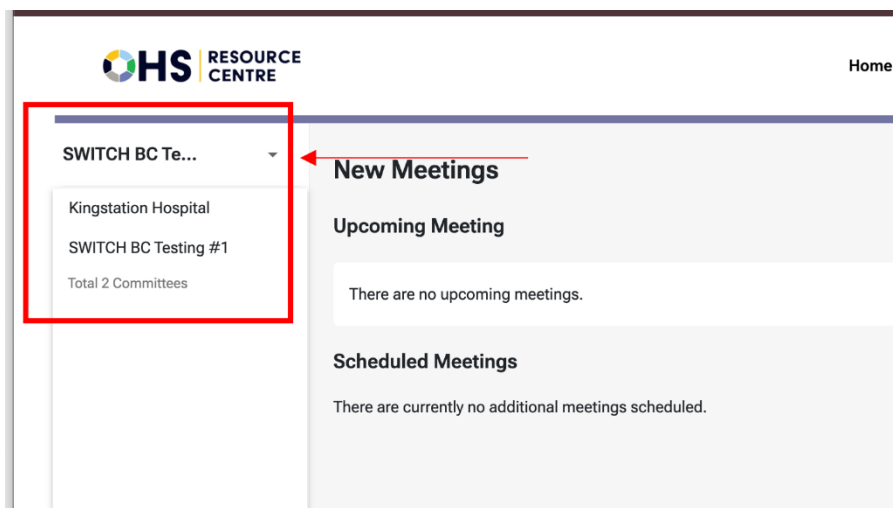
Applies to:

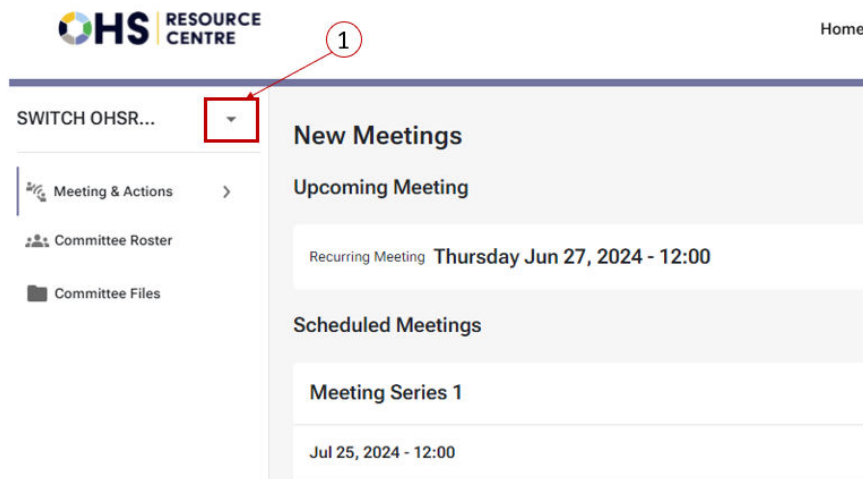
- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)

- 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.

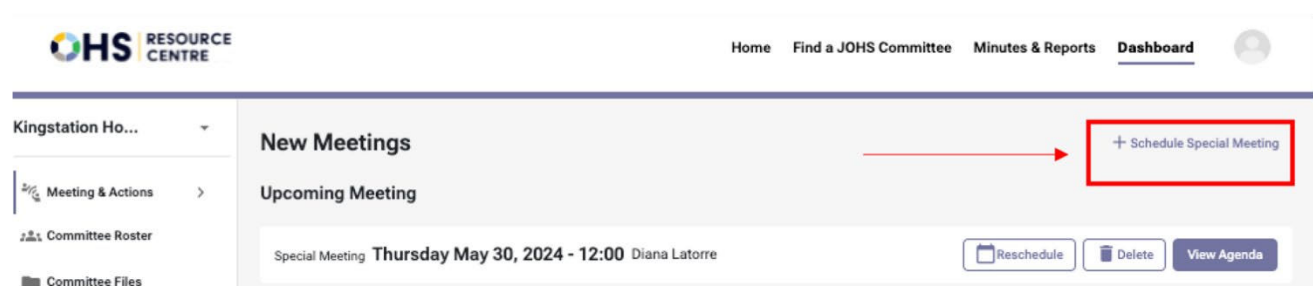




1.1.4 By default, you will always land on the 'New Meetings' page. Here, you can schedule a 'Special Meeting' or a 'Recurring Meeting.'

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'

The screenshot shows a web application interface for scheduling a special meeting. At the top, there is a navigation bar with links: Home, Find a JOHS Committee, Minutes & Reports, and Dashboard (which is underlined). A user profile icon is on the right. The main heading is 'Schedule Special Meeting'. Below it is a progress bar with five steps: 1. New Meeting, 2. Draft Meeting Agenda, 3. Select Recipient (highlighted with a red circle), 4. Select Date, and 5. Review Meeting Invite. The form has three sections: 'Subject of Special Meeting' (Required), 'Meeting Location', and 'Dial-in Options' (Instructions for remote meeting attendance.). Each section has a text input field with a placeholder example. The 'Dial-in Options' field has a character count '0/500' at the bottom right. A red arrow points from the left towards the 'Dial-in Options' field. At the bottom, there are 'Cancel' and 'Next' buttons.

Home Find a JOHS Committee Minutes & Reports Dashboard

Schedule Special Meeting

1 New Meeting 2 Draft Meeting Agenda 3 Select Recipient 4 Select Date 5 Review Meeting Invite

Subject of Special Meeting
Required

Meeting Location

Dial-in Options
Instructions for remote meeting attendance.

0/500

Cancel Next

- 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).

