OHS | RESOURCE CENTRE

Committee Management Manual

2025 - VERSION 1.6

SWITCH BC

SWITCH BC

Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare

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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 August 25th, 2025. If you have questions, have found an error, or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca or call at 672-333-3311

1. Managing your Joint Occupational Health and Safety Committees (JOHSC)

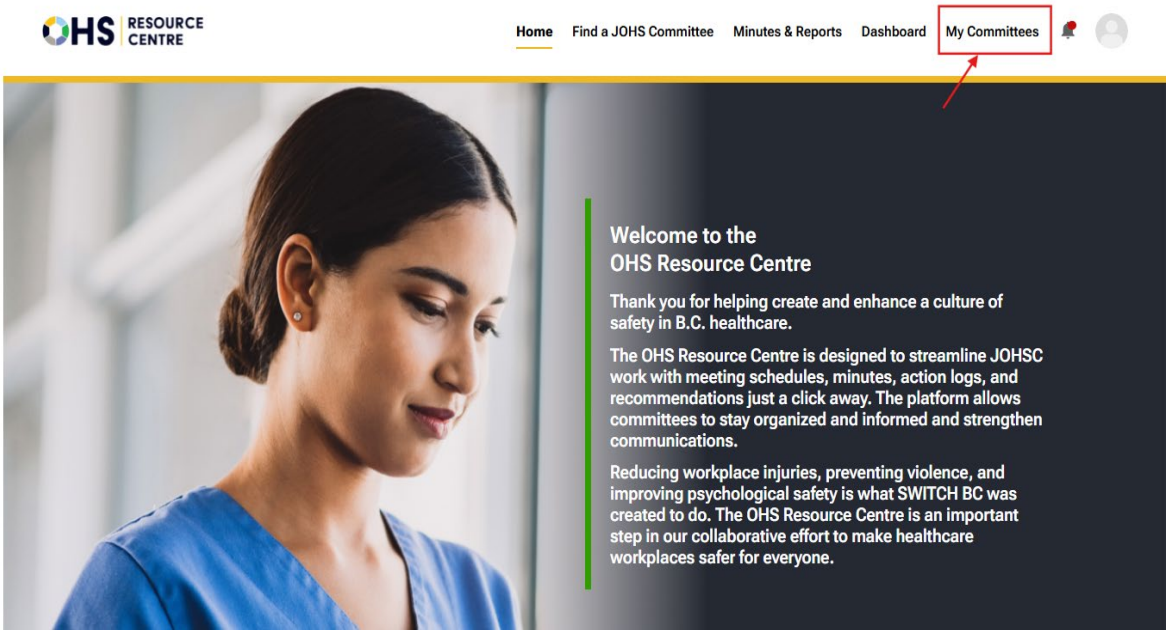
1.1 Create your JOHSC

Applies to:

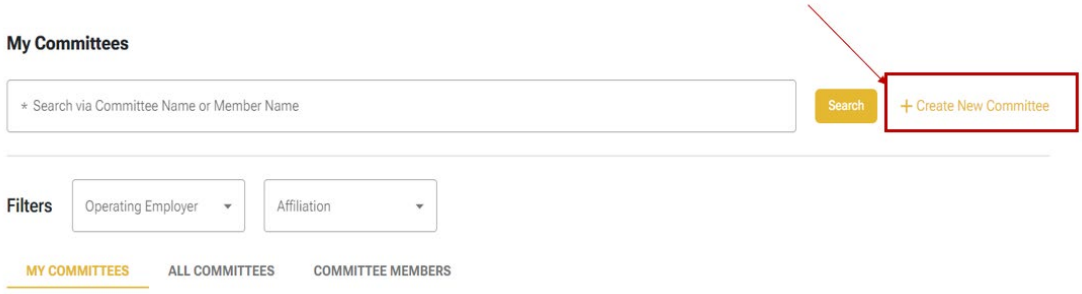
- Employer Practitioners

1.1.1. Sign in with your employer practitioner account.

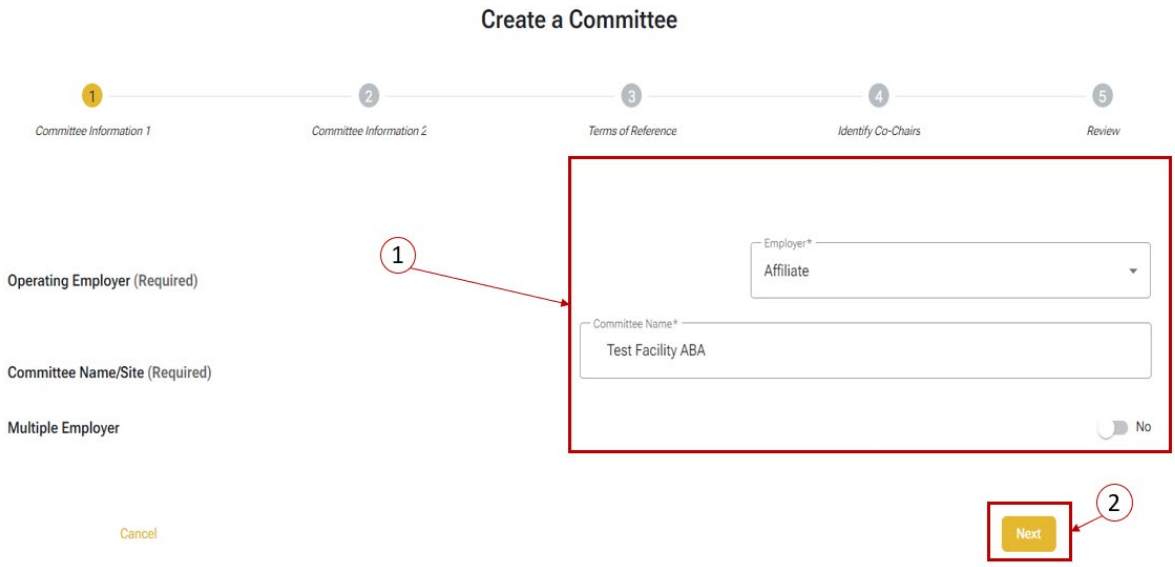
1.1.2. On the header of the page, click on the 'My Committees' tab.



1.1.3. Click on the '+ Create New Committee' link.



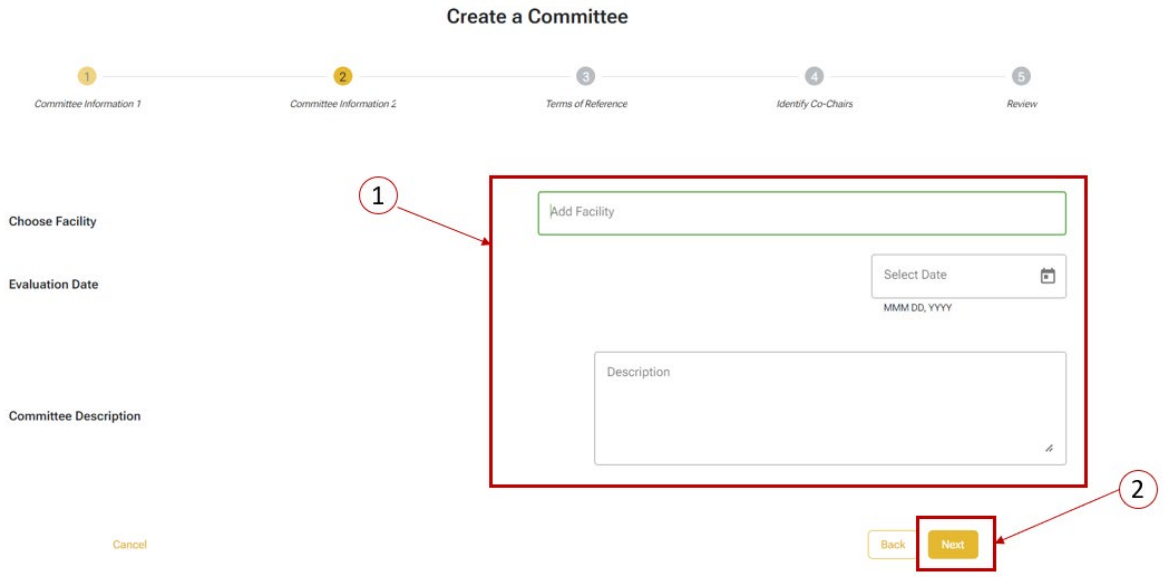
1.1.4. On the next screen, enter or select the operating employer, committee name/site, multiple employer option*, and click the 'Next' button.



1.1.5. On the ‘Committee Information’ screen, enter the facility, the evaluation date, and the committee description, and then click the ‘Next’ button.

Note

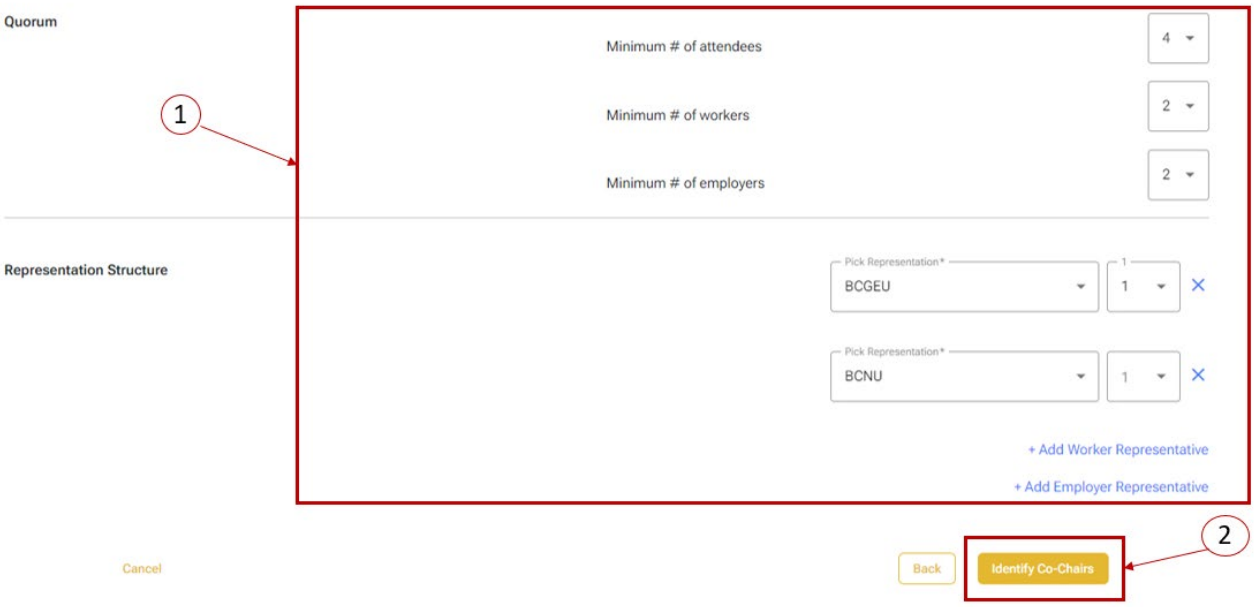
- The above fields are not required to create a committee; you can update them afterward.
- For health authorities, the facilities field is a dropdown list.
- For Vancouver Coastal Health, Interior Health, and Providence Health Care, the system will show an additional field (Cost Center) in the dropdown list.



