

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	2021 – 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>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 Develop online training and resources to support implementation activities of critical controls in wood pellet operations.	January 01- December 31, 2021	<i>Increase employer and worker knowledge of critical control identification and implementation.</i>
		1.2 Create and deliver a supervisor development program that would provide training and job aids to support supervisors	2020 July – 2022 Dec	<i>1. Increased supervisor competence in core supervisory safety skills.</i>

		<p><i>in harvesting, silviculture, and manufacturing.</i></p> <p><i>(Refer to Initiative 1.3 on Harvesting Workplan for Initiative details)</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.**

Initiative	<i>1.1 Develop online training and resources to support implementation activities of critical controls and maximize knowledge retention while considering the various demographics and locations of employers.</i>
Initiative Goal/ Expectation	<i>Provide quality training and resources to employers to increase employer and worker knowledge of critical control identification and implementation.</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>	Conference/ Convention/ Meeting Other type:	2 Staff		January 01- December 31, 2021	3 meetings with industry groups (virtual)	
<i>Develop interactive web-based resources and training.</i>	Training Other type:	Education Consultant	\$ 65,000	January 01- December 31, 2021	Interactive web-based resources and training developed.	

<i>Support employers to develop site specific implementation plans</i>	Training Other type:	2 Staff		January 01- December 31, 2021	1) Documented Bowtie - Critical Control implementation plan for each WPAC company with defined timelines 2) Resources to aid in site level bowtie and critical control ID and implementation 3) Each WPAC company has set of documented Key Performance Indicators (KPI) for site specific critical controls to provide to WorkSafeBC.	
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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 <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.
<i>Employers and workers demonstrate improved knowledge and skills to identify critical controls.</i>	Knowledge-Based Outcomes	Short Term <1 year	January 01- December 31, 2021	Employers report increased knowledge and skills	

<i># of people taking training</i>	Other, please specify Number of people taking training	Short Term < 1 year	January 01-December 31, 2021	Training enrollments, web contacts to material	
<i>Number of wood pellet employer submissions of critical control plans to WSBC</i>	Other, please specify Number of control plans submitted	Short Term < 1 year		Submissions of WPAC critical control plans to WSBC	

WorkSafeBC Management Comments

Board Chair Approval

Dave Lehane

Name



Signature

September 28, 2020

Date