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

Schedule Special Meeting

1 New Meeting 2 Draft Meeting Agenda 3 Select Recipient 4 Select Date 5 Review Meeting Invite

Subject of Special Meeting
Required

Meeting Location

Dial-in Options
Instructions for remote meeting attendance.

Water leak in second floor bathroom causing slip hazard

1st floor office area

https://teams.microsoft.com/join/19%3ameeting_NmlxNjZiMTQtNDIzZi00ZTc1LTk2NjEtYWED0Tg0Mjc3YzBk%40thread.v2/0?context=%7b%22Tid%22%3a%2212345678-90ab-cdef-1234-567890abcdef%22%2c%22Oid%22%3a%2298765432-1234-5678-90ab-cdef-1234-567890abcdef%22%7d%7d

244/500

Cancel Next

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.

Co-Chair	Committee Co-Chair
BCNU 2/2	<div>Co-Chair Committee Co-Chair</div> <div>Alternate Committee Member</div> <div>Regular Committee Member</div>
+ Add Member	

Co-Chair	Committee Co-Chair
BCEHS 2/2	<div>Co-Chair Committee Co-Chair</div> <div>Alternate Committee Alternate M...</div> <div>Regular Committee Member</div>
+ Add Member	

Non-Committee Members	
Admin Assistant Admin Assistant	Ex-Officio Ex Officio

Operating Employer	Affiliate
Committee Name/Site	KDH Hospital
Multiple Employer	No
Facility	123 BCA
Next Annual Evaluation Date	Aug 14, 2024

Quorum	
Minimum # of attendees	2
Minimum # of workers	1
Minimum # of employers	1

Representation Structure	
Worker Representation	Members
BCNU	2
Employer Representation	Members
BCEHS	2

Agenda Settings	
Mark as long-running item if an agenda has been carried over for	3 months
Edit Settings	

- 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.

Schedule Special Meeting

1 2 3 4 5
 New Meeting Draft Meeting Agenda Select Recipient Select Date Review Meeting Invite

Meeting Recorder

Max 4 members

Jodie Marshall ✕ + Add Recorder

Agenda Preview

Est. Time	Standing Agenda Items
	No standing agenda items scheduled for this meeting, add standing agenda items from the left hand side.
Est. Time	Old Business
	No old business item scheduled for this meeting, add old business items from the left hand side.
Est. Time	New Business
	No new business item scheduled for this meeting, add new business items from the left hand side.

Agenda Items

Standing Agenda Items

Agenda Item
Acceptance of Agenda
Acceptance of Minutes

Long-running Agenda Items

Agenda Item	Date Created
There are no long-running agenda items	

Deferred Agenda Items

Agenda Item	Due In
All fire extinguishers past inspection date	30 days

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).

Deferred Agenda Items

Agenda Item	Due In
All fire extinguishers past inspection date	30 days
First aid kit still missing	30 days
Sign posted on office doors to remind staff to e	30 days
Lighting Issue	30 days
Review the mold in the second floor	N/A
202417	30 days

+ Add

Suggested Agenda Items

Agenda Item	Date Created
asdasdadsd	May 21, 2024
qfotft	May 21, 2024

+ Add

+ Create New Suggestions

Cancel
Back
Invite Committee Members

1

2

- 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.

The screenshot displays the 'Meeting Recorder' interface. On the left, under 'Agenda Items', there are two sections: 'Standing Agenda Items' with links for 'Acceptance of Agenda' and 'Acceptance of Minutes', and 'Long Running Agenda Items' with a table of items. One item, 'All fire extinguishers past inspection date', is highlighted with a red box and a green 'Added ✓' status. On the right, the 'Agenda Preview' section shows three categories: 'Standing Agenda Items', 'Old Business', and 'New Business'. The 'Old Business' category contains the item 'All fire extinguishers past inspection date' with an estimated time of 10 minutes. A red box with the number 3 points to a menu icon (three dots) next to the item, and a red box with the number 4 points to a close icon (X) next to the same item.

Agenda Item	Date Created
All fire extinguishers past inspection date	Apr 10, 2024
First aid kit still missing	Apr 11, 2024

Est. Time	Standing Agenda Items
10 Mins	All fire extinguishers past inspection date

Est. Time	Old Business

Est. Time	New Business

- 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).

Schedule Special Meeting

1 2 3 4 5
New Meeting Draft Meeting Agenda Select Recipient Select Date Review Meeting Invite

Worker Representatives

Regular

BCGEU

committee memberone

☒

Jodie Marshall

☒

Mary Cochairone
Co-Chair

☒

Alternates

committee membertwo

☒

Employer Representatives

Regular

Affiliate

committee cochairtwo
Co-Chair

☒

Emily Smith

☒

Alternates

Non-Committee Members

admin assistant
Admin Assistant

☒

Diana Latorre
Employer Practitioner

☒

ex officio
Ex-Officio

☒

Additional Guests
Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Cancel
Back
Select Date

- 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.

Additional Guests

Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Safetyconsultant@healthcare.co

Cancel Back **Select Date** → 3

- 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.

Schedule Special Meeting

1 2 3 4 5
New Meeting Draft Meeting Agenda Select Recipient **Select Date** Review Meeting Invite

Meeting Date Jun 06, 2024

Starting Time **1** → 15:30

Estimated End Time 16:30

Cancel Back **Review** → 2

- 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.

1.2 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 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.

Ready to start meeting?

By clicking "Yes, start meeting" you are confirming to initiate the meeting.
Please note this action is irreversible

No, Go Back

Yes, Start Meeting

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.