1.1.6. Enter quorum and representation structure, and then click the ‘Identify Co-Chairs’ button.

Note

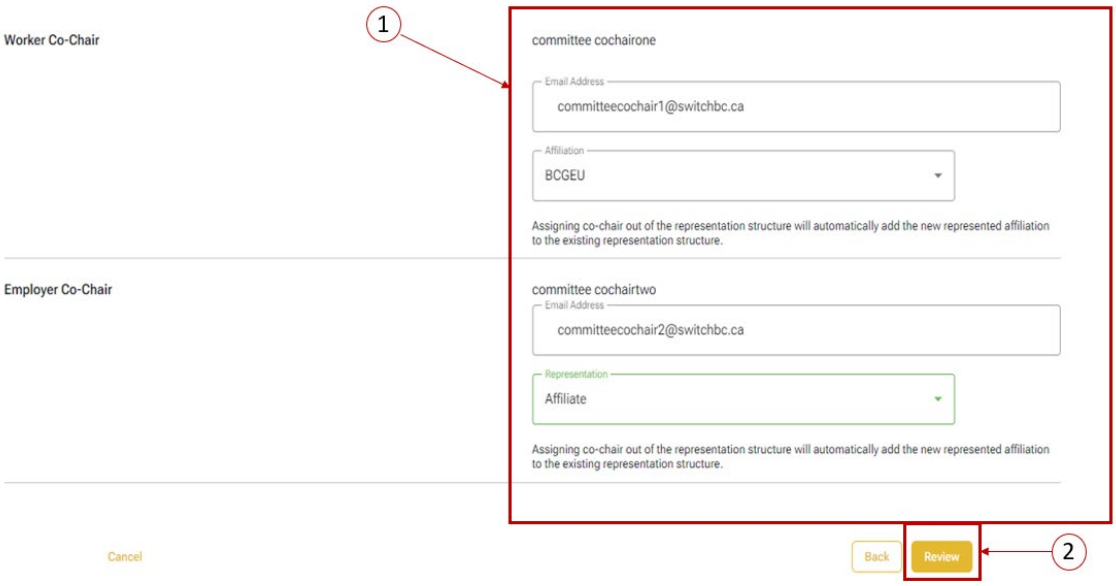
- The quorum and representation structure should be completed before you create a recurring meeting because it can impact the meeting functionality.
- Click the '+ Add Worker Representation' or 'Add Employer Representation' links to update the representation structure.
- The representation structure cannot be empty before adding members to the committee because the 'Affiliation/Employer' field will be blocked in the 'Add Member' screen, and you will not be able to complete the add a member process.
- The quorum structure must align with the following rule: The combined minimum number of worker and employer representatives cannot exceed the minimum number of attendees to meet the quorum.



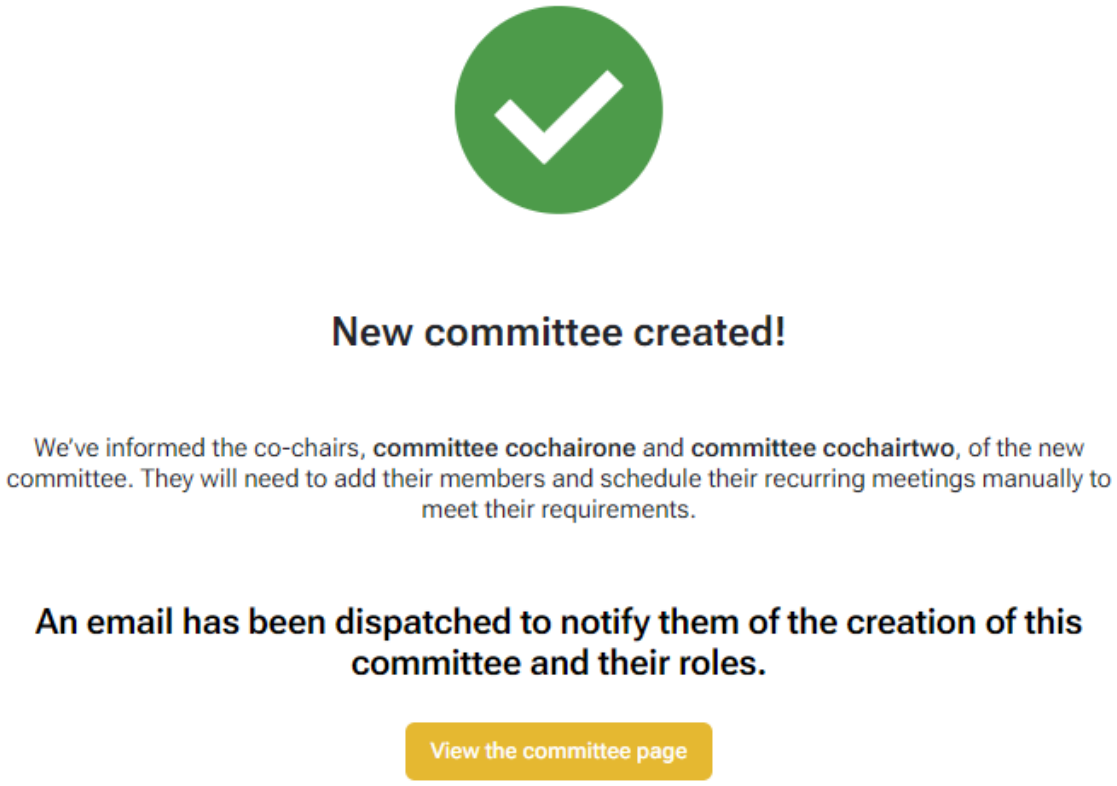
1.1.7. On the next screen, enter the Worker Co-Chair and Employer Co-Chair's email addresses, then select the representation or employer/affiliation options, and then click the 'Review' button.

Note

- For non-health authority members, the email address must be registered with the OHS Resource Centre.
- The email address cannot be a System Administrator, Union Practitioner, or Employer Practitioner role.



1.1.8. Review the information entered and click the 'Create Committee' button. Once the committee has been created, the Co-Chairs will be notified by email.



1.2 Search a JOHSC for Practitioners

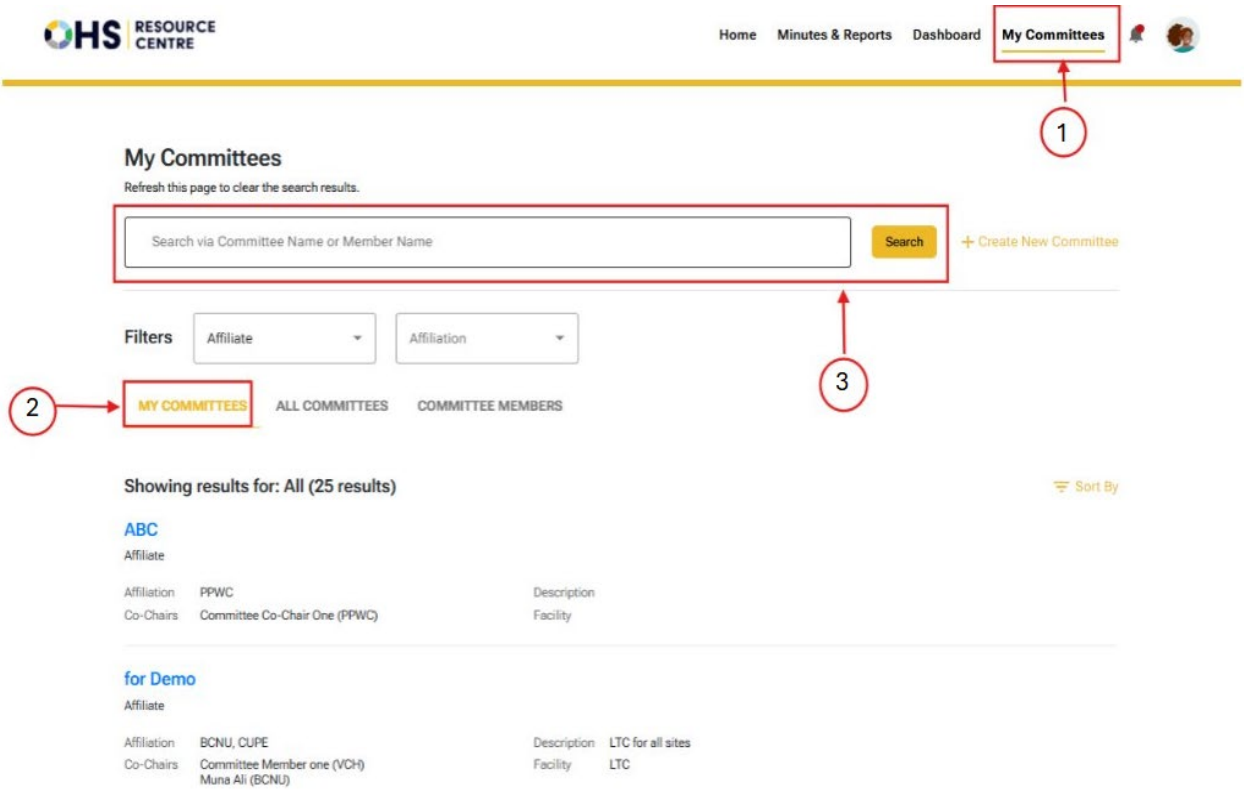
Applies to:

- Employer Practitioners

- Union Practitioners

The ‘My Committees’ tab allows practitioners to easily search and find JOHSC through the different sub-tabs (My Committees, All Committees, and Committee Members) and search tools.

1.2.1. Find your committee.
1.2.2. Click the ‘My Committees’ tab on the page’s header.
By default, you will be positioned in the ‘MY COMMITTEES’ sub-tab which displays all the committees you are assigned to. You can find a committee faster by writing its name or part of it in the research tool and then clicking the ‘Search’ button.

