

# HSA Initiatives Workplan Template

## 2020 Updated Version

As part of the ongoing effort to support the Health and Safety Associations (HSAs) in planning, reporting on, and assessing activities and outcomes, WorkSafeBC has reviewed and updated the HSA initiatives Workplan Template.

In 2020, WorkSafeBC conducted a survey to gather feedback from the HSAs on the Initiatives Workplan Template. We appreciate your feedback and have reviewed and analyzed the challenges and recommendations raised. The goals of this revised HSA Initiatives Workplan Template are to:

- Address major challenges that the HSAs have identified in the current HSA Initiatives Workplan Template
- Align the HSA Initiatives Workplan Template format with other WorkSafeBC templates (e.g. COR Workplan Template) to ensure consistency
- Improve reporting on initiative outcomes

Effective from May, 2020, the revised HSA Initiatives Workplan Template will be used by the HSAs. The HSA Initiatives Workplan Template will help you:

- **Align** your initiatives and activities with your strategic objectives/goals.
- **Plan** your initiatives or endeavour by outlining the activities to be accomplished, inputs needed, budget required, timeframes to follow, and outcome anticipated.
- **Manage** implementation of your initiatives by enabling you to track implementation against expectations
- **Report** on your progress in implementing the initiatives by sharing information in the “Workplan Measurement” section, and evaluate your outcomes by identifying the
  - Data collection methods to be used
  - Time frame(s) for collecting outcome evaluation data
  - Outcomes achieved at the end of the fiscal year
  - KPI alignment

WorkSafeBC expects the HSA Initiatives Workplan will reflect the scope and cost of your initiatives and assist by assigning a dollar value against the HSA's overall budget. Workplans are not intended to include all activities or initiatives undertaken by your organization in the upcoming year. Rather, focus on your **“key initiatives” or activities** you will undertake to address and impact the primary trends within your industry. You will explain what you are going to emphasize in the coming year; in most cases, you will have two or three key initiatives and rarely will you have more than five.

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## Section A: HSA Overview – Programs and Training

HSA Name	BC Forest Safety Council
Year of Workplan	2021

<b>HSA Vision</b>
<i>Every Forestry Worker Goes Home Safe. Every day.</i>
<b>HSA Mission</b>

## Section B: Summary of Strategic Objectives and Initiatives

Based on the information from your strategic plan, please kindly indicate (at a high level) the /priorities of your organization for the upcoming year, and the **key initiatives** that your HSA has planned out under each objective/priority. In most cases, you will have two or three key initiatives and rarely will you have more than five.

#	Program Area: Training Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
1.	<i>Develop practical competency-based training programs to support consistent and improved training outcomes for forestry workers aimed at reducing injuries in high risk occupations.</i>	<b>1.1 Develop and pilot Entry Level Forest Worker Program</b> that will provide new workers to the forest industry with a variety of valuable training, skills and contacts that will support them to be safe and productive.	2019 – 2022 Mar	1. A pathway for the sustainable future direction of the program: key indicator is a final sustainability report with recommendations to guide future delivery of the program.
		<b>1.2 Increase industry awareness and use of BCFSC training and assessment resources.</b>	2020 July – 2022 Dec	1. Improved understanding and engagement by employers using the resources.

				<p>2. Net increase to users participating in training.</p> <p>3. Positive overall feedback on training delivery.</p>
		<p>1.3 <b>Create and deliver a supervisor development program</b> that would provide training and job aids to support supervisors in harvesting, silviculture, and manufacturing.</p>	<p>2020 July – 2022 Dec</p>	<p>1. Increased supervisor competence in core supervisory safety skills.</p> <p>2. Supervisors better understand their roles and responsibilities.</p>
	<p>Engage and inform industry</p>	<p>1.4 <b>Develop and deliver quality virtual and online training</b> to employers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</p>	<p>2021 Jan – 2021 Dec</p>	<p>1. Improved awareness and engagement.</p>

## Section C: Workplan Template – Initiative 1.1

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	<b>1.1 Develop and pilot Entry Level Forest Worker Program</b> (previously titled the Forestry Foundation Pilot Program) that will provide new workers to the forest industry with a variety of valuable training, skills and contacts that will support them to be safe and productive.
<b>Initiative Goal/ Expectation</b>	<p>The forest industry is made up of workers in the older demographics and with the increased retirement rates, new workers will be required. A standardized training program does not exist for these new workers which creates increased risk of injuries due to a lack of safety knowledge and skills. The goal of this initiative is to ensure a sustainable framework for the Entry Level Forest Worker Program that was started in 2019. Additionally, the new training and assessment materials created as part of this program will support a wider cross section of industry.</p> <p>The completion of this program was delayed one year due to COVID-19.</p>

