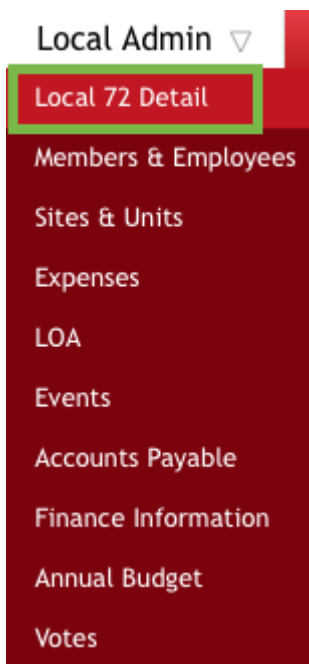


A Local OH&S Committee may include non-executive members. In this situation, an executive member assigns an OH&S position to the person using the **DMS>Local Admin>Local Detail>Other positions** Tab.

Go to **Local Admin** and click on **Local XXX Detail** in the drop down menu.



Click on **Other Positions** and look to see if the desired **Member** is already in the list. If the member is not already populated in the list, click on the **Plus sign**.



## Local 72 Detail

Information			
Name	St. Michael's Health Centre - Lethbridge	Legal Name	United Nurses of Alberta, Local 72
Members	39	District	South
President's Contact Info	27-150 Fairmont Road S (403) 524-0341 Lethbridge AB T1K 8C6		



In the **Search by Name or Member ID (field)**: enter the member's last name, first name, partial name or ID then click on **Search**. A list of names will automatically fill in. Choose the correct member by clicking in the circle beside member's name. Choose **OH&S Committee** under **Position Type**. Click the **Box** beside, **Can access OH&S Forms**. Once everything is completed click on the **Check Mark**.

+

Search by Name or Member ID:

86458   Lois Lane

Position Type:

Position Name:

Can access PRCs  
 Can access OH&S Forms

The member will now show as part of the OH&S Committee. The blue button to **Give OH&S Access** will say **Remove OH&S Access** because you already gave them access in the step above. Do NOT click on this button unless you wish to remove the member's access.

+	OH&S Committee type: OH&S Committee	Lois Lane	April 07, 2017	<input type="button" value="Give PRC Access"/>	<input type="button" value="Remove OH&amp;S Access"/>	<a href="#">More</a>	<input type="button" value="X"/>
---	--	-----------	----------------	--	---	----------------------	----------------------------------

Click on the **Give OH&S Access** button to grant access to members who are part of the committee but do not yet have access.

+	OH&S Committee type: OH&S Committee	Lois Lane	April 07, 2017	<input type="button" value="Give PRC Access"/>	<input type="button" value="Give OH&amp;S Access"/>	<a href="#">More</a>	<input type="button" value="X"/>
---	--	-----------	----------------	--	---	----------------------	----------------------------------

Once the button to **Give OH&S Access** has been clicked, **Access granted** will automatically fill in.

+	OH&S Committee type: OH&S Committee	Lois Lane	April 07, 2017	<input type="button" value="Give PRC Access"/>	<input type="button" value="Access granted"/>	<a href="#">More</a>	<input type="button" value="X"/>
---	--	-----------	----------------	--	---	----------------------	----------------------------------