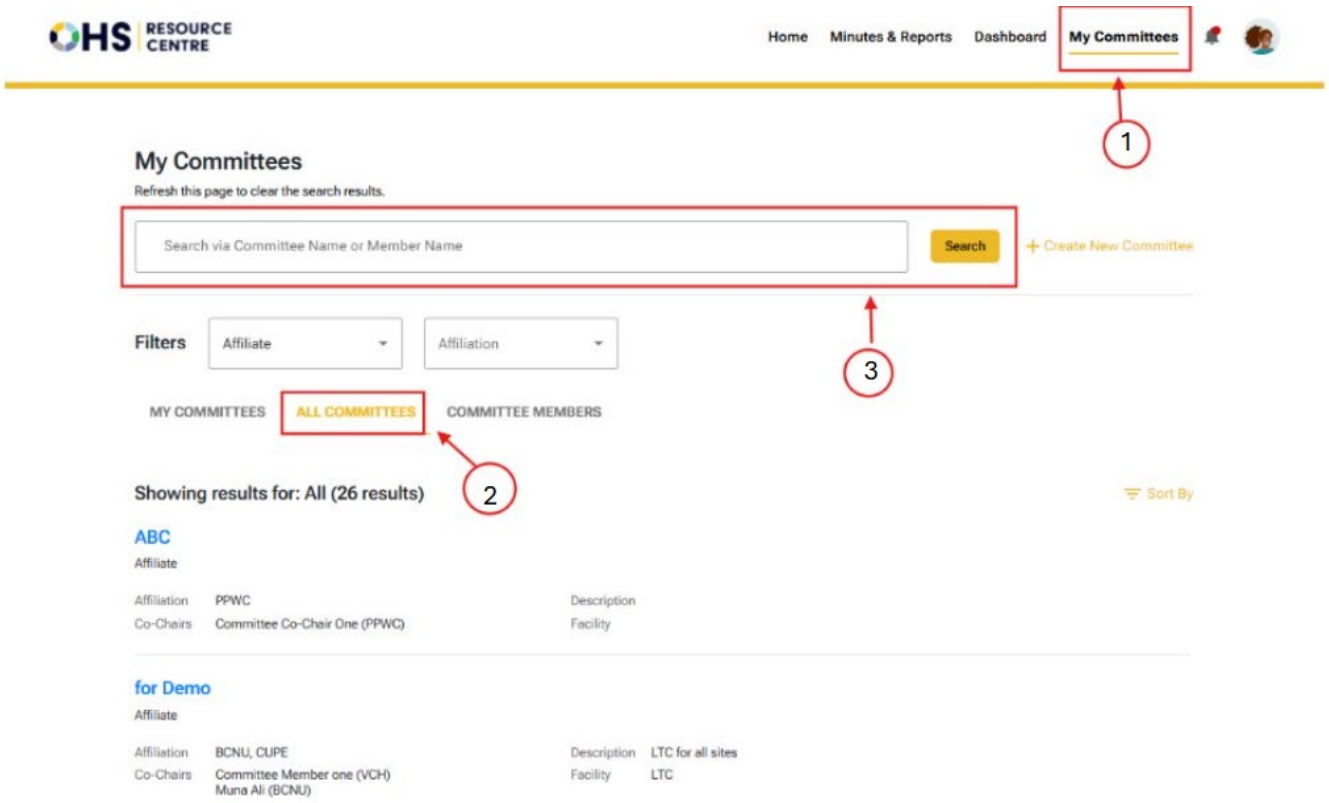


1.2.3. Find a committee.
1.2.4. Click the ‘My Committees’ tab on the page’s header.
1.2.5. Click the ‘ALL COMMITTEES’ sub-tab, which displays all available committees. You can find a committee faster by writing its name or part of it in the research tool and clicking the ‘Search’ button.

Note

- The employer practitioners in the ‘ALL COMMITTEES’ sub-tab can search and see any committee that is part of their health authority or affiliate (depending on their login mechanism, HA email or Local OHS RC/Gmail sign-in).

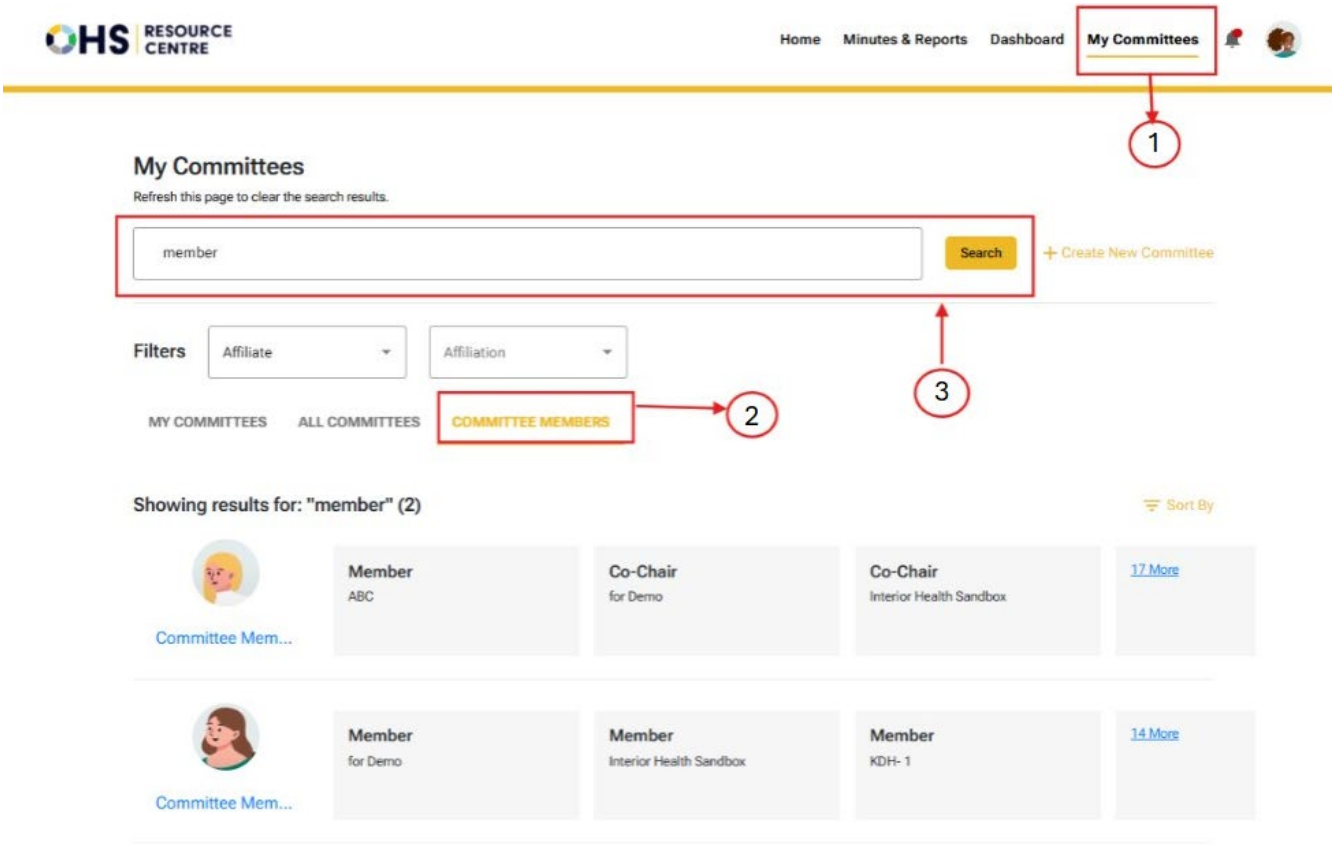
- The union practitioners in the ‘ALL COMMITTEES’ sub-tab, can search and see all committees across the health authorities/affiliates but they cannot change any committee information.



1.2.6. Find a committee member.
1.2.7. Click the ‘My Committees’ tab on the page’s header.
1.2.8. Click the ‘COMMITTEE MEMBERS’ sub-tab.
1.2.9. You must write the committee member’s name or part of it in the research tool and then click the ‘Search’ button. The system will then display all the results and the committee they are part of.

Note

- The employer practitioners in the ‘COMMITTEE MEMBERS’ sub-tab can search and see members that are only a part of their health authority/affiliate; they cannot change any member’s information.
- The union practitioners in the ‘COMMITTEE MEMBERS’ sub-tab can search and see members across the health authorities, but they cannot change any member’s information.

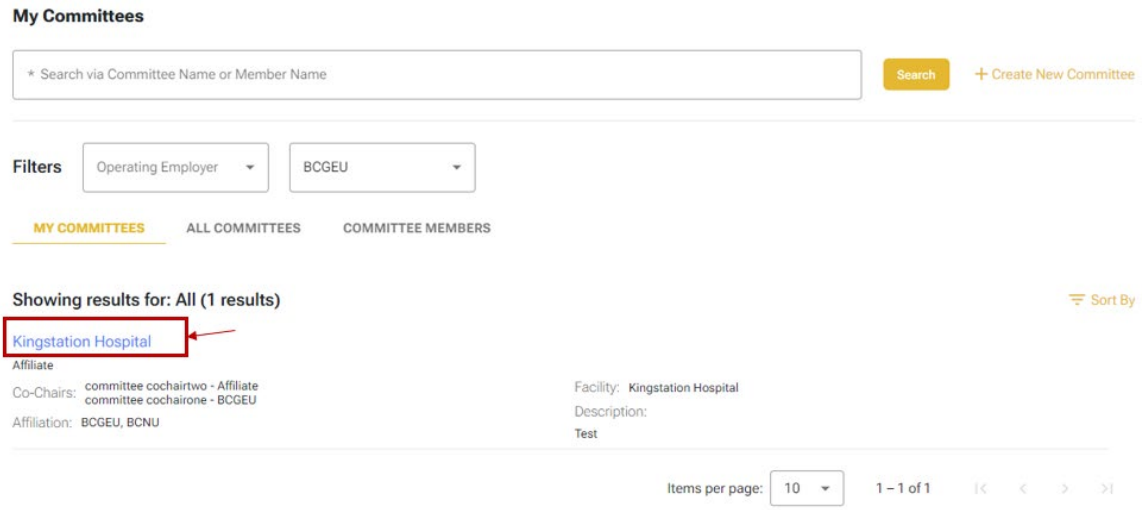


1.3 Update JOHSC Information

Applies to:

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

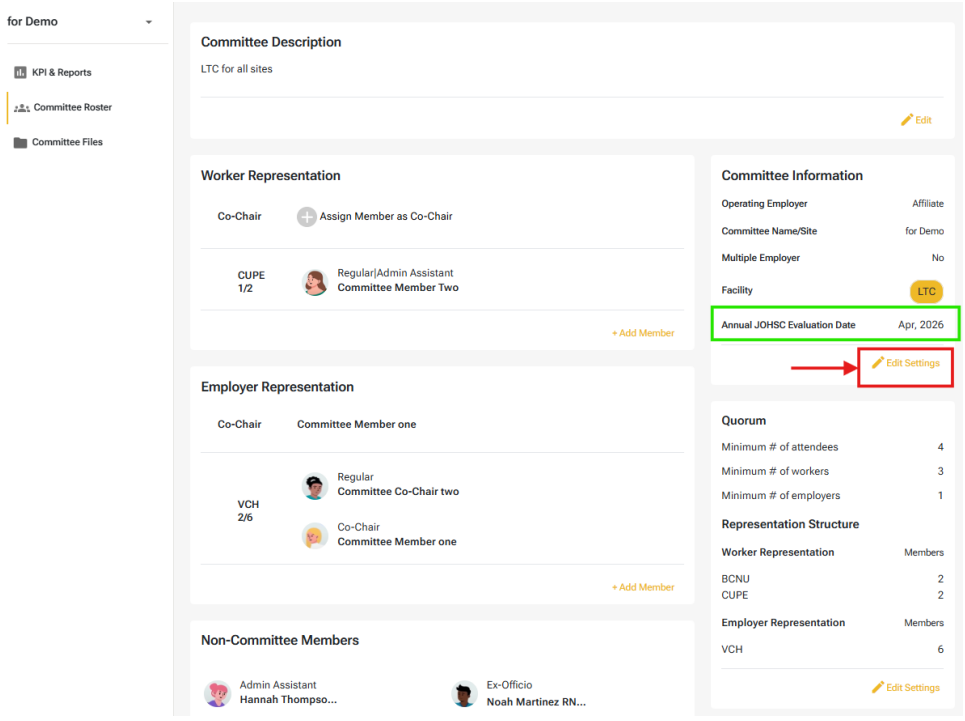
1.3.1 Click the ‘My Committees’ tab on the page’s header.
1.3.2 Click on the name of the committee that you want to update.



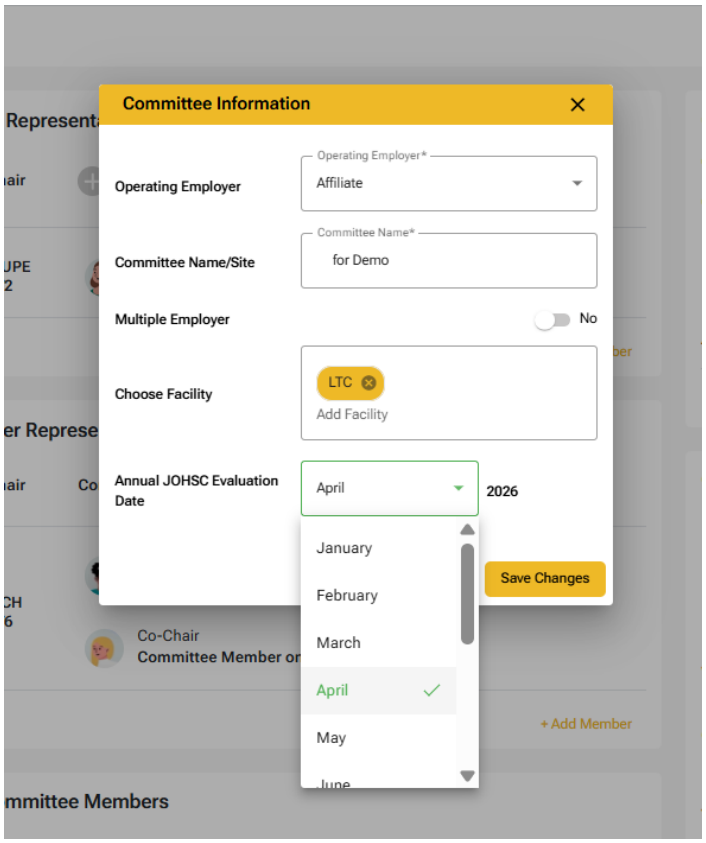
1.3.3 On the next screen, click the ‘Edit Settings’ button in the’ Committee information’ section.

For example:

- If you want to update the ‘Evaluation Date’ field, you would:
  - Click the ‘Edit Settings’ link in the section where the ‘Evaluation Date’ field appears.



1.3.4 Select the new evaluation month and then click the ‘Save Changes’ button.



Note:

- Two reminder notifications (via email and RC) will be sent to committee members as the annual evaluation date approaches; one 2.5 months in advance, and another 15 days before the evaluation date.

1.4 Find and Message a JOHSC

A health authority user can search and message their own HA committee members if there is a problem, issue, concern, or suggestion. This functionality is open to all HA users who have registered an account with the OHS Resource Centre.

Applies to:

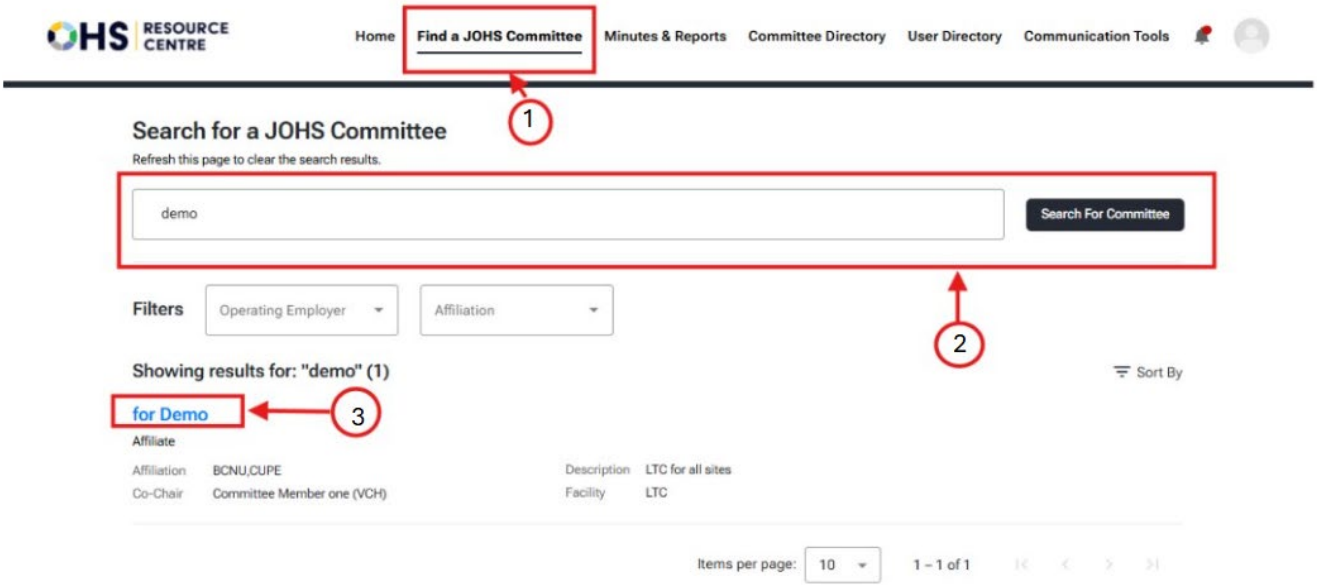
- All Health Authority roles listed below: Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)
- Committee Regular Member
- Committee Alternate Member
- Employer Practitioner
- General Health Authority Staff (staff worker and health authority-trusted network)

- Union Practitioner

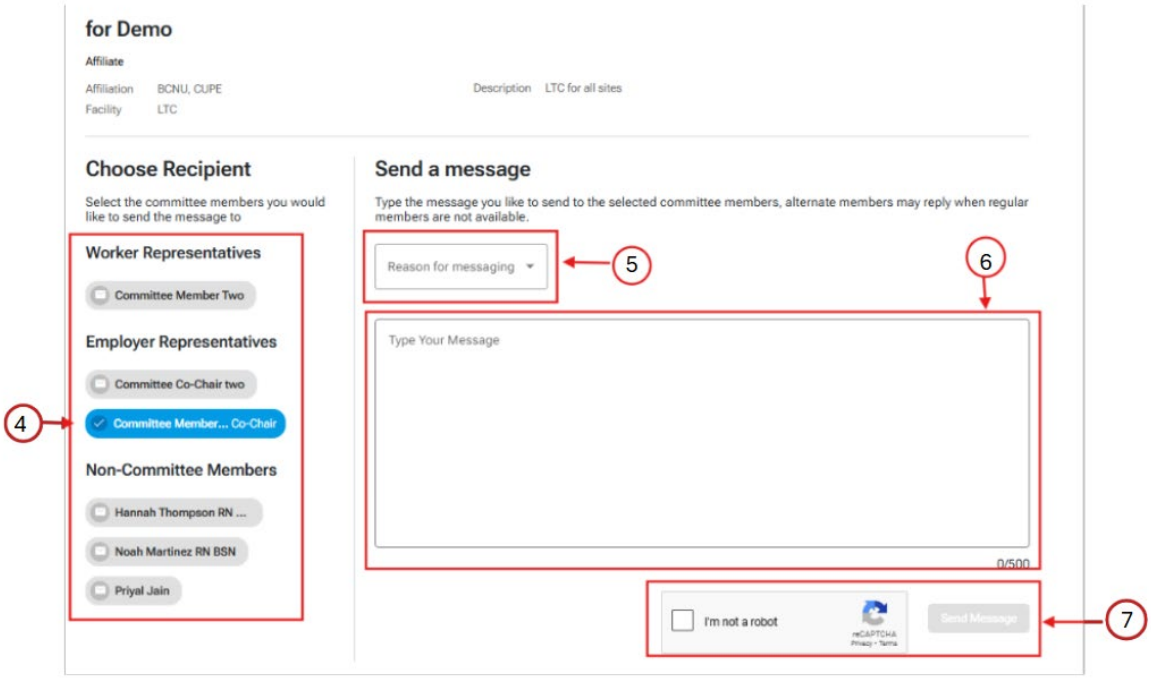
Note:

- The System Administrator can send messages to all the HA committee members (See screenshot below)

1.4.1 Click the 'Find a JOHS Committee' tab on the page's header.
1.4.2 Write the committee's name or part of it in the research tool, select its health authority or affiliation, and then, click the 'Search for Committee' button.
1.4.3 Click on the committee's name.