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Finalize post secondary institution pilot sessions and gather feedback on institution and student experience.	<b>Training</b> Other type:	1 staff	Externally funded	Prior to October 2021	4 completed pilot programs with feedback gathered.	
Revise training resources based on the feedback from pilots.	<b>Consultation Services</b> Other type:	2 staff, one education consultant	\$2400	Prior to Oct 2021	15 learning resources; program outline and instructor	

					<i>guide with lesson plans completed and available for use.</i>	
<i>Complete final report.</i>	<b>Consultation Services</b> Other type:	<i>One external consultant</i>	<i>Externally funded</i>	<i>Jan 2021</i>	<i>One final sustainability report which provides recommendations for future program delivery.</i>	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
Outcome: <i>A pathway for the sustainable future direction of the program.</i>  Outcome Indicator: <i>A final report with recommendations that will guide future delivery of the program.</i> <b>Align to KPI#1</b>	<b>Other, please specify</b> Other outcome type: <b>Practical recommendations in final report.</b>	<b>Medium Term 1 ~ 3 years</b>	2022 Mar	<i>Data analysis on final report to confirm SMART recommendations that align with a sustainable future pathway. (Not necessarily administered by BCFSC).</i>	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>

## Section C: Workplan Template – Initiative 1.2

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	<b>1.2 Increase industry awareness and use of BCFSC training and assessment resources.</b>
<b>Initiative Goal/ Expectation</b>	<i>BCFSC has developed a significant number of competency-based training and assessment resources that have only seen limited use in pilot projects so far. The goal of this initiative is to get these resources in the hands of employers and workers. Key to this initiative is improving accessibility of the resources (website, LMS, and print), as well as conducting a strong outreach and marketing campaign that will teach employers about the resources that we have available and how they can access them.</i>

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Transition to a Learning Management System (LMS) to better support employers and workers access high quality, relevant training in a cost-effective manner.</i>	<b>Other, please specify</b> Other type: Improvement to resource delivery	<i>2 staff</i>	<i>\$2,000</i>	<i>2020 July – 2021 Dec</i>	<i>New or adjusted LMS</i>	
<i>Develop a marketing and communication plan for training resources, including regular social media communications, improvements to website,</i>	<b>Marketing/Out reach</b> Other type:	<i>2 staff</i>	<i>\$2,000</i>	<i>6 weeks of work before April 2021</i>	<i>1 communication plan; 2 engagement meetings; updated website</i>	

<i>and personal engagement.</i>						
<i>Finalization of near complete occupation resources.</i>	<b>Training</b> Other type:	<i>1 staff</i>	<i>\$2,000</i>	<i>Prior to July 2021</i>	<i>1-3 new or updated learning resources</i>	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
<p><i>Outcome: Employers became more engaged and aware of the resources and support available to them.</i></p> <p><i>Outcome indicator: By the end of 2021 following an engagement visit, more than 50% of the employers visited say they have used the resources and have positive feedback on the material.</i></p> <p><i>Align to KPI #1 and #3.</i></p>	<p><b>Knowledge-Based Outcomes</b></p> <p>Other outcome type:</p>	<p><b>Medium Term 1 - 3 years</b></p>	<p>2021 Jan – 2022 Dec</p>	<p><i>Ongoing site visits and interviews with employers</i></p> <p><i>Target of 5 engagement sessions for 2021</i></p>	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>
<p>Outcome: More workers and employers are using the developed resources for both introductory and gap training.</p>	<p><b>Behaviour-Based Outcomes</b></p> <p>Other outcome type:</p>	<p><b>Short Term &lt; 1 year</b></p>	<p>2021 Jan – 2021 Dec</p>	<p>Analysis of training data.</p>	



Outcome Indicator: Increase in unique user to the LMS by 10%.  <i>Align to KPI #2</i>					
Outcome: The resources meet the needs of those using the materials.  Outcome indicator: Overall positive feedback on learning resources. <i>Align to KPI #3</i>	<b>Other, please specify</b> Other outcome type:	<b>Short Term &lt; 1 year</b>	2021 Dec	Review of feedback summary through Learning Management System. Target: >75% positive feedback from training feedback modules	

