

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

HSA Vision
<i>Every Forestry Worker Goes Home Safe. Every day.</i>
HSA Mission
<i>Click here to enter text.</i>

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.

#	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.	Implement competency-based BC Faller Training Standard 1.1 Provide support to trainees, supervisors, Trainers and Assessors to better understand the competency-based system, identifying new requirements. Provide upgrade training to Assessors & Trainers.	Jan – Dec 2022	1. Increase competence of trainees, supervisors, Assessors and Trainers involved with the competency-based system, to better understand their roles and responsibilities.

		Pilot competency-based assessments.		
2.	Update training programs	<p>2.1 Review and update of existing courses:</p> <ul style="list-style-type: none"> • Falling Supervisor for non-certified fallers • Basic Chainsaw • Danger Tree Blasting 	Jan – Dec 2022	<p>1. Increase industry competence, updating content and providing the courses in a blended learning style.</p>
3.	Update Certified Falling Supervisor Assessment	3.1 Develop and pilot a competency-based assessment for Certified Falling Supervisors	Jan – Dec 2022	<p>1. Increase falling supervisor competency in core supervisory skills.</p> <p>2. Supervisors better understand a risk-based approach to falling supervision.</p>

Section C: Workplan Template – Initiative 1.1 (Falling)

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>Implement competency-based BC Faller Training Standard to support consistent and improved training outcomes for new fallers aimed at reducing injuries.</i>
Initiative Goal/ Expectation	<p><i>In 2021, WSBC approved BCFSC's competency-based BC Faller Training Standard. This initiative supports the industry implementation of the Standard. In 2022, the goal is to:</i></p> <ol style="list-style-type: none"> <i>1. Support trainees and those training in industry better understand what is required in the new competency-based system.</i> <i>2. Provide additional support in the form of quality assurance visits to trainees and trainers in the 180-day portion of training.</i> <i>3. Pilot the competency-based assessment process identifying areas of improvement.</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
Communicate to Industry	Marketing/Out reach	WSBC & BCFSC Staff	No cost (email, website, FSN)	June 2022	Industry notified of changes that may affect them, providing direction on next steps.	
Upgrade Trainers/Assessors	Consultation Services	1 contractor; 1 staff	\$21,600	Jan - Dec 2022	Provide training to those Trainers and Assessors that wish to train and/or assess in the	

					competency-based system.	
Pilot competency-based assessment	Consultation Services	1 contractor; 2 staff	\$10,000	Jan – Dec 2022	Perform assessments using the competency-based tools, identifying areas of improvement and streamlining the process.	

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
Validation and moderation sessions with Trainers and Assessors confirm that competency outcomes have been achieved.	Knowledge-Based Outcomes	Short Term <1 year	Dec. 31, 2022	Feedback from Trainers, Assessors, trainees and supervisors.	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.

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	Revise existing training courses – Falling Supervisor for non-certified fallers, Basic Chainsaw and Danger Tree Blasting
Initiative Goal/ Expectation	1. Update and increase access to training materials and programs to permit industry to train more people

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
Workshops	Consultation Services	Falling Supervisor Instructors (3); Basic Chainsaw Instructors (2); DT Blasting Instructor (1); and Staff (3)	\$64,000	December 2022	Review of course materials to ensure they are up to date, reflect current regulation, industry practices and content, including opportunities for blended learning.	

Conduct Training	Other, please specify Other type: Training	3 Trainers, 2 Staff	Cost recovery	July – Dec 2022	Conduct 2 training sessions using revised course content.	
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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
Validation and feedback from Trainers and participants on delivery and overall experience.	Knowledge-Based Outcomes	Short Term <1 year	Jan – Dec 2022	Feedback from course participants and validation from Trainers.	<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 1.3

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>Revise existing Certified Falling Supervisor (CFS) assessment.</i>
Initiative Goal/ Expectation	<i>Develop an assessment that resembles a competency-based system that focuses on the outcomes and gap training plans, creating better and more knowledgeable falling supervisors.</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
Develop a competency-based assessment.	Conference/ Convention/ Meeting	Falling Technical Advisory Committee member (1): and Staff (1)	\$3,000	Prior to June 1	A competency-based assessment is developed focusing on the outcomes, not a score.	
Conduct Assessment	Marketing/Out reach	2 staff	No cost	June – December 2022	Pilot assessment on Certified Falling Supervisor applicants	

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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
Validation and moderation with Assessors confirming competence has been achieved. Positive feedback from CFS applicants on the assessment process.	Knowledge-Based Outcomes	Short Term < 1 year	Jan – Dec 2022	Feedback from validation session with Assessors and feedback from applicants.	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.

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>	1.1 Create and deliver a supervisor development program that would provide training and job aids to support supervisors in harvesting, silviculture, and manufacturing.	2020 July – 2022 Dec	<p>1. Increased supervisor competence in core supervisory safety skills.</p> <p>2. Supervisors better understand their roles and responsibilities.</p>
		1.2 Develop and deliver quality training, online and in-person training and resources to employers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	2022 Jan – 2022 Dec	<p>1. Improved awareness and engagement.</p>
2	<i>Engage and inform industry</i>	2.1 Increase industry awareness and use of BCFSC training and assessment resources.	2020 July – 2022 Dec	<p>1. Improved understanding and engagement by employers using the resources.</p> <p>2. Net increase to users participating in training.</p> <p>3. Positive overall feedback on training delivery.</p>

Section C: Workplan Template – Initiative 2.1 (Programs & Training)

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 Create and deliver a supervisor development program that would provide training and job aids to support supervisors in harvesting, silviculture, and manufacturing.</i>
Initiative Goal/ Expectation	<i>A continuation on the supervisor initiative that was started in 2021. In 2021 silviculture and manufacturing developed the units of competency (the standard) applicable to supervisors in the sectors. In 2022 the goal is to further apply the standards to harvesting and to use these standards to develop additional learning resources, job aids and tools.</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>Validate standard for harvesting</i>	Consultation Services Other type:	<i>1 education consultant</i>	<i>\$3000</i>	<i>Q2 2022</i>	<i>Complete units of competency and assessment resources for Harvesting, Silviculture and Manufacturing sectors</i>	
<i>Develop learning resources and job aids</i>	Consultation Services Other type:	<i>2 education consultants, multiple department staff</i>	<i>TBD (\$20,000 from Programs and Training)</i>	<i>2022 Jan – 2022 Dec</i>	<i>3-5 supervisor resources (learning resources, videos, webinars)</i>	

<i>Communicate and perform outreach for supervisor resources</i>	Marketing/Outreach Other type:	<i>1 education consultant, safety advisors, multiple department staff</i>	<i>\$5000</i>	<i>2022 Jan – 2022 Dec</i>	<i>Social Media communication strategy, direct company and outreach, presentations at conferences</i>	
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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
<p><i>Outcome: Employers are confident that supervisors have the skills to perform their duties.</i></p> <p><i>Outcome Indicator: Employer engagement and feedback by industry groups shows identifiable improvement to supervisor skill. >65% approval of resources in follow-up survey.</i></p>	<p>Behaviour-Based Outcomes</p> <p>Other outcome type:</p>	<p>Short Term <1 year</p>	<p><i>2021 Jul – 2022 Dec</i></p>	<p>Ongoing engagement with industry groups. Follow-up directly to supervisor project as learning resources and job aids are completed. Employer survey following project.</p>	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.
<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</i></p>	<p>Behaviour-Based Outcomes</p> <p>Other outcome type:</p>	<p>Medium Term 1 ~ 3 years</p>	<p><i>June 2023</i></p>	<p><i>Analysis of supervisor survey targeting a cross section of the industry, including all relevant sectors. Target: 150 responses.</i></p>	

supervisory role and effectiveness of training and job aids.					
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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	<i>1.2 Develop and deliver quality online, blended and in-person training to employers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
Initiative Goal/ Expectation	<i>BCFSC continues to target critical areas identified through engagement with advisory committees, employers, supervisors and workers for improved training and job aids. This initiative crosses all departments, and the goal is to provide quality training to employers to enable them to share information and assist workers in key priority areas. For this year, the priorities will be blasting courses, danger tree awareness training, winch assist resources, basic chainsaw operator, basic incident investigation online training, Plant Operator and ATV learning resources. Priorities are identified by the program committee, advisory groups and BCFSC departments. 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 <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Improve and update currently available resources</i>	Training Other type:	<i>2 training consultants, 3 staff</i>	<i>\$20,000</i>	<i>Dec 2022</i>	Updated courses accounting for changes to regulation, best practice, and new technology.	
<i>Create new training resources to support employers, workers, and contractors</i>	Training Other type:	<i>2 training consultants, 3 staff</i>	<i>\$100,000 (\$30,000 from Programs & Training: combined from departments)</i>	<i>Dec 2022</i>	3-5 new training courses to support industry, aligned with program committee, advisory groups and department priorities.	

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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
<p><i>Outcome: Employers became more engaged and aware of the resources and support available to them.</i></p> <p><i>Outcome indicator: 10% increase in access to training materials in 2022</i></p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Medium Term 1 ~ 3 years</p>	<p>2022 Jan – 2022 Dec</p>	<p>Data Analysis on Learning Management System</p>	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
<p><i>Outcome: Employers, supervisors and workers come to BCFSC for timely and relevant information on emerging issues.</i></p> <p><i>Outcome Indicator: Increase of webinar participation over 2020 by 25%</i></p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>2022 Jan – 2022 Dec</p>	<p>Target: Webinar attendance total of 100 participants</p>	

Section C: Workplan Template – Initiative 2.3

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	1.3 Increase industry awareness and use of BCFSC training and assessment resources.
Initiative Goal/ Expectation	<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>Improve BCFSC Learning Management System to align with 2021 Needs Analysis.</i>	Other, please specify Other type: Improvement to resource delivery	<i>3 staff, 1 education consultant</i>	<i>\$10,000</i>	<i>2022 Dec</i>	<i>Improvements to user experience, resource organization, cost recovery options, communication and content presentation.</i>	
<i>Communicate and perform outreach for competency, assessment and training resources</i>	Marketing/Out reach Other type:	<i>1 education consultant, safety advisors,</i>	<i>\$5000</i>	<i>2022 Jan – 2022 Dec</i>	<i>Social Media communication strategy, direct company and</i>	

		<i>multiple department staff</i>			<i>outreach, presentations at conferences</i>	
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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.

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
<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>Knowledge-Based Outcomes</p> <p>Other outcome type:</p>	<p>Medium Term 1 ~ 3 years</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 2022</i></p>	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
<p>Outcome: More workers and employers are using the developed resources for both introductory and gap training.</p> <p>Outcome Indicator: Increase in unique user to the LMS by 10%.</p>	<p>Behaviour-Based Outcomes</p> <p>Other outcome type:</p>	<p>Short Term <1 year</p>	<p>2022 Jan – 2022 Dec</p>	<p>Analysis of training data.</p>	

Align to KPI #2					
<p>Outcome: The resources meet the needs of those using the materials.</p> <p>Outcome indicator: Overall positive feedback on learning resources.</p> <p>Align to KPI #3</p>	<p>Other, please specify</p> <p>Other outcome type:</p>	<p>Short Term <1 year</p>	<p>2022 Dec</p>	<p>Review of feedback summary through Learning Management System.</p> <p>Target: >75% positive feedback from training feedback modules</p>	

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: Transportation & Northern Safety	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
1.	Develop and promote practical competency-based training programs to support consistent and improved training outcomes for forestry workers aimed at reducing injuries in high risk occupations.	1.1 Develop and promote competency-based program materials and resources and support industry stakeholders in program delivery of training courses for log truck drivers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan – Dec 2022	<i>Increased log truck driver competence in core driving skills. 30 industry drivers trained, and 100 drivers assessed.</i>
		1.2 Develop competency-based train the trainer program materials and support industry stakeholders in program delivery of training courses for light truck drivers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan – Dec 2022	<i>Resources and support materials finalized and made available to Industry.</i>
		1.3 Finalize and promote competency-based program materials and resources and support industry stakeholders in program delivery of training courses for ATV/ORV operation utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan – Dec 2022	<i>Increased ATV/ORV competence in core operating skills. Pilot completed, materials finalized and made available to Industry. Including train the trainer resources and support.</i>

2	<i>Develop and promote communications of BCFSC and industry initiatives</i>	2.1 Create four media resources including videos for Worker Extraction from Mobile Equipment, Professional Industry Driver Program awareness, ATV/ORV Safety, and Industry Safety – Complacency that promote the consistent application of industry best practices.	Jan – Dec 2022	<i>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.</i>
3	<i>Continue research to evaluate technology applications to address high risk activities and improve safety performance.</i>	3.1 Continued research and evaluation of technology for rollover detection, vehicle proximity alerts system, and log load securement.	Jan – Dec 2022	<i>Technological solutions and best practices identified for industry application.</i>

Section C: Workplan Template – Initiative 3.1 (Transportation & Northern Safety)

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>Develop and deliver quality competency-based training courses for professional industry drivers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
<u>Initiative Goal/ Expectation</u>	<ol style="list-style-type: none"><i>1. Provide industry drivers with quality training and assessment to increase driver competence in core driving and loading and unloading knowledge and skills.</i><i>2. Provide training materials and standard through BCFSC learning management system to improve training delivery (e.g. extend reach to various demographics and locations).</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>Incorporate new or revised training materials in learning management system</i>	Consultation Services Other type:	<i>Education consultant</i>	\$3000	Jan. – Dec. 31,2022	<i>Updated/revised training materials and standard available through BCFSC learning management system</i>	
<i>Conduct training and assessment</i>	Training Other type:	<i>2 staff, 7 assessors</i>	\$10,000	Jan. – Dec. 31,2022	<i>30 industry truck drivers trained, and 100 drivers assessed.</i>	
<i>Advertising</i>	Marketing/Outreach	<i>Staffing resources</i>	<i>No cost specifically allocated to this item. Salaries will be majority of the cost.</i>	<i>Jan. – Dec. 31,2022</i>	<i>Social media/ videos, 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
<i># of people trained and assessed</i>	Knowledge-Based Outcomes <i>Other outcome type:</i>	Short Term <1 year	<i>2022</i>	<i># of people trained and assessed</i>	<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 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	<i>Develop and deliver quality competency-based train the trainer tools and resources for light truck drivers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
Initiative Goal/ Expectation	<i>1. Provide Industry with quality train the trainer resources and support 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 <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Develop train the trainer course materials and resources. Support delivery of train the trainer programs within the industry</i>	Training Other type:	Education consultant, Staffing resources	\$5,000	Jan. – Dec. 31, 2022	<i>Resources are developed to reflect current resource road driving training content, regulation, and industry practices. Material is available via web</i>	

Advertising	Marketing / Outreach	Staffing resources	No cost specifically allocated to this item. Salaries will be majority of the cost	Jan. – Dec. 31, 2022	Social media/ video, newsletters and website	
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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.

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 For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Materials completed, communicated and available via web	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	2022		

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.**

Initiative	<i>Develop and deliver quality competency-based training and train the trainer courses for ATV/ORV utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
Initiative Goal/ Expectation	<i>1. Provide ATV/ORV operators with quality training 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 with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Pilot course materials and gather feedback</i>	Training Other type:	<i>1 staff, 1 educational consultant</i>	<i>Staff time/Cost recovery for educational consultant</i>	<i>2022 Jan – 2022 Dec</i>	<i>Confirm suitability of course materials, format and resources</i>	
<i>Finalize course materials including train the trainer resources.</i>	Consultation Services Other type:	<i>1 staff, 1 education consultant</i>	<i>\$5,000</i>	<i>2022 Jan – 2022 Dec</i>	<i>ATV/ORV course finalized and available via LMS.</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 <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
Material developed including train the trainer resources and available via LMS.	Other, please specify ATV/ORV course piloted and finalized	Short Term <1 year	2022		

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.**

Initiative	<i>Develop media resources including videos for worker extraction from mobile equipment, worker complacency, professional industry driver, and ATV/ORV safety.</i>
Initiative Goal/ Expectation	<i>Create four media resources that 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), and Coast Harvesting</i>	<i>\$40,000</i>	<i>Jan 1- December 15, 2022</i>	<i>4 media resources</i>	