1.4.4 Choose the desired recipient for your message; the Co-Chairs are selected by default, but you can deselect.
1.1.1 Select the type of message you would like to send to the selected committee members.
1.1.2 Write the desired message; there is a maximum of 500 characters.
1.1.3 Check the 'I'm not a robot' functionality and click the 'Send Message.'



Note

- The system only displays the first and last names of committee members.

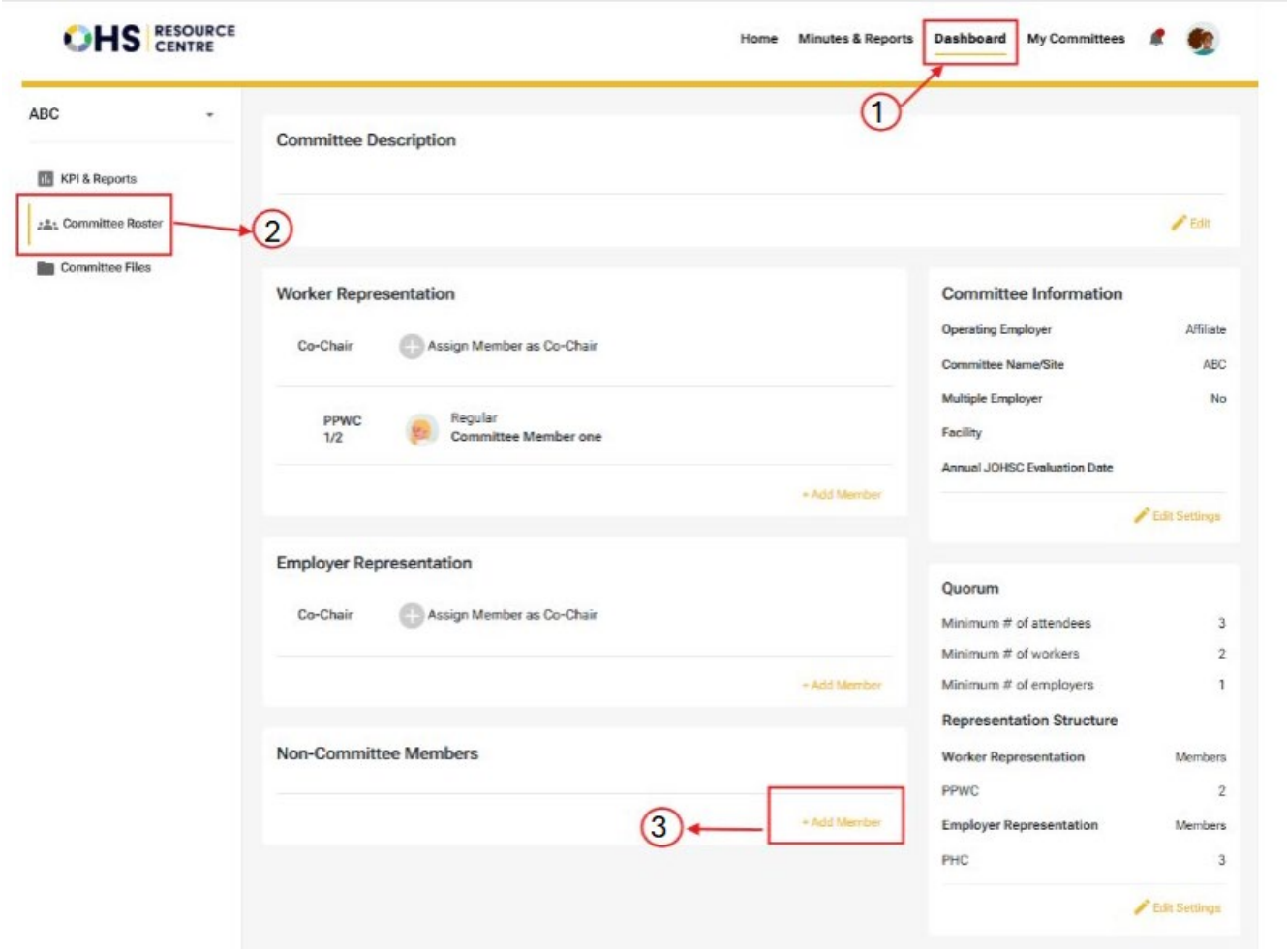
2. Managing your JOHSC Members

2.1 Add a Committee Member

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

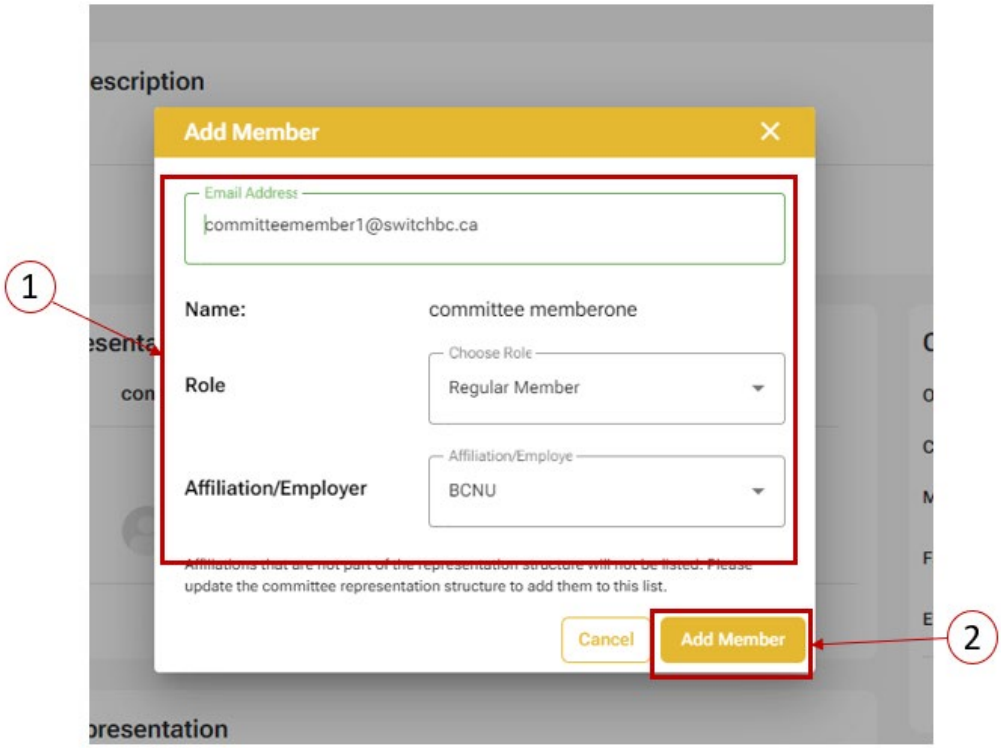
2.1.1. Click the ‘Dashboard’ tab on the page's header.
2.1.2. Click on the committee's name, and then click on the ‘Committee Roster’ link.
2.1.3 Click on the ‘+ Add Member’ button in the ‘Worker Representation’ or ‘Employer Representation’ section.



2.1.4 Enter the email address, role, affiliation/employer information, and then click the 'Add Member' button.

Note

- Users must complete the sign-up process and log in at least once before they can be assigned to a committee in the system.
- The email address cannot be a System Administrator, Union Practitioner, or Employer Practitioner role.
- The representation structure cannot be empty before adding members to the committee because the 'Affiliation/Employer' field will be blocked in the 'Add Member' screen, and you will not be able to complete the add a member process.



2.2 Remove Existing Committee Members

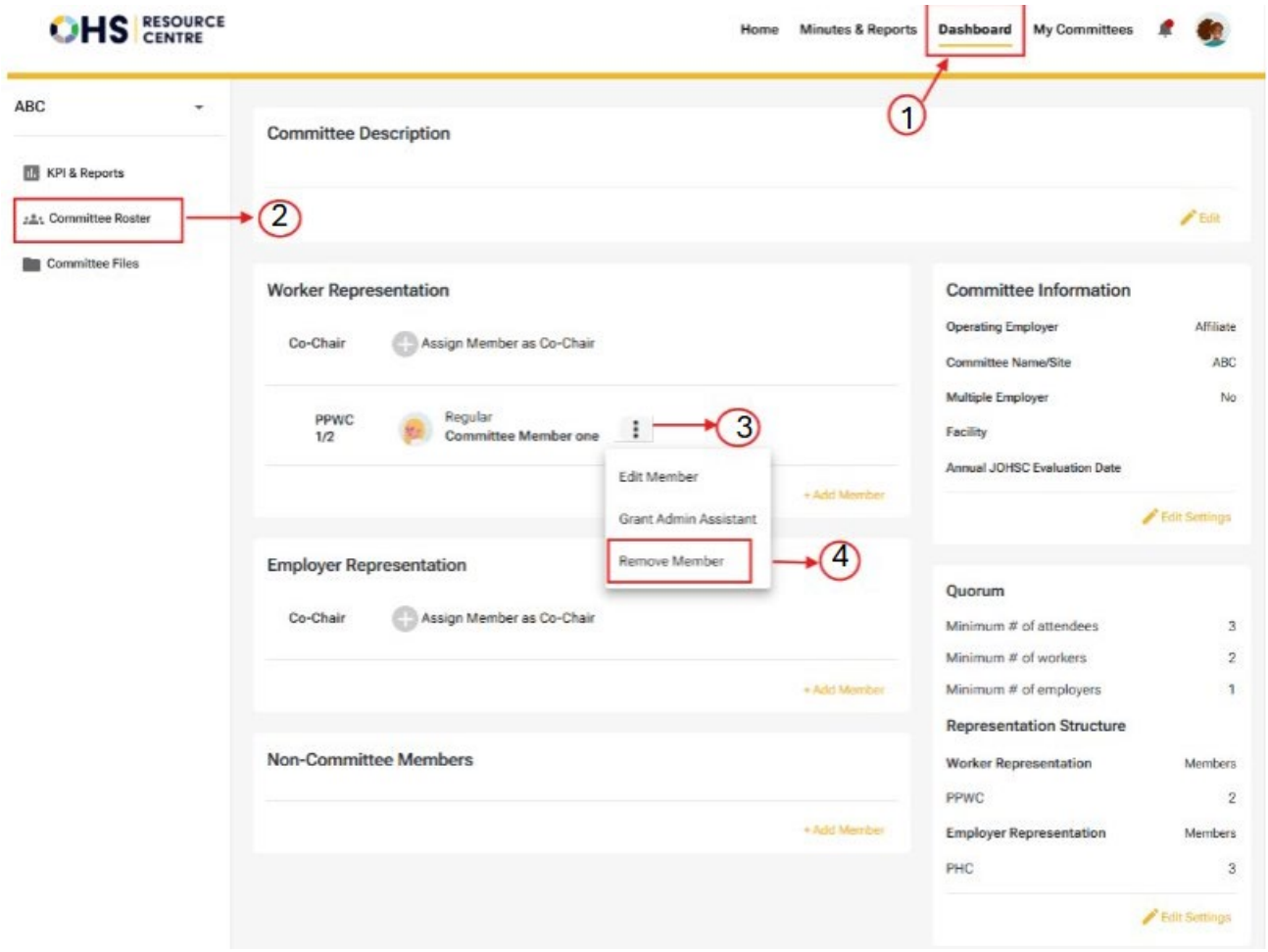
Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

2.2.1. Click the 'Dashboard' tab on the page's header.
2.2.2. Click on the committee's name, and then click on the 'Committee Roster' link.
2.2.3. Click on the three dots next to the member's name, and then select the 'Remove Member' option.

