

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

HSA Name	BC Forest Safety Council
Year of Workplan	2022 – Wood Pellets

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>Promoting cultural change</i>	1.1 WPAC Process Safety support: <i>Develop framework for Process Safety Management Framework for WPAC companies.</i>	January 01- December 31, 2022	<i>Documented framework for process safety management system appropriate for wood pellet operations in BC to effectively manage risks identified in bowties completed in 2021.</i>
		1.2 WPAC Process Safety Support: <i>Develop online training and resources to support process safety activities in wood pellet operations.</i>	January- December 31, 2022	<i>Online resources readily available for BC wood pellets operations to aid in implementing process safety activities within their respective sites.</i>

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 Develop framework for Process Safety Management Framework for WPAC companies.</i>
Initiative Goal/ Expectation	<i>Documented framework for process safety management system appropriate for wood pellet operations in BC to effectively manage risks identified in bowties completed in 2021.</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 and Dalhousie Process Safety Engineering Dept to develop research plan</i>	Consultation Services Other type:	1 Staff	\$ 5,000	January - March 2022	Documented research plan	
<i>Support research project with Dalhousie Process Safety Engineering Dept</i>	Research Other type:	1 staff 1 consultant	\$ 5,000	January 01- December 31, 2022	Survey of existing PSM related activities and culture in BC wood pellet facilities and research existing PSM frameworks.	
<i>Develop and publish recommended PSM framework with dedicated webpage</i>	Consultation Services Other type:	1 Staff 2 consultants	\$ 5,000	January 01- December 31, 2022	Documented WPAC recommended PSM framework with resources to support companies in implementation	

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>Employer's using PSM resources</i>	Other, please specify Number of employers participating	Medium Term 1 ~ 3 years	December 31, 2023	# of employers accessing PSM resources	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year

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	1.1 WPAC Process Safety Support: <i>Develop online training and resources to support process safety activities in wood pellet operations.</i>
Initiative Goal/ Expectation	<i>Online resources readily available for BC wood pellets operations to aid in implementing process safety activities within their respective sites.</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 to identify resources and project plan for required process safety management resource build</i>	Consultation Services Other type:	1 staff 1 consultant	\$ 2,000	January - May 2022	Plan for resource build	
<i>Develop training and resources to support pellet plants in implementing process safety management systems and activities within their companies</i>	Training Other type:	2 staff 1 consultant	\$ 25,000	January 01- December 31, 2022	Webpage with resources to aid employers in implementing process safety management systems within their companies	

<i>Rollout and communicate process safety management systems resources to industry</i>	Conference/ Convention/ Meeting Other type:	1 Staff 1 consultants	\$ 2,000	January 01- December 31, 2022	Change and communication plan (including activities) to aid employers in understanding PSM and how to implement	
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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>Employer's using PSM resources</i>	Other, please specify Number of employers participating	Medium Term 1 ~ 3 years	December 31, 2023	# of employers accessing PSM 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