

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.

Table of Contents

Section A: HSA Overview	3
Section B: Summary of Strategic Objectives and Initiatives	3
Section C: Workplan Template – Initiative 1.1	5
Section C: Workplan Template – Initiative 1.2	7
Section C: Workplan Template – Initiative 2.1	9
Section C: Workplan Template – Initiative 2.2	Error! Bookmark not defined.
Section C: Workplan Template – Initiative 3.1	Error! Bookmark not defined.
Section C: Workplan Template – Initiative 3.2	Error! Bookmark not defined.
WorkSafeBC Management Comments	10
Board Chair Approval	10

Section A: HSA Overview

HSA Name	BC Forest Safety Council
Year of Workplan	2022 – Sawmills

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

Section B: Summary of Strategic Objectives and Initiatives

Based on the information from your strategic plan, please kindly indicate (at a high level) the strategic objectives/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.

#	Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
	<i>Engage and Inform Industry</i>	1.1 Identify controls through bowtie risk assessments for Significant Incident Failure Potential (SIFp) incidents.	<i>January -December 31, 2022</i>	<i>Improved understanding of employers on controls to eliminate high severity events. Target: 4 bowtie risk assessments completed on SIFp events</i>
	<i>Engage and Inform Industry</i>	1.2 Develop resources for 4 SIFp topics to include webinars, website resources, videos/training	<i>January -December 31, 2022</i>	<i>4 BCFSC SIFp Resource webpages available for industry on how to develop controls for SIFp events</i>

	<p><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></p>	<p>1.3 Create and deliver Safety Leadership development resources that would provide training and job aids to support supervisors in wood products manufacturing facilities.</p>	<p>2020 July 2021 – 2022 Dec</p>	<ol style="list-style-type: none"> 1. Increased supervisor competence in core Safety Leadership skills. 2. Supervisors better understand their roles and responsibilities. 3. Supervisors have access to online content for safety leadership development.
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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.**

Initiative	<i>1.1 Identify controls through bowtie risk assessments for Significant Incident Failure Potential (SIFp) incidents.</i>
Initiative Goal/ Expectation	<i>Improved employer understanding of controls to eliminate Serious Incident Failure potential events.</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>Consult with industry groups to identify 4 SIFp events for risk assessment</i>	Marketing/Out reach Other type:	2 Staff		September 30, 2021-March 2022	<i>3 meetings with industry groups (virtual)</i>	
<i>Plan and conduct Risk Assessments</i>	Conference/ Convention/ Meeting Other type:	Risk Assessment Consultant	\$ 8,000	October 2021- December 31, 2022	4 risk assessments completed	
<i>Develop and conduct 4 workshops to identify resources for SIFp controls</i>	Consultation Services Other type:	2 Staff	\$ 10,000	March 01- December 31, 2022	<i>4 workshops</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
<i>Employers and workers demonstrate improved knowledge and skills to identify risks and hazards.</i>	Knowledge-Based Outcomes	Short Term < 1 year	June 01- December 31, 2022	Session/Workshop participants reports increased knowledge and skills	
<i># of companies participating in risk assessment</i>	Other, please specify Number of companies participating	Short Term < 1 year	June 01- December 31, 2022	Session enrollments	

▶ 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 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.**

Initiative	1.2 Develop resources for 4 SIFp topics to include webinars, website resources, videos/training
Initiative Goal/ Expectation	Work with MAG to develop 4 BCFSC SIFp Resource webpages available for industry on how to develop controls for SIFp events

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>Develop resources for 4 SIFp topics to include webinars, website resources, videos/training</i>	Training Website resources	3 staff	\$20,000	January-December 2022	4 SIFp resource pages	

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"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
# of employers using SIFp resources	Other, please specify # of employers using SIFp resources	Medium Term 1 ~ 3 years	January 2021-December 2023	# of employers accessing resources through BCFSC SIFp resource pages	

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.**

Initiative	<i>Create and deliver Safety Leadership development resources that would provide training and job aids to support supervisors in wood products manufacturing facilities.</i>
Initiative Goal/ Expectation	<ol style="list-style-type: none"> 1. Increased supervisor competence in core Safety Leadership skills. 2. Supervisors better understand their roles and responsibilities. 3. Supervisors have access to online content for safety leadership development.

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
Identify Safety Leadership skills for resource build	Consultation Services	1 BCFSC Staff 1 Consultant	\$5000	September 2021-January 2022	Documented Safety Leadership Competencies	
Identify Resources to support Safety Leadership competencies	Conference/ Convention/ Meeting	2 BCFSC Staff 1 Consultant	\$2500	January - February 2022	Plan for Safety Leadership resource build	
Build Safety Leadership resources	Other type:	1 BCFSC	\$65000	February 2022- December 31, 2022	Wood Products Safety Leadership development	

		Industry SME (tbd)			resources available through BCFSC	
		1 Consultant				

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
Supervisors use Safety Leadership resources	Behaviour-Based Outcomes Other outcome type:	Medium Term 1 ~ 3 years	January 2021- December 2023	# of people accessing Safety Leadership resources	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.

WorkSafeBC Management Comments

Board Chair Approval

Name

Signature

Date