The screenshot displays the OHS Resource Centre interface for managing a meeting. The top navigation bar includes links for Home, Find a JOHS Committee, Minutes & Reports, and Dashboard. The left sidebar shows the 'Meeting & Actions' menu. The main content area is titled 'Current Meeting' and features a 'Primary Recorder' dropdown and buttons for 'Reschedule Meeting' and 'Adjourn Meeting'. A red arrow points to a red box labeled 'Quorum Not Met' under the 'Attendance & Quorum' section. Below this, there are three tables for attendance tracking: Worker Representatives, Employer Representatives, and Non-Committee Members & Guests. Each table has columns for 'Invited' and 'Present'. The 'Meeting Agenda' section at the bottom includes an 'Approved?' checkbox.

Worker Representatives		Employer Representatives		Non-Committee Members & Guests				
	Invited	Present		Invited	Present			
Committee Co-Chair BCNU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Committee Member BCEHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ex Officio	Ex.O.	<input type="checkbox"/>
Committee Member BCNU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Committee Member BCEHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Admin Assistant	Admin	<input type="checkbox"/>
Committee Member BCNU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Committee Member BCEHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employer Practitioner	EP	<input type="checkbox"/>

Meeting Agenda Approved? ☐

Standing Agenda Items >

Old Business >

New Business >

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.

Current Meeting Primary Recorder: + Select Primary Recorder Reschedule Meeting Adjourn Meeting

Attendance & Quorum Quorum Not Met X

Worker Representatives			Employer Representatives			Non-Committee Members & Guests		
	Invited	Present		Invited	Present		Invited	Present
Committee Member	HSA	<input type="checkbox"/>	Committee Co-Chair	Affiliate	<input type="checkbox"/>	Ex Officio	Ex.O	<input type="checkbox"/>
Committee Member	HEU	<input type="checkbox"/>	Committee Member	Affiliate	<input type="checkbox"/>	Employer Practitioner	EP	<input type="checkbox"/>
Committee Member	HSA	<input type="checkbox"/>						
Admin Assistant	Excluded	<input type="checkbox"/>						
Gordon Lechner	Excluded	<input type="checkbox"/>						

Meeting Agenda

Approved? ☒

Standing Agenda Items >

Old Business >

New Business >

Arrows labeled 1 and 2 point to the 'Present' checkboxes and the 'Approved?' checkbox respectively.

- 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.

The screenshot shows a 'Meeting Agenda' interface. At the top, 'Meeting Agenda' is followed by 'Approved?' with a green checkmark. Below this are two expandable sections: 'Standing Agenda Items' and 'Old Business', each with a right-pointing chevron. The 'New Business' section is expanded, showing a dropdown menu with a downward arrow (callout 1) and two buttons: 'Add From List' (callout 3) and 'Create New Suggestion' (callout 2). The 'Add From List' button is highlighted with a red box.

- 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).

Add Old Business

ID# ↑	Name	
1	All fire extinguishers past inspection date	<input type="checkbox"/>
5	• Sign posted on office doors to remind staff to o	<input type="checkbox"/>
6	Lighting issue	<input checked="" type="checkbox"/>
7	Review the mold in the second floor	<input type="checkbox"/>
8	202417	<input type="checkbox"/>
11	gfgtft	<input type="checkbox"/>

Cancel

Add Selected

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.'

Meeting Agenda

Approved? ☒

Standing Agenda Items



Old Business



New Business



Fire escape
check

20 mins



Add From List

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.

Add [X]

Agenda Item*

Estimated Duration*

Purpose* Action Information

Description*

B *I* **:=** **½=** A **A** **▼** **A** **▼**

Ensure Form 123 is sent to manager re: this action item.

Files

+ Attach Files

Cancel **Add**

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.

The screenshot shows a web interface for managing a meeting agenda. On the left, a sidebar titled 'Meeting Agenda' includes sections for 'Standing Agenda Items', 'Old Business', and 'New Business'. The 'New Business' section lists 'Ordering radios' (20 mins) and 'Fire exits' (50 mins), with buttons for 'Add From List' and 'Create New Suggestion'. The main area displays details for the 'Fire exits' item, including its duration (50 Min.), a creator ('admin assist...'), and a purpose. It features two tabs: 'DESCRIPTION & ACTIONS' (active) and 'DISCUSSION'. The 'Description' section contains the text 'Check fire exits'. Below this, the 'Action Items' section has a red box around the '+ Add Action Item' button, with a red circle '2' and an arrow pointing to it. The 'Files' section has a red box around the '+ Attach Files' button, with a red circle '1' and an arrow pointing to it. At the bottom, there are three buttons: 'Reject Agenda Item', 'Withhold Decision', and 'Complete'. The 'Complete' button is highlighted with a red box and a red circle '3' with an arrow pointing to it.

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).

Add Action Item
✕

Action Item Name*

Check fire exits are not blocked

Due Date

May 27, 2024
📅

Associated meeting:
May 26, 2024

Status

Created
▼

Priority

High
▼

Assign to

+ Add Member

👤
Jodie Marshall
✕

Description*

B
I
🔗
🔗
A
▼
A
▼

Check all floors' fire exist and work with team to review any items that could cause an obstruction. Report any obstructions that require machinery to move.