## Section C: Workplan Template – Initiative 1.3

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	<i>1.3 <b>Create and deliver a supervisor development program</b> that would provide training and job aids to support supervisors in harvesting, silviculture, and manufacturing.</i>
<b>Initiative Goal/ Expectation</b>	<i>A common issue brought up in the BCFSC advisory committees is the need for additional resources to support supervisors in their safety critical work. The goal of this initiative is to 1.) conduct an analysis on what is required to best support supervisors across multiple sectors in the industry and then 2.) develop learning resources and job aids that best match the identified needs.</i>

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

**Part 1: Workplan Details**  
List the key activities you will undertake in this initiative.

Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Conduct needs analysis.	<b>Research</b> Other type:	5 staff, industry advisory committees, supervisor input	(95,000 total funding with 40,000 from Falling, 50,000 from MAG, and 5,000 from Training and Programs)	2021 Jan – 2021 Jun	1 Needs Analysis Report	
Develop competency standards.	<b>Consultation Services</b> Other type:	1 staff, 1 education consultant, SME Groups	Incl above	2021 Jan – 2021 Jun	4-6 general supervisor units and 1-4 sector specific units	
Develop learning resources and job aids.	<b>Consultation Services</b> Other type:	3 staff, 1 education consultant	Incl above	2021 Jan – 2021 Dec	1 general supervisor course/resource, 1-3 sector specific modules, job aids	
Conduct marketing and outreach for supervisor resources.	<b>Marketing/Outreach</b> Other type:	2 staff	Incl above	2021 Jul – 2022 Mar	1 Marketing and communication plan	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved
<i>Outcome: Employers are confident that supervisors have the</i>	<b>Behaviour-Based Outcomes</b> Other outcome type:	<b>Medium Term 1~3 years</b>	2021 Jul – 2022 Dec	Ongoing engagement with industry groups.	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.</li> </ul>

<p>skills to perform their duties.</p> <p><i>Outcome Indicator: Employer engagement and feedback by industry groups shows identifiable improvement to supervisor skill. &gt;65% approval of resources in follow-up survey.</i></p> <p><i>Align to KPI #1</i></p>				<p>Follow-up directly to supervisor project as learning resources and job aids are completed. Employer survey following project.</p>	
<p><i>Outcome: Relevant sectors are comfortable that the development process meets the needs of their sector.</i></p> <p><i>Outcome indicator: Early engagement with MAG, CHAG/TAG, SAC and other relevant parties.</i></p> <p><i>Align to KPI #1</i></p>	<p><b>Knowledge-Based Outcomes</b></p> <p>Other outcome type:</p>	<p><b>Short Term &lt;1 year</b></p>	<p>2021 Jan – 2021 Jun</p>	<p><i>Direct feedback with industry advisory committees. A statement of “insufficient consultation” would require an adjustment to the needs analysis.</i></p>	
<p><i>Outcome: Supervisors feel more comfortable in their knowledge of and ability to perform the functions of their role.</i></p> <p><i>Outcome indicator: Survey results indicate increase in comfort with supervisory role and effectiveness of training and job aids.</i></p> <p><i>Align to KPI #2</i></p>	<p><b>Knowledge-Based Outcomes</b></p> <p>Other outcome type:</p>	<p><b>Medium Term 1 ~ 3 years</b></p>	<p>2023 June</p>	<p><i>Analysis of supervisor survey targeting a cross section of the industry, including all relevant sectors. Target: 150 responses.</i></p>	
	<p>Other outcome type:</p>				

## Section C: Workplan Template – Initiative 1.4

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	<i>1.4 <b>Develop and deliver quality virtual and online training</b> to employers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers</i>
<b>Initiative Goal/ Expectation</b>	<i>BCFSC continues to target critical areas identified through engagement with advisory committees, employers, supervisors and workers for improved training and job aids. The goal of this initiative is to provide quality training to employers to enable them to share information and assist workers in key priority areas. For this year, the priority will be to develop new training materials by creating a new online course for the Blasting based on the developed competencies and 1-3 new online courses to improve training outcomes aligned with the BCFSC resource packages. Improvements to currently available courses also fall within this initiative.</i>