Note

- You need to hover next to the member's name for the three dots to appear.

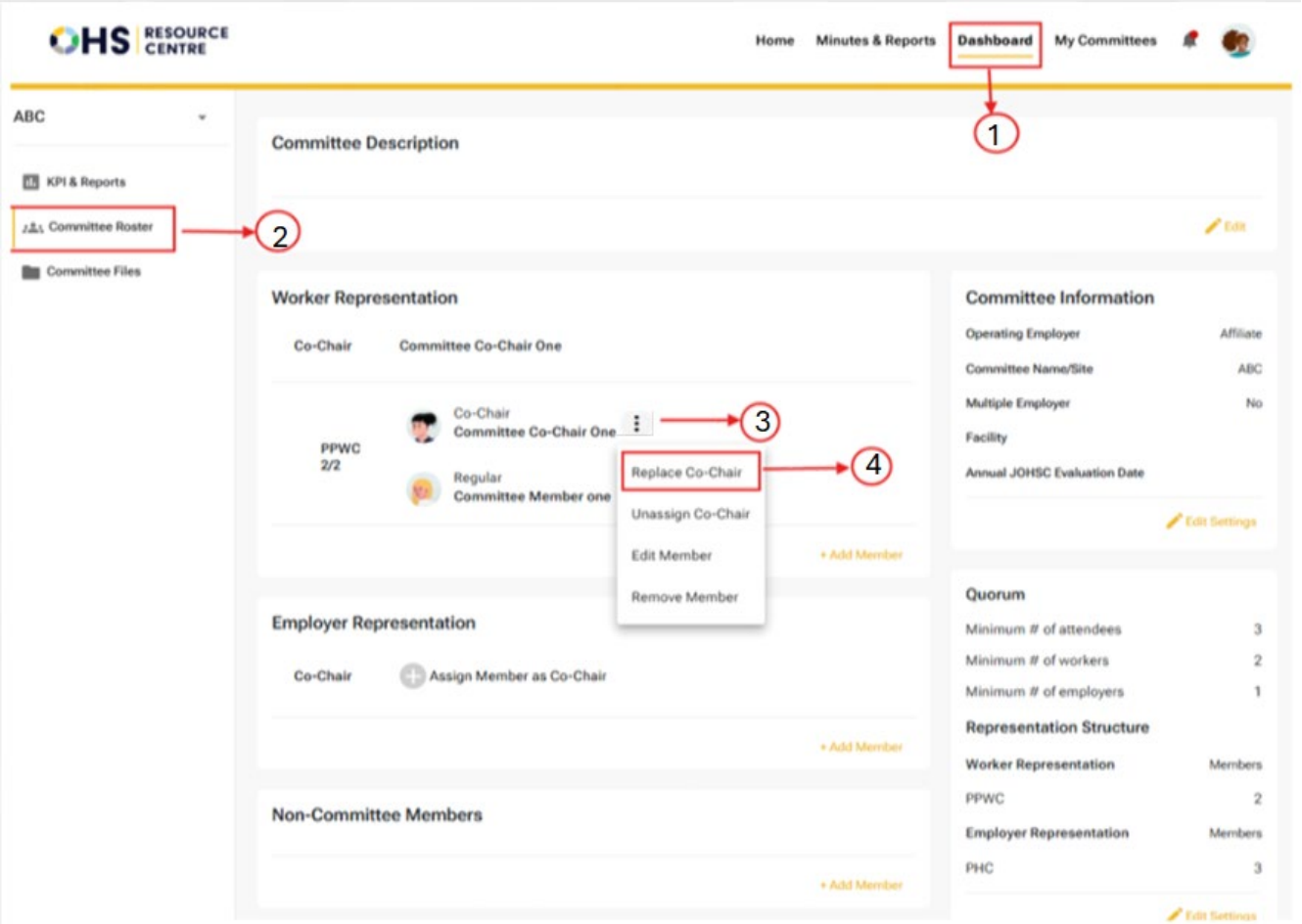


2.3 Update a Co-Chair

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)

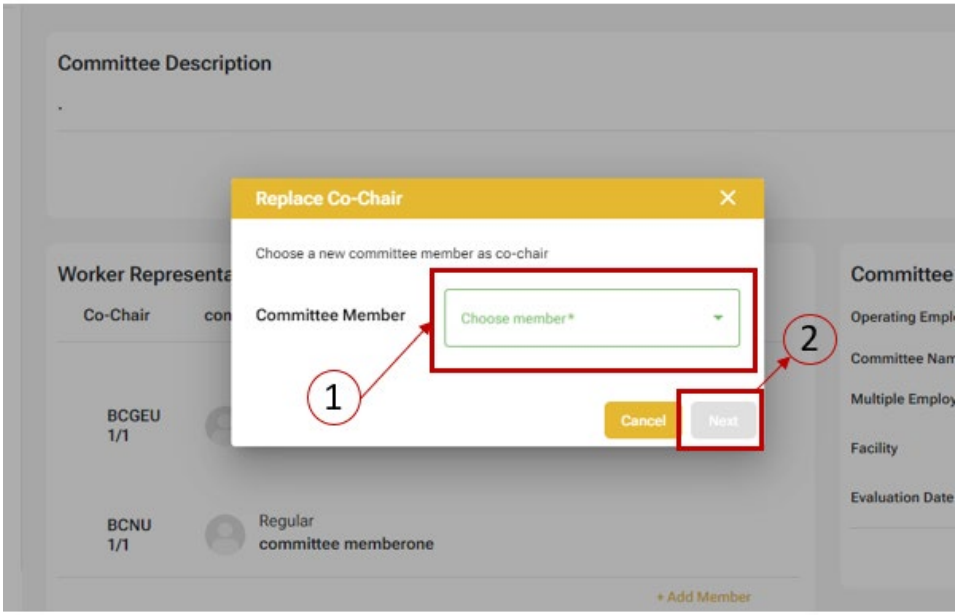
2.3.1. Click the ‘Dashboard’ tab on the page’s header.
2.3.2. Click on the committee’s name, and then click on the 'Committee Roster' link.
2.3.3. Click on the three dots next to the current Co-Chair's name, and then select ‘Replace Co-Chair.’



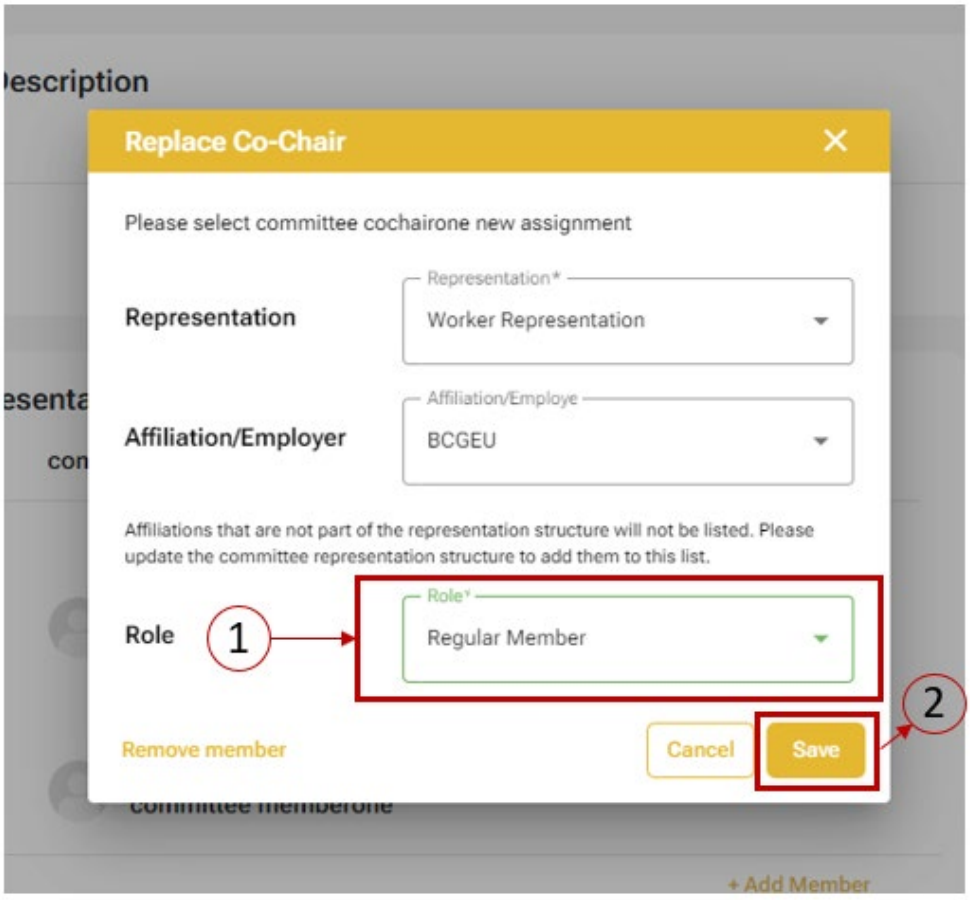
2.3.4. Select a member from the ‘Choose member’ dropdown list, and then click the ‘Next’ button.

Note

- The new Co-Chair must already be assigned to the committee to appear on the dropdown menu.



2.3.5. The system will ask you to assign a committee role to the previous Co-Chair. Select a value from the 'Role' dropdown, and then click the 'Save' button. You can also remove the Co-Chair from the selected committee in this window.



2.4 Designate an Admin Assistant Role for Non-Committee Member

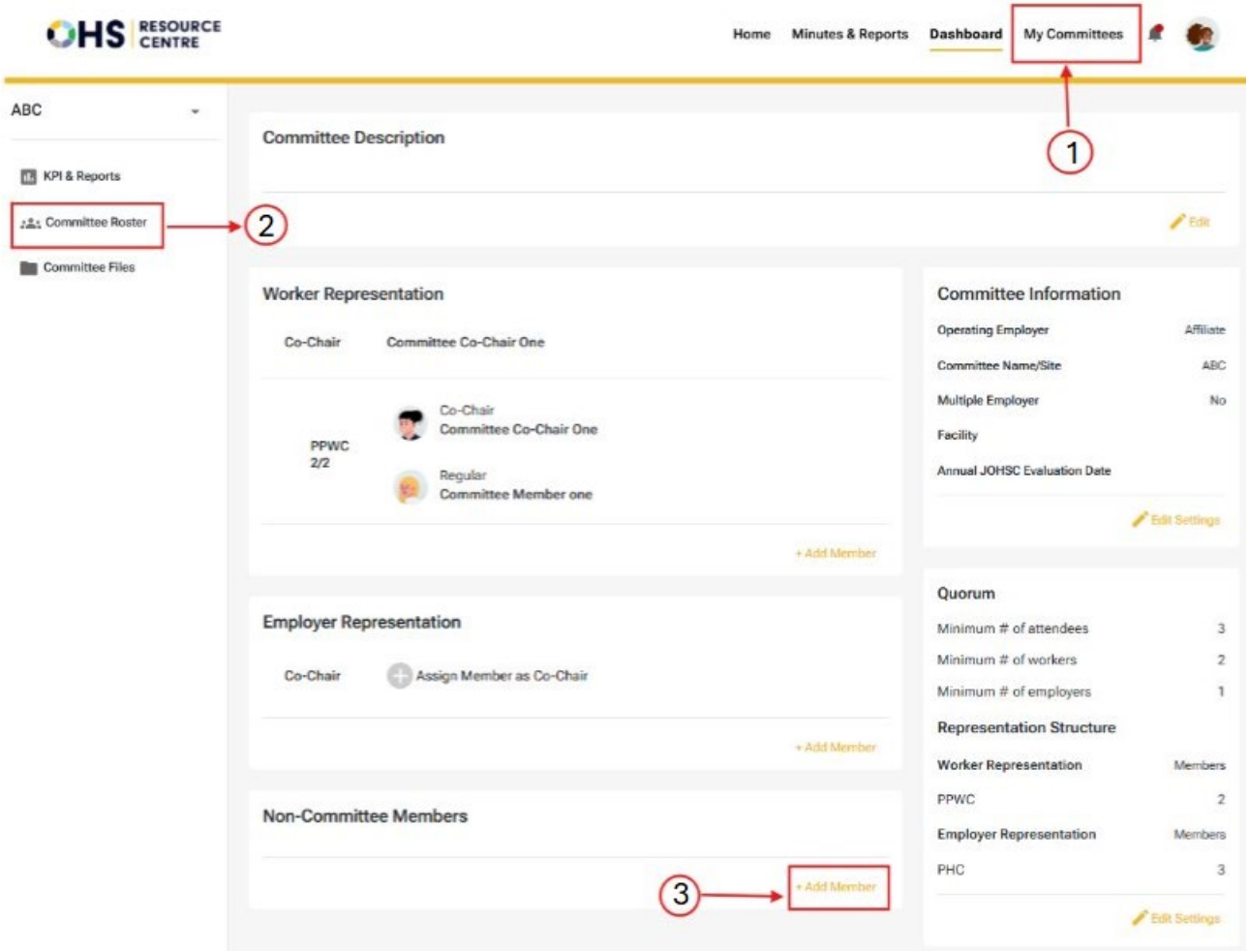
Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)

Note

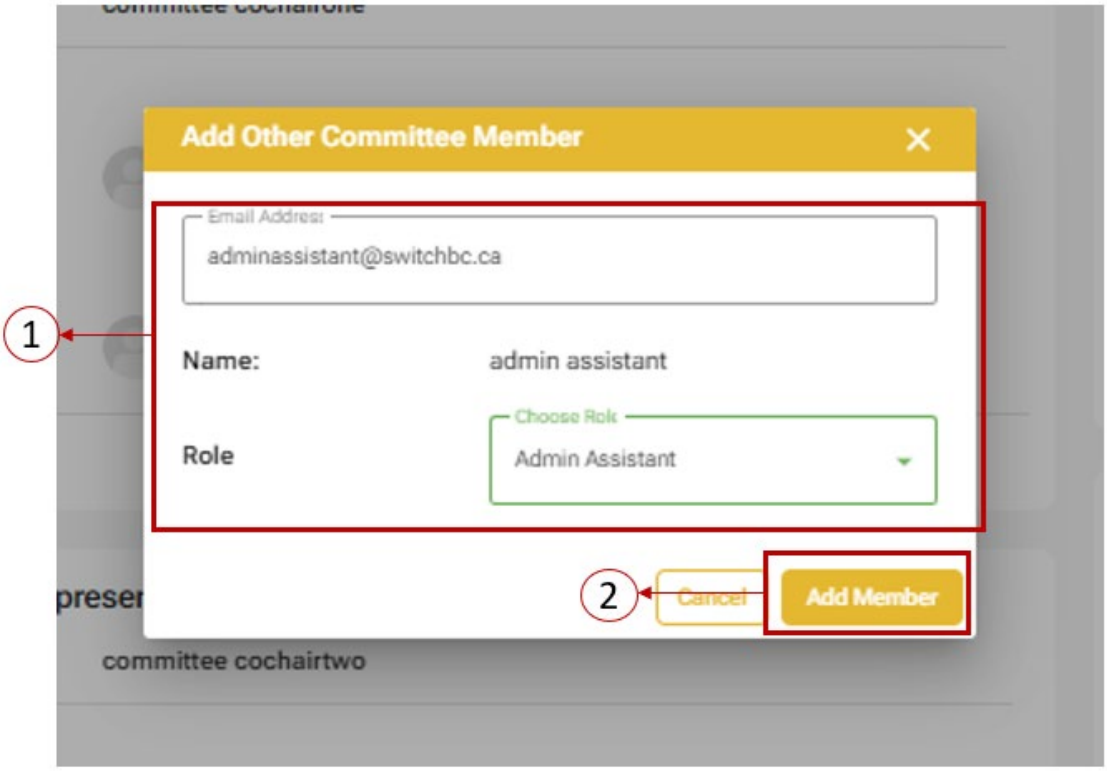
- Users must complete the sign-up process and log in at least once before they can be assigned to a committee in the system
- Multiple 'Admin Assistant' roles can be assigned per committee.
- The following steps show you how to assign an Admin Assistant role; this role is not a voting member.
- A 'Regular/Alternative' committee member can also have the 'Admin Assistant' role (Steps in section 2.5).

2.4.1. Click the 'Dashboard' or 'My Committees' tab on the page's header.
2.4.2. Click on the committee's name, and then select the 'Committee Roster' link.
2.4.3. Click on the '+ Add Member' button in the 'Non-Committee Members' section.



2.4.4. Enter the email address of the person who is assigned the role of Admin Assistant (the email cannot have the System Administrator or Employer Practitioner role assigned).

2.4.5. Select an Admin Assistant role from the 'Role' dropdown menu, and then click the 'Add Member' button.



2.5 Designate an Admin Assistant Role for a Committee Member

Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)

The following steps show you how to assign an Admin Assistant role for a committee member:

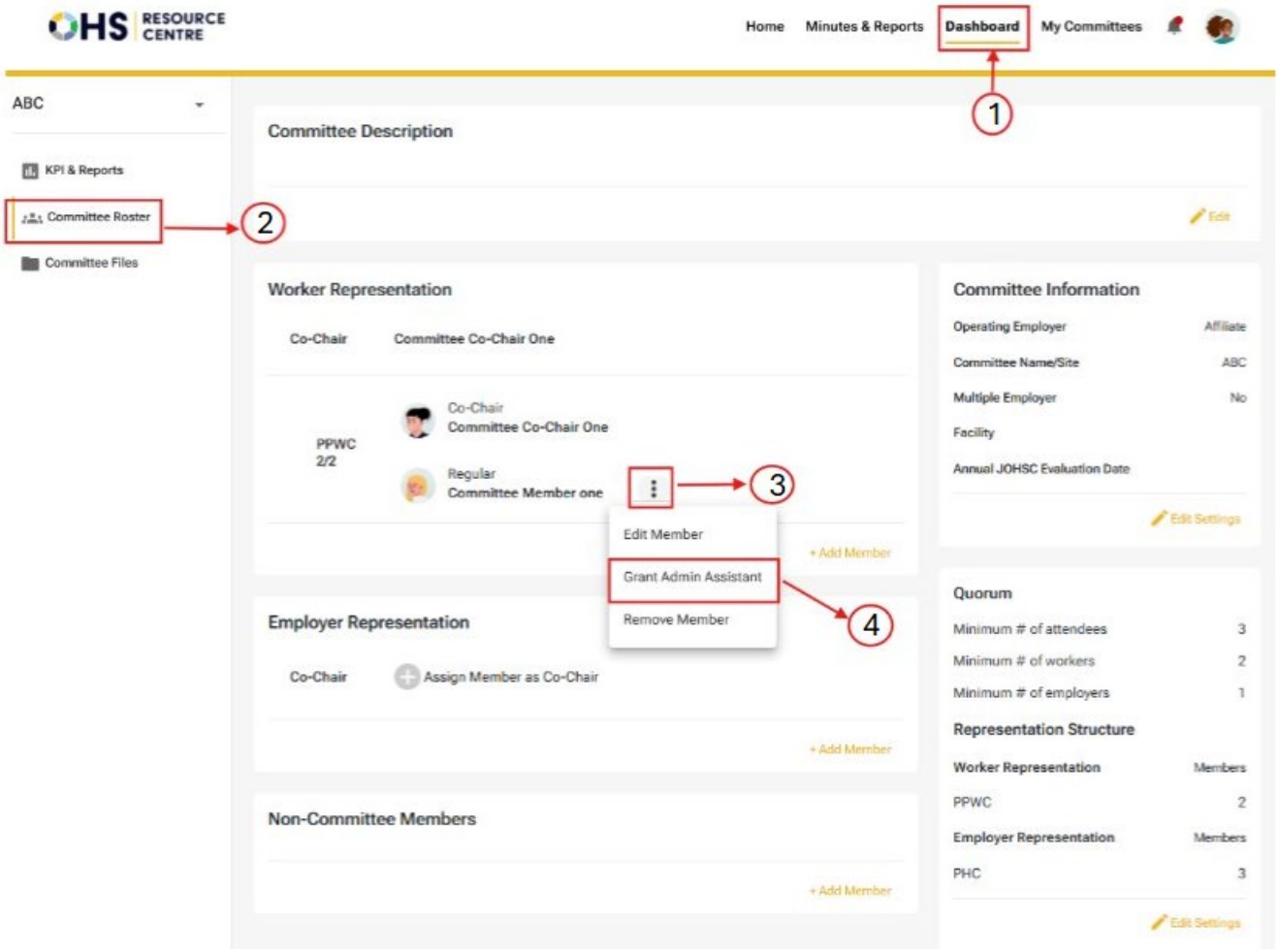
Note

- Multiple 'Admin Assistant' roles can be assigned per committee.
- An Admin Assistant role is a voting role.
- A 'Co-Chair' and 'Ex-Officio' role cannot be assigned as an Admin Assistant.

2.5.1. Click the 'Dashboard' or 'My Committees' tab on the page's header.

2.5.2. Click on the committee's name, and then select 'Committee Roster' link.

2.5.3. Navigate to the ‘Worker/Employer Representation’ section. Click the three dots next to the member's name, and then select the ’Grant Admin Assistant’ option.



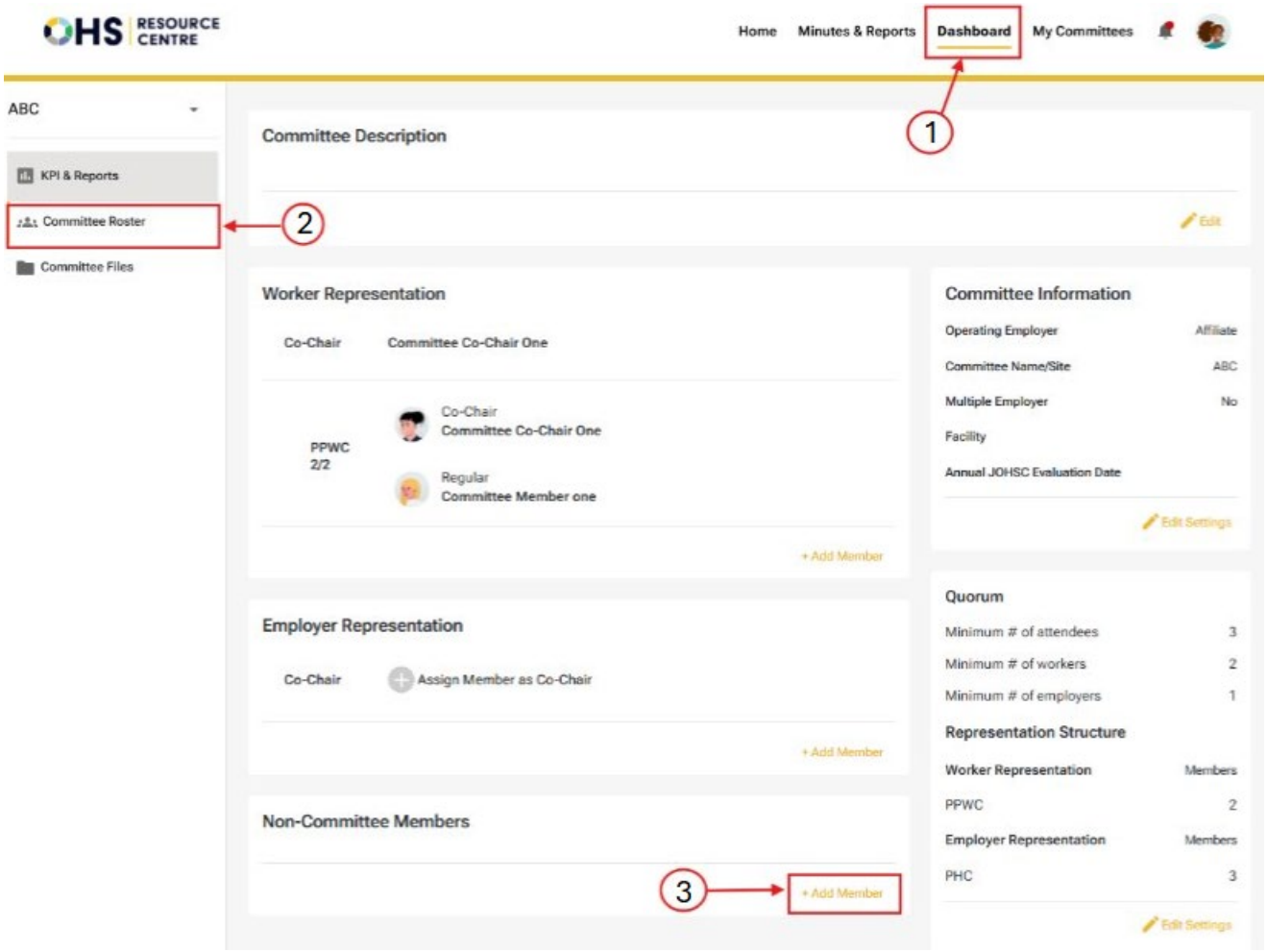
2.5.4. Answer ‘Yes’ to the following question: Are you sure you want to grant committee clerk privileges to this person?’

2.6 Add an Ex-Officio Role (Non-Committee Member) to JOHSC

Applies to:

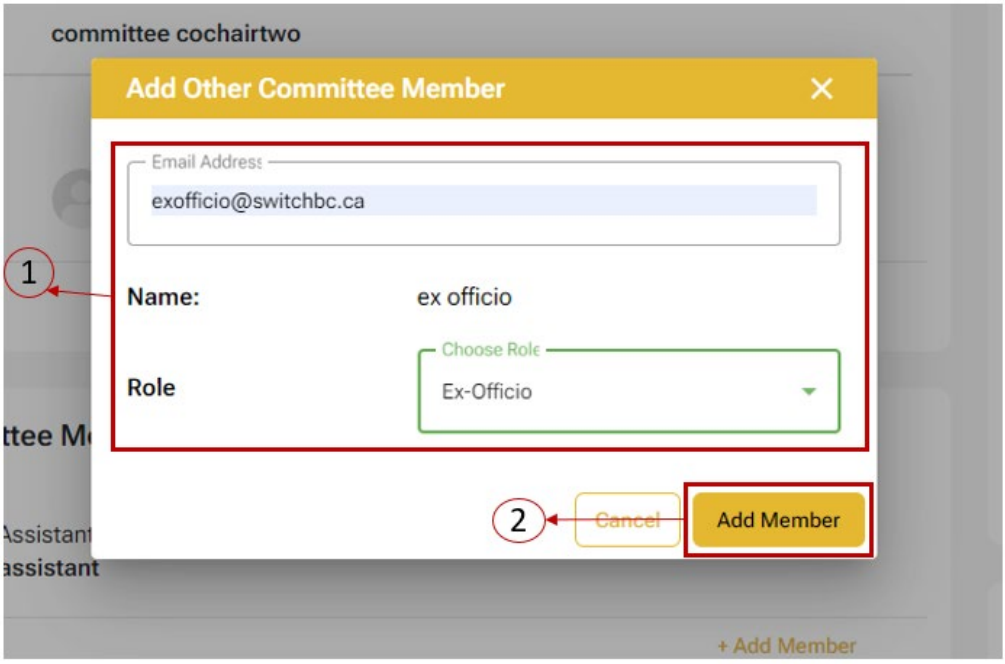
- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

2.6.1 Click the ‘Dashboard’ or ‘My Committees’ tab on the page's header.
2.6.2 Click on the committee's name, and then click on the ‘Committee Roster’ link.
2.6.3 Click on the ‘+ Add Member’ button in the ‘Non-Committee Members’ section.



2.6.4 Enter the appropriate email address (The email address cannot have the System Administrator, Employer Practitioner, or committee member role assigned to it).

2.6.5 Select an Ex-Officio role from the 'Role' dropdown menu, and then click on the 'Add Member' button.



2.7 Remove an Ex-Officio Role (Non-Committee Member) from JOHSC

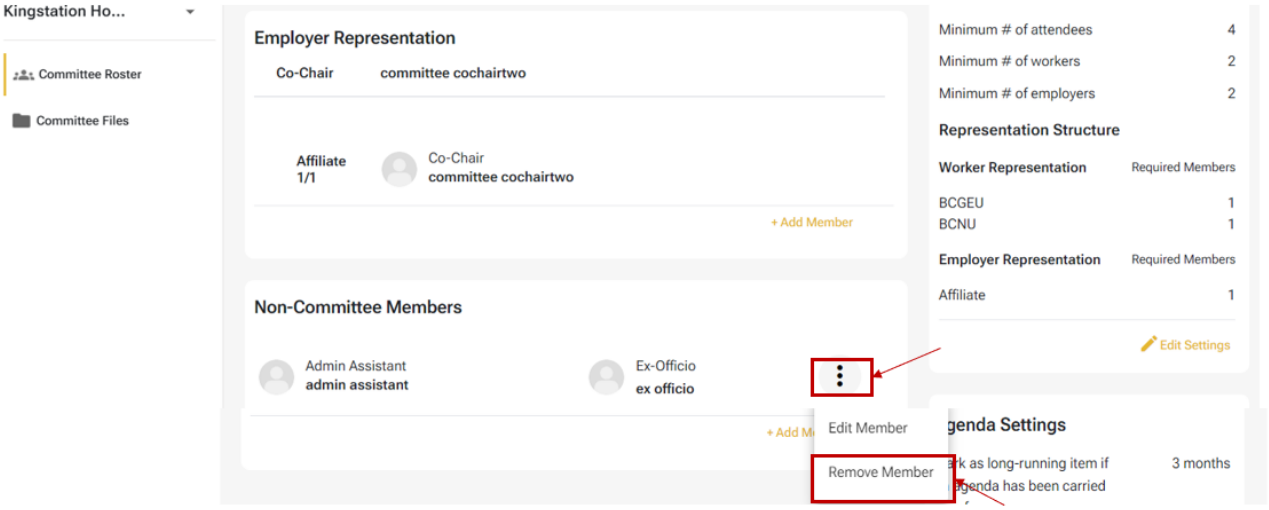
Applies to:

- Employer Practitioners
- Committee Co-Chair (worker and employer)
- Admin Assistant

2.7.1. Click the 'Dashboard' or ‘My Committees’ tab on the page's header.
2.7.2. Click on the committee's name, and then click on the 'Committee Roster' link.
2.7.3. Click on the three dots next to the member's name and select the 'Remove Member' option.

Note

- You need to hover next to the member's name for the three dots to appear.



2.7.4. A window will appear asking if you are sure you want to remove said member. Click the 'Yes, remove' button.

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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.