Files

+ Attach Files

Cancel

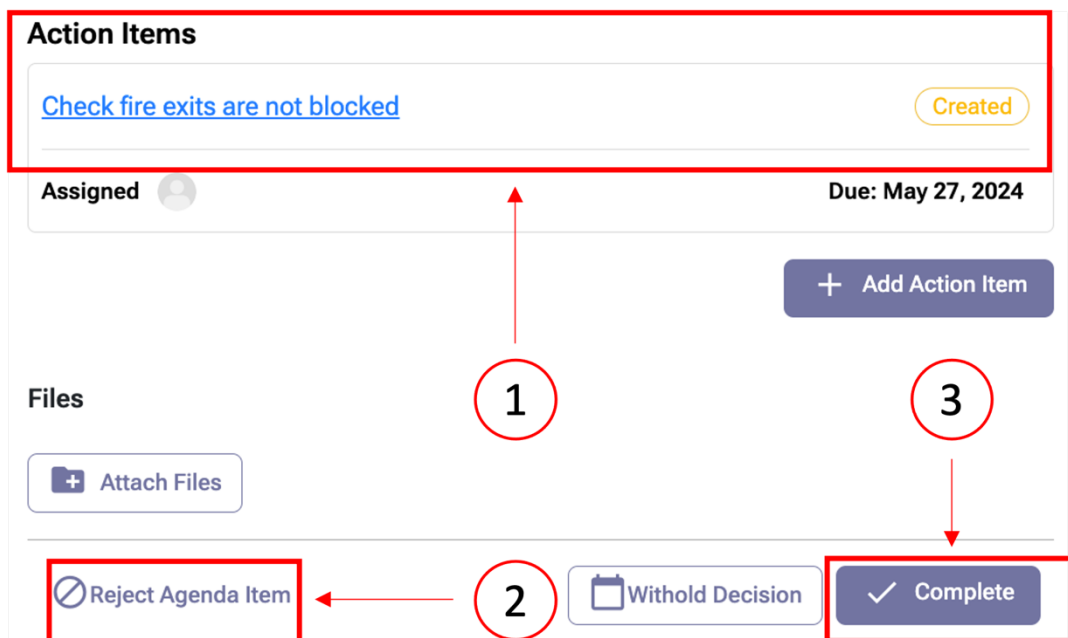
Add

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.

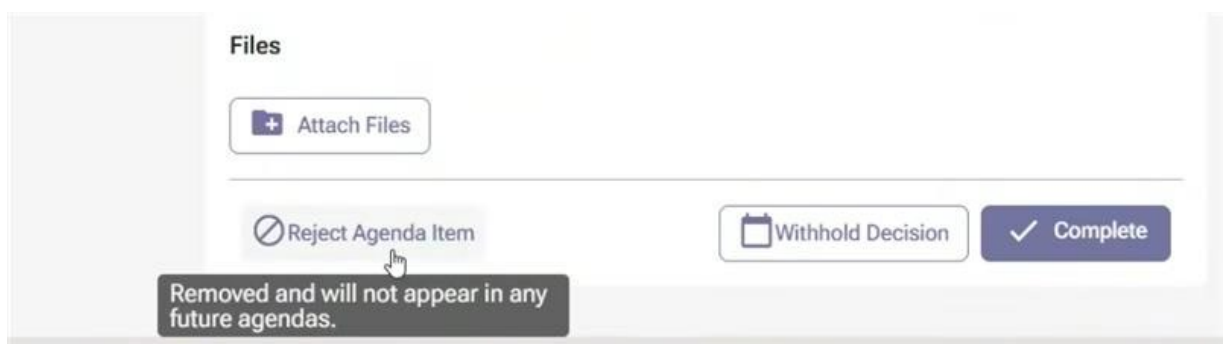
1.2.14 After adding the action items, you can make any decision on the agenda item or move to the next agenda item; the changes will automatically be saved.

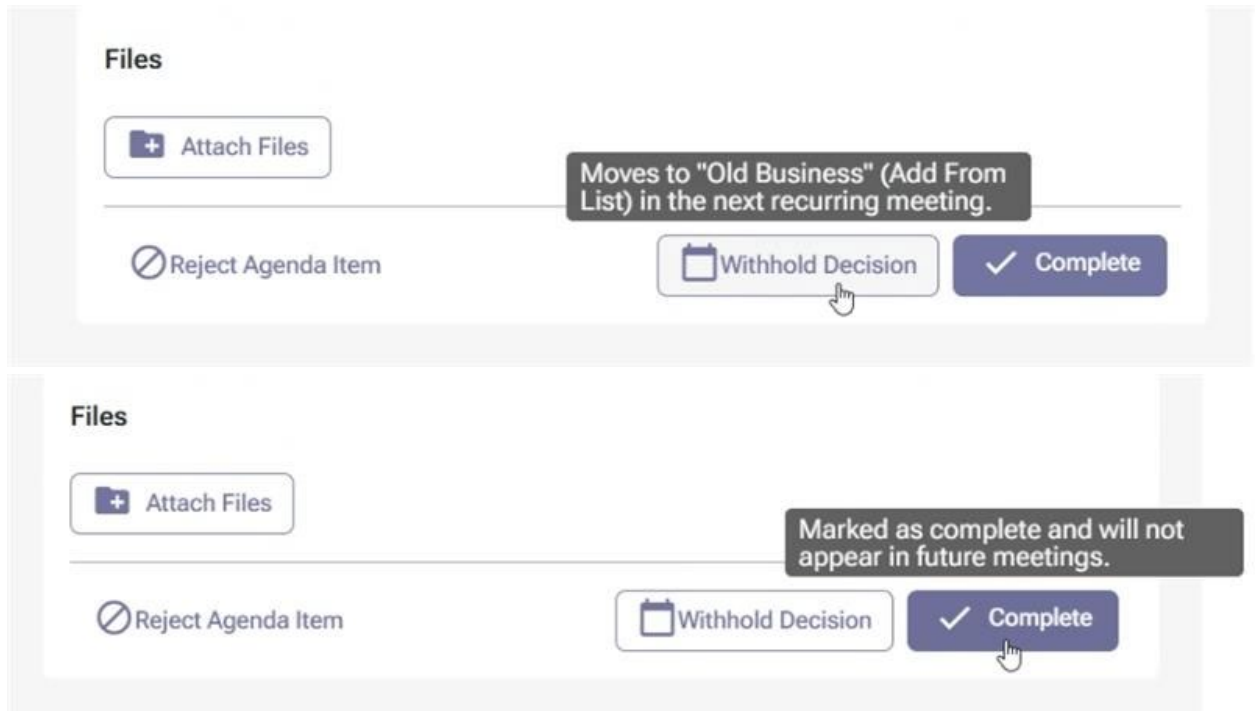
Note

- 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.