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Consult with industry groups to identify highest priority areas that would benefit from online training</i>	<b>Marketing/Out reach</b> Other type:	<i>2 staff</i>	<i>\$2,000</i>	<i>2021 Jan – 2021 Mar</i>	<i>3 meetings with industry groups (virtual)</i>	
<i>Develop course materials</i>	<b>Consultation Services</b> Other type:	<i>1 staff, 2 education consultants</i>	<i>\$15,000</i>	<i>2021 Jan – 2021 Jul</i>	<i>1 blasting course and 1 resource package-based course</i>	

<i>Pilot course materials and gather feedback</i>	<b>Training</b> Other type:	<i>2 staff, education consultant</i>	<i>\$3,000</i>	<i>2021 Jul – 2021 Oct</i>	<i>Finalized versions of courses for full delivery option</i>	
<i>Run a series of industry relevant webinars over the year to increase engagement with employers/workers and respond to emerging issues.</i>	<b>Training</b> Other type:	<i>2 staff, presenters as required</i>	<i>\$5,000</i>	<i>2021 Jan – 2021 Dec</i>	<i>4-6 webinars</i>	
	Other type:					
	Other type:					

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
<i>Outcome: Employers became more engaged and aware of the resources and support available to them.</i>  <i>Outcome indicator: 10% increase in access to training materials in 2021</i> <i>Align to KPI #1</i>	<b>Behaviour-Based Outcomes</b> Other outcome type:	<b>Medium Term 1 ~ 3 years</b>	2021 Jan – 2021 Dec	Data Analysis on Learning Management System	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>
<i>Outcome: Employers, supervisors and workers come to BCFSC for timely and relevant</i>	<b>Behaviour-Based Outcomes</b> Other outcome type:	<b>Short Term &lt; 1 year</b>	2021 Jan – 2021 Dec	Target: Webinar attendance total of 100 participants	

information on emerging issues.  Outcome Indicator: Increase of webinar participation over 2020 by 25% <i>Align to KPI #1</i>					
	Other outcome type:				

#	Program Area: Falling Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
1.	Develop practical competency-based training programs to support consistent and improved training outcomes for forestry workers aimed at reducing injuries in high risk occupations.	<b>2.1 Develop and deliver quality competency-based training courses for new faller trainees</b> utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan. 1 - April 30	1. Increased faller trainee competence in core falling skills.
2.		<b>2.2 Create and deliver a falling supervisor development program</b> that would provide training and job aids to support falling supervisors.		1. Increased falling supervisor competence in core supervisory skills.  2. Supervisors better understand their roles and responsibilities.

## Section C: Workplan Template – Initiative 2.1

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	<i>2.1 Improve training outcomes (online and instructor lead) of the BC Faller Training Standard by engaging industry (harvesting, wildfire and oil &amp; gas) on the development of a competency-based system.</i>
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Initiative Goal/ Expectation	<ol style="list-style-type: none"> <li>1. Develop and implement a competency-based training model for hand falling to ensure a competent and safe work force across all industries (harvesting, wildfire and oil &amp; gas).</li> <li>2. Provide blended training (online and instructor lead) with interactive learner activities to better engage participants.</li> </ol>
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Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Finalize competency-based standard	<b>Consultation Services</b> Other type:	1 contractor; 1 staff; industry SME	\$18,000	April 1	Revised competency-based standard developed and implemented for new faller training.	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 2: Workplan Measurement					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved
					<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u></li> </ul>

<p>Validation and moderation process with assessors and trainers confirm that competency outcomes have been achieved.</p> <p>Positive overall feedback on training delivery from trainees and trainers.</p>	<p><b>Knowledge-Based Outcomes</b></p>	<p><b>Short Term &lt; 1 year</b></p>	<p>Dec. 31, 2021</p>	<p>Feedback from validation and moderation sessions with assessors and trainers.</p> <p>Feedback from trainees.</p>	
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Section C:

Below are blank templates pre-copied for you. Please click on the “expanding sign” on the left of the heading to expand the template and fill out one for each initiative indicated in Section B. Please update initiative numbers accordingly.

## Section C: Workplan Template – Initiative 2.2

Based on the initiatives you have identified in the Section B, indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	2.2 Revise existing Certified Falling Supervisor training program
<b>Initiative Goal/ Expectation</b>	1. Develop a blended learning approach (on-line and instructor lead) to better suit the needs of current Falling Supervisors.

