

# 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 .....	8
Section C: Workplan Template – Initiative 2.2 .....	10
Section C: Workplan Template – Initiative 3.1 .....	12
Section C: Workplan Template – Initiative 3.2 .....	13
WorkSafeBC Management Comments .....	16
Board Chair Approval .....	16

## Section A: HSA Overview

HSA Name	BC Forest Safety Council
Year of Workplan	2021 – Sawmills

<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 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>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 Hazard &amp; Risk Assessment course</b> utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	June 01-December 31, 2021	<i>Increase employer and worker knowledge and skills to assess hazards and risks in the workplace.</i>
	<i>Engage and Inform Industry</i>	<b>1.2 Increase reporting of Significant Incident Failure Potential (SIFp) incidents.</b>	January -December 31, 2021	<i>Improved participation and reporting by employers to predict and eliminate high severity events. Target: 50%</i>

				<i>increase in number of MAG employers adopting SIFp reporting metrics</i>
	<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><b>1.3 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><i>(Refer to Initiative 1.3 on Harvesting Workplan for Initiative details - \$50k will be contributed from the MAG budget in 2021 to support this initiative.)</i></p>	<i>2020 July – 2022 Dec</i>	<p><i>1. Increased supervisor competence in core supervisory safety skills.</i></p> <p><i>2. Supervisors better understand their roles and responsibilities.</i></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>	<i>1.1 Develop and pilot Hazard &amp; Risk Assessment course utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
<b>Initiative Goal/ Expectation</b>	<i>Provide quality training to employers to enhance hazard and risk assessment skills and implement measures to improve hazard and risk assessment.</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 content</i>	<b>Conference/ Convention/ Meeting</b> Other type:	2 Staff		April 01-June 30, 2021	<i>3 meetings with industry groups (virtual)</i>	
<i>Develop course material and timelines</i>	<b>Training</b> Other type:	Education Consultant	\$ 41,755	April 01-June 30, 2021	1 hazard and risk assessment course	
<i>Pilot course materials and gather feedback</i>	<b>Training</b> Other type:	2 Staff		April 01-June 30, 2021	<i>Finalized versions of courses for full delivery option</i>	
<i>Run a series of training sessions to increase engagement with employers/workers</i>	<b>Training</b> Other type:	2 Staff		June 01-December 31, 2021	<i>4-6 sessions</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>
<i>Employers and workers demonstrate improved knowledge and skills to identify risks and hazards.</i>	<b>Knowledge-Based Outcomes</b>	<b>Short Term &lt; 1 year</b>	June 01- December 31, 2021	course participants reports increased knowledge and skills	<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>
<i># of people taking training</i>	<b>Other, please specify</b> Number of people taking training	<b>Medium Term 1 ~ 3 years</b>	June 01- December 31, 2021	training 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.**

<b>Initiative</b>	1.2 Increase reporting of Significant Incident Failure Potential (SIFp) incidents
<b>Initiative Goal/ Expectation</b>	Work with MAG to identify high risk areas and develop resources to support reporting, tracking and investigation of significant incidents to prevent re-occurrence.

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 MAG to identify high risk areas and develop resources to support reporting, tracking and investigation of significant incidents to prevent re-occurrence.</i>	<b>Conference/ Convention/ Meeting</b> Other type:	2 staff		January-December 2021	50% increase in number of MAG employers adopting SIFp reporting metrics	
<i>Develop resources</i>	<b>Training</b> Other type:	2 staff	\$5,000	January-December 2021	Resources developed	

Develop and distribute Manufacturing Safety Alerts	<b>Marketing/Out reach</b> Other type:	1 staff	\$1,200	January-December 2021	25% increase in number of people from MAG and WPAC on distribution list from December 31, 2020	
--	---	---------	---------	-----------------------	--	--

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 employers using SIFp metrics	<b>Other, please specify</b> # of employers using SIFp metrics	<b>Medium Term 1 ~ 3 years</b>	January-December 2021	# of employers sharing SIFp events for Manufacturing Safety Alerts	<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 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>	
<b>Initiative Goal/ Expectation</b>	



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
	Other type:					
	Other type:					
	Other type:					
	Other type:					
	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.

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
	Other outcome type:				<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>
	Other outcome type:				
	Other outcome type:				

## 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.**

Initiative	
Initiative Goal/ Expectation	

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

	Other type:					
	Other type:					
	Other type:					
	Other type:					
	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>
	Other outcome type:				<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>
	Other outcome type:				
	Other outcome type:				

## 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.**

Initiative	
Initiative Goal/ Expectation	

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
	Other type:					
	Other type:					
	Other type:					
	Other type:					
	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.

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
	Other outcome type:	---			<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>
	Other outcome type:	---			
	Other outcome type:	---			

## 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.**

Initiative	
Initiative Goal/ Expectation	

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	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
	Other type:					
	Other type:					
	Other type:					
	Other type:					
	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.
--


Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	<b>Evaluate Outcomes Achieved</b> <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>
	Other outcome type:				
	Other outcome type:				
	Other outcome type:				

## WorkSafeBC Management Comments

## Board Chair Approval

Dave Lehane

Name

  
\_\_\_\_\_

Signature

September 28, 2020

Date