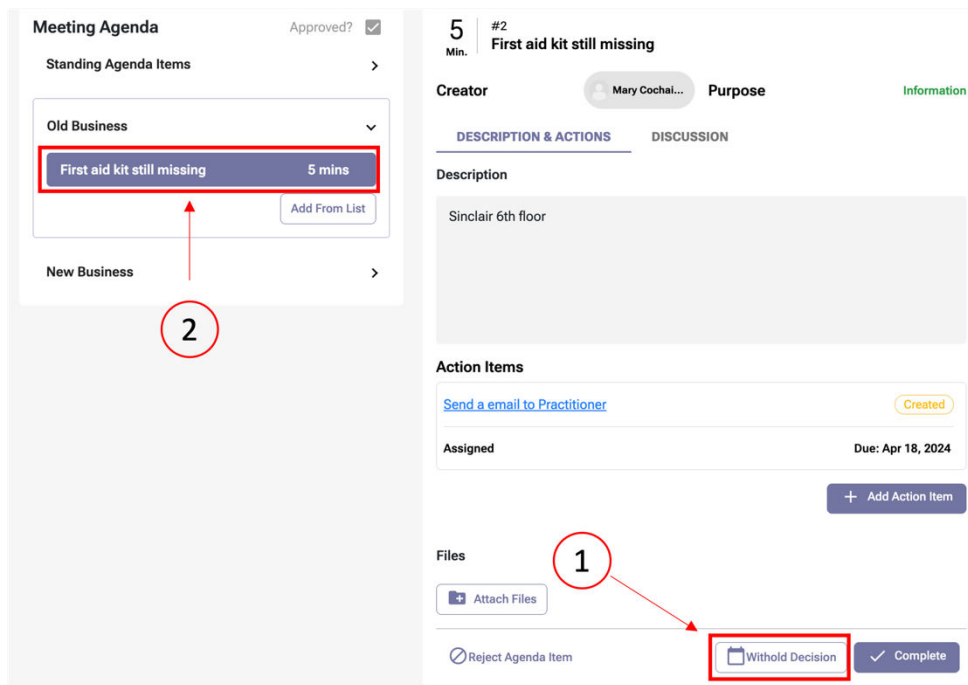


- A hover-over text for each button—Reject, Withhold, and Complete—displays the corresponding actions, enhancing the clarity on their functionality (see screenshots below).





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.

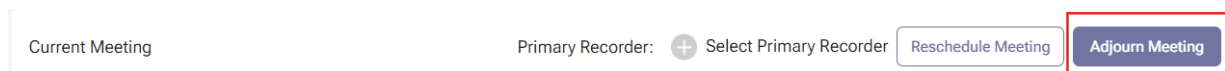
Applies to:

- 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.



Adjourn Meeting?

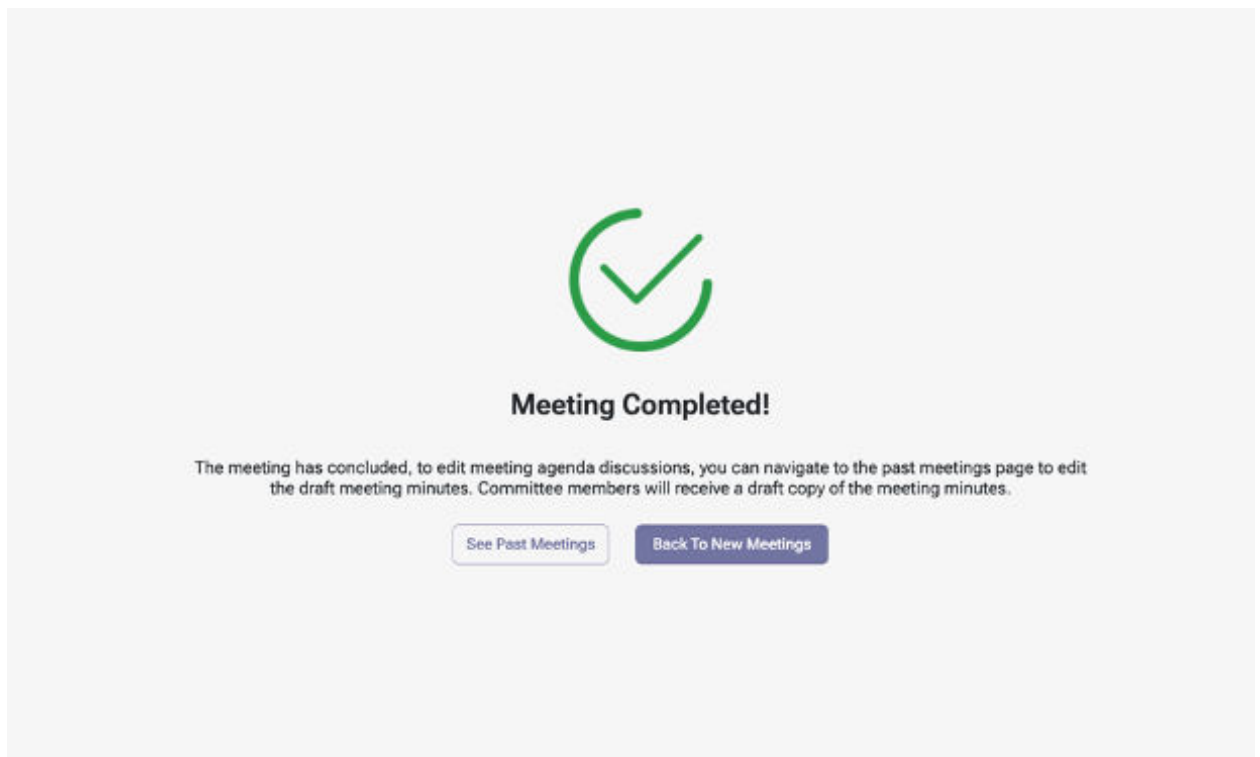
A draft minute of this meeting will be sent out to all committee members.