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Review and revise course materials to ensure they are current.	<b>Training</b> Other type:	Falling Supervisor course Instructors (3); 2 staff	\$3750	Prior to June 1	Course materials are updated to reflect current regulation, industry practices, and content.	
Develop on-line learning modules	<b>Consultation Services</b> Other type:	Learning Management System Consultant	\$50,000		On-line course modules are developed reflecting revised course content.	

					Instructor-led training completed.	
Workshop	<b>Conference/ Convention/ Meeting</b> Other type:	Falling Supervisor course Instructors (3); Falling Technical Advisory Committee members (3); 2 staff	\$5250	Prior to June 1	Review and update course content including opportunities for blended learning.	
Conduct Training	<b>Training</b> Other type:	2 trainers, 2 staff	Cost recovery	2020 July – 2020 December	Conduct 2 training sessions using revised course content.	

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<b>Part 2: Workplan Measurement</b>					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
Validation and moderation process with trainers confirm that competency outcomes have been achieved.  Positive overall feedback on training delivery and evaluation from trainees and trainers.	<b>Knowledge-Based Outcomes</b>	<b>Short Term &lt;1 year</b>	Jan.1-Dec. 31	Feedback from validation and moderation sessions with trainers.  Feedback from trainees.	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.</li> </ul>

#	Program Area: Transportation  Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
1.	Develop practical competency-based training programs to support consistent and improved training outcomes for forestry workers aimed at reducing injuries in high risk occupations.	<b>3.1 Develop competency-based program materials and resources and support industry stakeholders in program delivery of training courses for log truck drivers</b> utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan. 1 – December 31, 2021	Increased log truck driver competence in core driving skills. 30 log truck drivers trained and 100 drivers assessed.
		<b>3.2 Develop competency-based program materials and resources and support industry stakeholders in program delivery of training courses for light truck drivers</b> utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan. 1 – December 31, 2021	Increased light truck driver competence in core driving skills. 75 light truck drivers trained.
		<b>3.3 Develop competency-based program materials and resources and support industry stakeholders in program delivery of training courses for ATV/ORV operators</b> utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan. 1 – December 31, 2021	Increased ATV/ORV operator competence in core operator skills.
	Develop and promote communications of BCFSC and industry initiatives	<b>3.4 Create four best practices videos for road construction, electronic log books and Air Carrier Safety Standards</b> that promote the consistent application of industry best practices.	Jan. 1 – December 31, 2021	Increased awareness and adoption of current industry best practices, guidelines, and standards by employers. 25% of employers implement changes due to usage of best practices.

	Conduct research to evaluate technology applications to address high risk activities and improve safety performance.	<b>3.5 Research and evaluate the use and application of technology for rollover detection, vehicle proximity alerts system, and log load securement</b>	Jan. 1 – December 31, 2021	Technological solutions and best practices identified for industry application.
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## Section C: Workplan Template – Initiative 3.1

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	3.1 Develop and deliver quality competency-based training courses for log truck drivers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.
<b>Initiative Goal/ Expectation</b>	<ol style="list-style-type: none"> <li>1. Provide log truck drivers with quality training and assessment to increase log truck driver competence in core driving skills.</li> <li>2. Provide training materials and standard through BCFSC learning management system to improve training delivery (e.g. extend reach to various demographics and locations).</li> </ol>

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 1: Workplan Details</b> List the key activities you will undertake in this initiative.						
Activity Description	<b>Activity Category</b> <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Incorporate training materials and standard in learning management system	<b>Consultation Services</b> Other type:	Education consultant	\$5000	Jan. – Dec. 31, 2021	Training materials and standard available through BCFSC learning management system	

Conduct training and assessment	<b>Training</b> Other type:	2 staff, 7 assessors	\$9000	Jan. – Dec. 31, 2021	30 log truck drivers trained and 100 drivers assessed.
Advertising	<b>Marketing/Outreach</b>	Staffing resources	No cost specifically allocated to this item. Salaries will be majority of the cost.	Jan. – Dec. 31, 2021	Social media/newsletters and website

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved
# of people trained and assessed	<b>Knowledge-Based Outcomes</b> Other outcome type:	<b>Short Term &lt; 1 year</b>	2021	# of people trained and assessed	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.</li> </ul>

## Section C: Workplan Template – Initiative 3.2

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	<i>3.2 Develop and deliver quality competency-based training courses for light truck drivers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
<b>Initiative Goal/ Expectation</b>	<i>1. Provide light truck drivers with quality training and assessment to increase light truck driver competence in core driving skills.</i>

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Review and revise course materials to ensure they are current.</i>	<b>Training</b> Other type:	<i>Education consultant</i>	\$5000	Jan. – Dec. 31,2021	<i>Course materials are updated to reflect current regulation, industry practices, and content.</i>	
<i>Advertising</i>	<b>Marketing/Outreach</b>	<i>Staffing resources</i>	<i>No cost specifically allocated to this item. Salaries will be a majority of the cost.</i>	Jan. – Dec. 31,2021	<i>Social media/ newsletters and website</i>	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 2: Workplan Measurement					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved
# of people trained and assessed	<b>Knowledge-Based Outcomes</b> Other outcome type:	<b>Short Term &lt; 1 year</b>	2021		<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.</li> </ul>

## Section C: Workplan Template – Initiative 3.3

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	<i>3.3 Develop and deliver quality competency-based training courses for ATV/ORV utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
<b>Initiative Goal/ Expectation</b>	<i>1. Provide ATV/ORV operators with quality training and assessment to increase ATV/ORV competence in core operating skills.</i>

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align</i>	Inputs	Budget	Time Frame/	Anticipated Output	Actual Output

	<i>with info from your budget template)</i>			<b>Completion Date</b>		
<i>Develop course materials</i>	<b>Consultation Services</b> Other type:	<i>1 staff, 1 education consultant</i>	<i>\$5,000</i>	<i>2021 Jan – 2021 Dec</i>	<i>ATV/ORV course developed</i>	
<i>Pilot course materials and gather feedback</i>	<b>Training</b> Other type:	<i>1 staff, 1 educational consultant</i>	<i>Staff time/Cost recovery for educational consultant</i>	<i>2021 Jan – 2021 Dec</i>	<i>Finalized versions of courses for full delivery option</i>	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b> • For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
Course materials developed	<b>Other, please specify</b> ATV/ORV course developed	<b>Short Term</b> <b>&lt;1 year</b>	2021		



## Section C: Workplan Template – Initiative 3.4

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	3.4 <i>Develop best practices videos</i> for road construction, electronic log books and Intro to Air Carrier Safety Standards
<b>Initiative Goal/ Expectation</b>	<i>Create four best practice videos for employers to improve industries awareness and collaboratively advance industry best practices within their operations.</i>

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Identify and develop content for video resources</i>	<i>Conference/ Convention/ Meeting Other type:</i>	<i>Log Truck Technical Advisory Committee (LTTAC), Trucking and Harvesting Advisory Group (TAG), Coast Harvesting Advisory Group (CHAG) and Air</i>	<i>\$7000</i>	<i>Jan 1- December 15, 2021</i>	<i>4 video resources for Industry members</i>	

		Carrier Safety Working Group (ACSWG)				
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You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved
Completed videos	<b>Other, please specify</b> Videos completed.	<b>Short Term &lt;1 year</b>	2021	4 videos produced	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>

## Section C: Workplan Template – Initiative 3.5

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

<b>Initiative</b>	<b>3.5 Research and evaluate the use and application of technology and the development of best practices for rollover detection, vehicle proximity alerts system, and log load securement</b>
<b>Initiative Goal/ Expectation</b>	<i>Conduct research with the goal of developing and evaluating technological solutions for employers to reduce the risk of incidents associated with log hauling.</i>

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

## Part 1: Workplan Details

List the key activities you will undertake in this initiative.

Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Conduct research and evaluate different technological applications to reduce incidents associated with rollovers, vehicle proximity, and log load securement.	<b>Research</b> Other type:	Research Analyst	\$16,500	Jan 1- December 15, 2021	3 research reports completed  1 Best Practice developed for log load securement.	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

## Part 2: Workplan Measurement

Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.

Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved <ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>
3 research reports and 1 best practice completed	<b>Other, please specify</b> 3 research reports and 1 best practice completed	<b>Short Term</b> <b>&lt;1 year</b>	Dec. 31, 2020	Research analysis conducted on 3 identified areas of risk.	

WorkSafeBC Management Comments

[Empty rectangular box for management comments]

Board Chair Approval

Dave Lehane

Name



Signature

September 28, 2020

Date