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

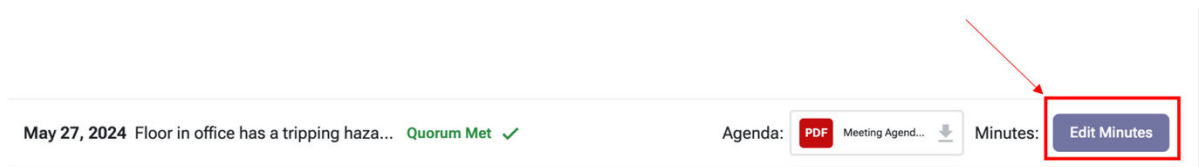
No, Go Back

Yes, Adjourn Meeting

- 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 (number 1 in the screenshot) and attendance (number 2 in the screenshot). When the meeting minutes have been validated, select the 'Publish Minutes' button (see number 3 in the below screenshot). 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

- The only edits that can be made after the meeting has been adjourned are:
 - ✓ Attendance & Quorum
 - ✓ Agenda item: attach files and modify agenda item descriptions and discussion fields.
 - ✓ Action item: update name, due date, status, assigned to, description, and files fields.

The screenshot shows the 'Meeting Recorder' interface. At the top, it displays the date 'Mar 12, 2025' and time '15:30 - 16:00'. The 'Primary Recorder' is 'Committee Co-Chair'. A 'Publish Minutes' button is circled in red and labeled with a '3'. Below this, the 'Attendance & Quorum' section is highlighted with a red box and labeled with a '2'. It shows 'Quorum Met' with a green checkmark. The attendance table is as follows:

Worker Representatives				Employer Representatives				Non-Committee Members & Guests	
	Invited	Present		Invited	Present		Present		
Committee Co-Chair	BCNU	<input checked="" type="checkbox"/>	Committee Member	BCEHS	<input checked="" type="checkbox"/>	Rahul Nambiar	Admin <input type="checkbox"/>		
Committee Member	BCNU	<input checked="" type="checkbox"/>	Committee Member	BCEHS	<input checked="" type="checkbox"/>	Employer Practitioner	EP <input type="checkbox"/>		
Committee Member	BCNU	<input type="checkbox"/>	Admin Assistant	BCEHS	<input type="checkbox"/>				
			Committee Member	BCEHS	<input type="checkbox"/>				

Below the attendance table, the 'Meeting Agenda' section is highlighted with a red box and labeled with a '1'. It shows 'Standing Agenda Items' with a dropdown menu. The agenda items are:

- Acceptance of Agenda (5 mins)
- Monthly Incident Reports (10 mins)
- Old Business

To the right of the agenda, the '5 Min. Acceptance of Agenda' section is visible, with a 'Description' field containing the text 'Approve today's agenda'.

2. Rescheduling Meetings

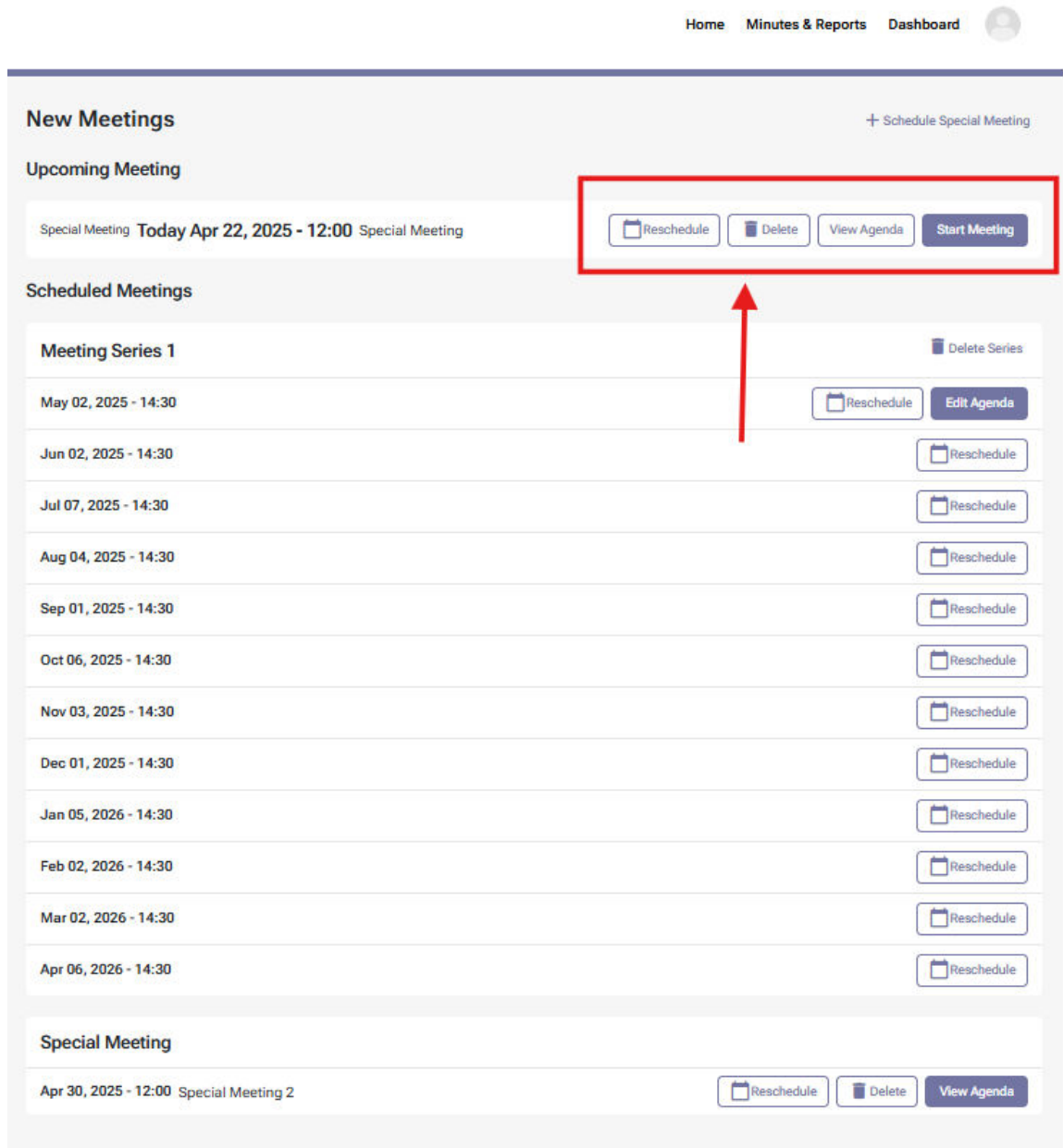
Rescheduling a meeting in the OHS Resource Centre allows you to change the date and time of a finalized meeting (a finalized meeting means the agenda and details are confirmed and set). All changes are documented, including the reason for rescheduling, and the updated details are communicated to participants 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).

Home
Find a JOHS Committee
Minutes & Reports
Dashboard

Finalized Meeting Agenda

Meeting Recorder
Max 4 members

+ Add Recorder

Attendance & Quorum
Quorum Not Met

RSVP

The meeting is scheduled for May 30, 2024, 12:00

I am Not Attending Attending

Worker Representatives

Mary Cochairone	BCGEU	
committee memberone	BCGEU	
committee membertwo	BCGEU	
Jodie Marshall	BCGEU	

Employer Representatives

committee cochairtwo	Affiliate	
Emily Smith	Affiliate	

Non-Committee Members & Guests

admin assistant	Admin
ex officio	Ex.O
Diana Latorre	EP

Add Guests

Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Guest email
Send Invitation

Finalized Agenda

Meeting Agend...
02:1:08

Review Agenda

Est.time	Standing Agenda Items
Old Business	
New Business	
20 Mins	asdasdadsd
50 Mins	afgth

Reschedule

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.

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

Reschedule Meeting

1 Edit Meeting Setting 2 Edit Meeting Dates 3 Review

Subject of Special Meeting
Required

e.g. Mold growth on second floor ceiling of main building 1
Input is required

Meeting Location

e.g. Room 330 Royal Columbian Hospital

Dial-in Options
Instructions for remote meeting attendance.

e.g. Web meeting link, phone number and extensions
0/500

Cancel Next

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

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

Reschedule Meeting

1 Edit Meeting Setting 2 Edit Meeting Dates 3 Review

Subject of Special Meeting
Required

Floor in office has a tripping hazard due to ripped carpet

Meeting Location

Room 34 - third floor

Dial-in Options
Instructions for remote meeting attendance.

join/19%3ameeting_NmlxNjZlMTQlNDIzZi00ZTc1LTk2NjEtYWU0OTg0Mjc3YzBk%40thread.v2/0?context=%7b%22Tid%22%3a%2212345678-90ab-cdef-1234-567890abcdef%22%2c%22Oid%22%3a%2298765432-1fed-cba0-9876-54321fedcba0%22%7d
258/500

Cancel 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.

HomeFind a JOHS CommitteeMinutes & ReportsDashboard

Reschedule Meeting

1Edit Meeting Setting

2Edit Meeting Dates

3Review

Meeting Date

Starting Time

Estimated End Time

May 30, 2024

MAY 30, 2024

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MAY

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31

Review

Cancel

HomeFind a JOHS CommitteeMinutes & ReportsDashboard

Reschedule Meeting

1Edit Meeting Setting

2Edit Meeting Dates

3Review

Meeting Date

Starting Time

Estimated End Time

Jun 04, 2024

12:00

12:30

Back

Review

Cancel

- 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.'

Home Find a JOHS Committee Minutes & Reports Dashboard

Edit Meeting Setting Edit Meeting Dates Review

Subject of Special Meeting Floor in office has a tripping hazard due to ripped carpet

Meeting Location Room 34 - third floor

Dial-in Options MS Teams Link: https://teams.microsoft.com/join/19%3ameeting_NmlxNjZiMTQtNDIzZi00ZTc1LTk2NjEtYWE0OTg0Mjc3YzBk%40thread.v2/0?context=%7b%22Tid%22%3a%2212345678-90ab-cdef-1234-567890abcdef%22%2c%22Oid%22%3a%2298765432-1098-7654-3210-987654321098%22%7d

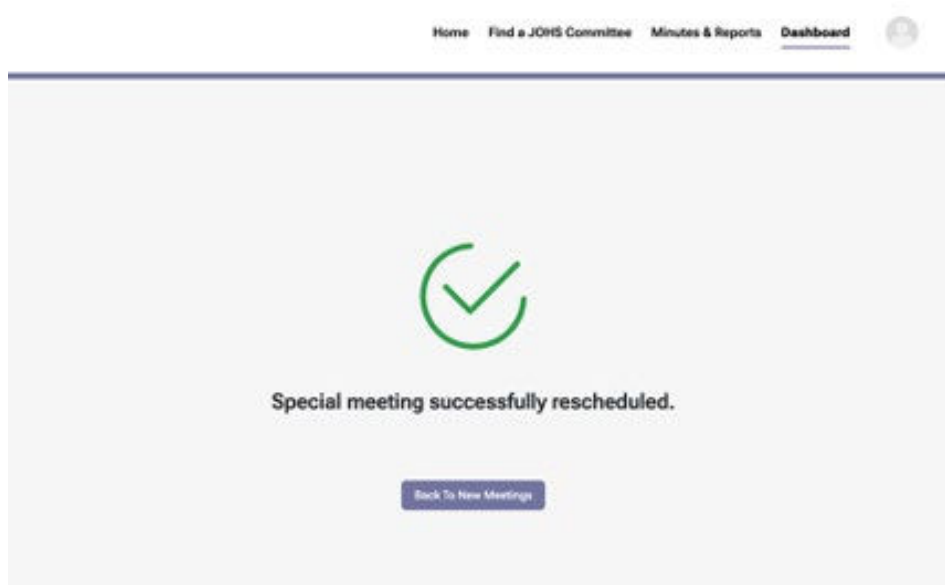
Meeting Date Jun 04, 2024

Starting time 12:00

Estimated end time 12:30

Cancel Back Reschedule

- 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.

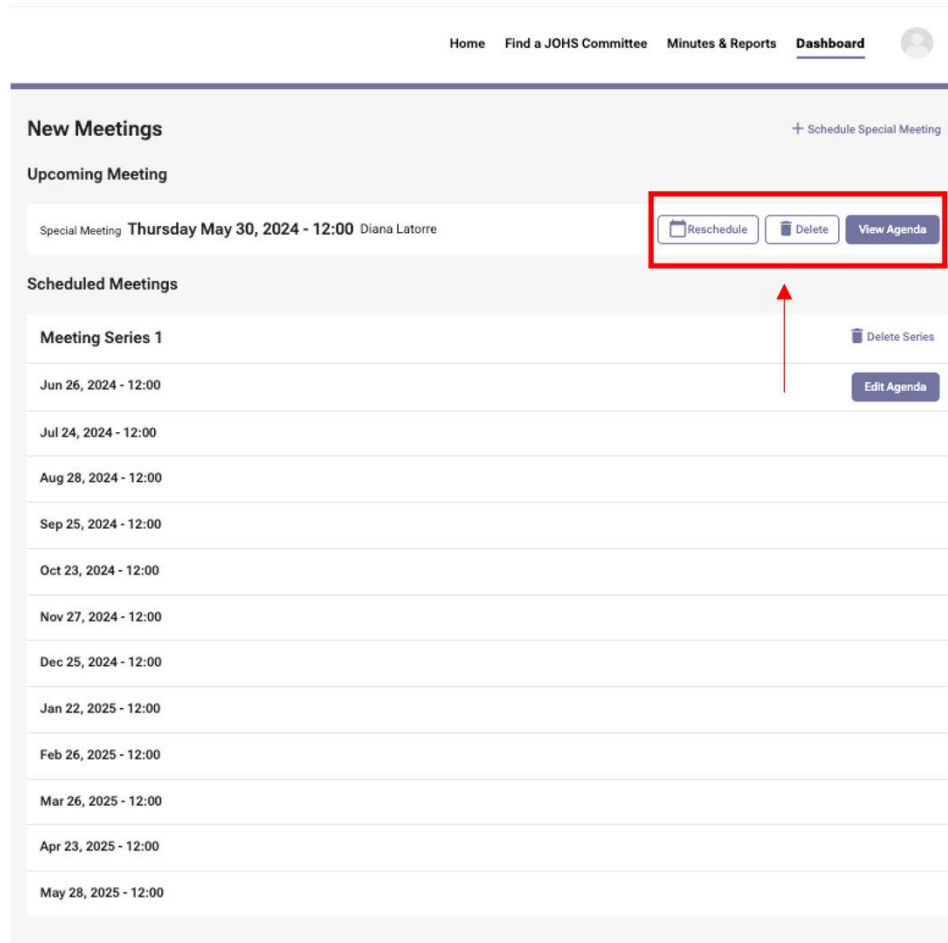
3. Deleting a Special Meeting

3.1 Deleting a Meeting

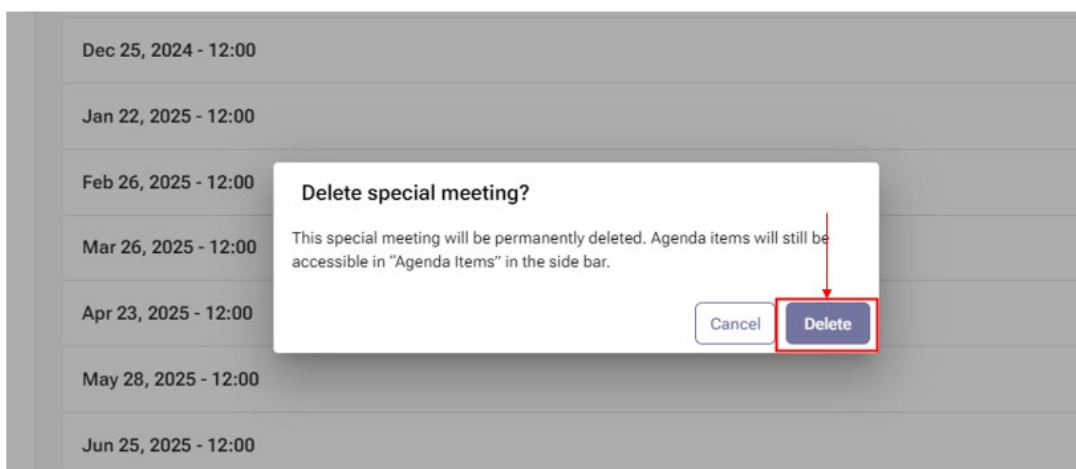
Applies to:

- 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.





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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.



Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare