

HSA Initiatives Workplan Template

2020 Updated Version

2021

(1 ahead / 2 on-track / 3 behind)

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 – Programs and Training

HSA Name	BC Forest Safety Council
Year of Workplan	2021

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 /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.	Develop 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 pilot Entry Level Forest Worker Program that will provide new workers to the forest industry with a variety of valuable training, skills and contacts that will support them to be safe and productive.	2019 – 2022 Mar	1. A pathway for the sustainable future direction of the program: key indicator is a final sustainability report with recommendations to guide future delivery of the program.
		1.2 Increase industry awareness and use of BCFSC training and assessment resources.	2020 July – 2022 Dec	1. Improved understanding and engagement by employers using the resources.

				<ul style="list-style-type: none"> 2. Net increase to users participating in training. 3. Positive overall feedback on training delivery.
		<p>1.3 Create and deliver a supervisor development program that would provide training and job aids to support supervisors in harvesting, silviculture, and manufacturing.</p>	2020 July – 2022 Dec	<ul style="list-style-type: none"> 1. Increased supervisor competence in core supervisory safety skills. 2. Supervisors better understand their roles and responsibilities.
	Engage and inform industry	<p>1.4 Develop and deliver quality virtual and online training to employers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</p>	2021 Jan – 2021 Dec	<ul style="list-style-type: none"> 1. Improved awareness and engagement.

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 and pilot Entry Level Forest Worker Program (previously titled the Forestry Foundation Pilot Program) that will provide new workers to the forest industry with a variety of valuable training, skills and contacts that will support them to be safe and productive.</i>
Initiative Goal/ Expectation	<p><i>The forest industry is made up of workers in the older demographics and with the increased retirement rates, new workers will be required. A standardized training program does not exist for these new workers which creates increased risk of injuries due to a lack of safety knowledge and skills. The goal of this initiative is to ensure a sustainable framework for the Entry Level Forest Worker Program that was started in 2019. Additionally, the new training and assessment materials created as part of this program will support a wider cross section of industry.</i></p> <p><i>The completion of this program was delayed one year due to COVID-19.</i></p>

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
Finalize post secondary institution pilot sessions and gather feedback on institution and student experience.	Training Other type:	1 staff	Externally funded	Prior to October 2021	4 completed pilot programs with feedback gathered.	1. AHEAD: Complete. All four PSI sessions complete with feedback gathered.
Revise training resources based on the feedback from pilots.	Consultation Services Other type:	2 staff, one education consultant	\$2400	Prior to Oct 2021	15 learning resources; program outline and instructor	2. ON TRACK: Complete. Learning Resources, program

					guide with lesson plans completed and available for use.	outline and instructor guides have all been completed and submitted to Advanced Education and Skills Training (AEST). All are available for use.
Complete final report.	Consultation Services Other type:	One external consultant	Externally funded	Jan 2021	One final sustainability report which provides recommendations for future program delivery.	2. ON TRACK: Complete. Final report submitted by education 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
Outcome: A pathway for the sustainable future direction of the program. Outcome Indicator: A final report with recommendations that will guide future delivery of the program. <i>Align to KPI#1</i>	Other, please specify Other outcome type: Practical recommendations in final report.	Medium Term 1~3 years	2022 Mar	Data analysis on final report to confirm SMART recommendations that align with a sustainable future pathway. (Not necessarily administered by BCFSC).	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u> Recommendations that support the sustainability of the program has been included in the final report of the program. The recommendations from this report have been accepted by the Steering Committee and implemented into the current vision of the program. In early 2022 the program is ready for delivery with the new model and multiple organizations have shown interest in delivering the program in 2022.

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 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, Learning Management System (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 <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Transition to a Learning Management System (LMS) to better support employers and workers access high quality, relevant training in a cost-effective manner.	Other, please specify Other type: Improvement to resource delivery	2 staff	\$2,000	2020 July – 2021 Dec	New or adjusted LMS	1. AHEAD: Complete. Moodle LMS up and running. 20 programs available for self enrollment and providing a self printed record of completion. Further refinement of LMS will be included as part of regular work

						and recommendations from Needs Analysis.
Develop a marketing and communication plan for training resources, including regular social media communications, improvements to website, and personal engagement.	Marketing/Out reach Other type:	2 staff	\$2,000	6 weeks of work before April 2021	1 communication plan; 2 engagement meetings; updated website	2. ON TRACK: Complete. Communication plan and regular social media updates ongoing.
Finalization of near complete occupation resources.	Training Other type:	1 staff	\$2,000	Prior to July 2021	1-3 new or updated learning resources	2. ON TRACK: Complete. Trainer, Assessor, and Basic Forest Worker resources updated and available for self-enrollment. Resource Road Driver resources updated to include previously missing content. "Worker Training and Assessment" webpage developed with assessment resources and training content for, Basic Forest Worker, Yarding, Mechanized Harvesting, Road Building and Trainers and Assessors.

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
<p>Outcome: Employers became more engaged and aware of the resources and support available to them.</p> <p>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.</p> <p>Align to KPI #1 and #3.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>2021 Jan – 2022 Dec</p>	<p>Ongoing site visits and interviews with employers Target of 5 engagement sessions for 2021</p>	<p>No specific engagement visits were made by the training department in 2021. However, feedback from employers involved in advisory groups, SME committees, and direct calls to the Council have shown increased use by industry and positive feedback from the resources and the Online Learning Centre. The intention for 2022 is to continue outreach measures directly with employers.</p>
<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>Align to KPI #2</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>2021 Jan – 2021 Dec</p>	<p>Analysis of training data.</p>	<p>There were 1909 online course completions in 2021 compared to 704 in 2020, which represents a 171% increase. Most of these completions (987) were from the Resource Road Driver Knowledge Units (RRDKU), a pre-requisite to the in-person training. With RRDKU completions removed there was a 30% increase in online course completions over the previous year (922 vs 704).</p>
<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 Other outcome type:</p>	<p>Short Term <1 year</p>	<p>2021 Dec</p>	<p>Review of feedback summary through Learning Management System. Target: >75% positive feedback from training feedback modules</p>	<p>All BCFSC courses have feedback processes to ensure that the content meet the needs of industry. This feedback is regularly reviewed by the Manager of Training and Standards and included in regular updates to courses. For in-person training all students are handed a paper feedback form which is collected at the end of the course and</p>

					submitted by the trainer to the council. Online training includes a feedback module at the end of the course where students can add their comments to the course. Overall, the feedback is positive for all training. Areas of concern are identified and fixed as they are identified.
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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	1.3 Create and deliver a supervisor development program that would provide training and job aids to support supervisors in harvesting, silviculture, and manufacturing.
Initiative Goal/ Expectation	A common issue brought up in the BCFSC advisory committees is the need for additional resources to support supervisors in their safety critical work. The goal of this initiative is to 1.) conduct an analysis on what is required to best support supervisors across multiple sectors in the industry and then 2.) develop learning resources and job aids that best match the identified needs.

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
Conduct needs analysis.	Research Other type:	5 staff, industry advisory committees, supervisor input	(95,000 total funding with 40,000 from Falling, 50,000 from MAG, and 5,000 from Training and Programs)	2021 Jan – 2021 Jun	1 Needs Analysis Report	2. ON TRACK: Complete. Significant work undertaken with Silviculture and Manufacturing sectors to determine what was needed to support supervisor development. Manufacturing was delayed for a short time due to extended discussion on needs.

Develop competency standards.	Consultation Services Other type:	1 staff, 1 education consultant, SME Groups	Incl above	2021 Jan – 2021 Jun	4-6 general supervisor units and 1-4 sector specific units	3. BEHIND: The Manufacturing Supervisor program initiative initially involved the development of a competency-based standard and was later changed to develop online training content and supervisor tools at the request of industry. The Silviculture Supervisor competency standard has been completed.
Develop learning resources and job aids.	Consultation Services Other type:	3 staff, 1 education consultant	Incl above	2021 Jan – 2021 Dec	1 general supervisor course/resource, 1-3 sector specific modules, job aids	2. ON TRACK: Work in progress on online training modules for Manufacturing supervisor. One module (Leadership and Professionalism) has been completed for MAG Supervisor with additional modules being released in the first half of 2022. Harvesting Modules were delayed due to lack of available resources and competing priorities. The Silviculture Supervisor Assessment tool has been completed and will be tested in 2022. The redevelopment of the Falling Supervisor course was started in 2021 and will be complete in the first half of 2022.

Conduct marketing and outreach for supervisor resources.	Marketing/Outreach Other type:	2 staff	Included above	2021 Jul – 2022 Mar	1 Marketing and communication plan	2. ON TRACK: In 2021 marketing for the Manufacturing Supervisor materials was conducted directly through MAG and via the BCFSC Social Media communications plan. The silviculture supervisor work was introduced in the spring of 2021 at the WFCAC Conference and was presented to the sector at WFCAC's conference on February 10th.
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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>Outcome: Employers are confident that supervisors have the skills to perform their duties.</p> <p>Outcome Indicator: Employer engagement and feedback by industry groups shows identifiable improvement to supervisor skill. >65% approval of resources in follow-up survey.</p> <p><i>Align to KPI #1</i></p>	<p>Behaviour-Based Outcomes</p> <p>Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>2021 Jul – 2022 Dec</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>	<p>Evaluate Outcomes Achieved</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>Engagement by industry groups including SAC and MAG is high. A survey was not completed in 2021, but additional outreach measures are included in the 2022 Work Plan.</p>	

<p>Outcome: Relevant sectors are comfortable that the development process meets the needs of their sector.</p> <p>Outcome indicator: Early engagement with MAG, CHAG/TAG, SAC and other relevant parties.</p> <p>Align to KPI #1</p>	<p>Knowledge-Based Outcomes</p> <p>Other outcome type:</p>	<p>Short Term <1 year</p>	<p>2021 Jan – 2021 Jun</p>	<p>Direct feedback with industry advisory committees. A statement of “insufficient consultation” would require an adjustment to the needs analysis.</p>	<p>The Manufacturing Advisory Group (MAG) and Silvicultural Advisory Committee (SAC) are actively engaged in the development of resources to ensure the programs meet the needs of the sectors. The Coast Harvesting Advisory Group (CHAG) and Transportation Advisory Group (TAG) will be assessing their needs in 2022.</p>
<p>Outcome: Supervisors feel more comfortable in their knowledge of and ability to perform the functions of their role.</p> <p>Outcome indicator: Survey results indicate increase in comfort with supervisory role and effectiveness of training and job aids.</p> <p>Align to KPI #2</p>	<p>Knowledge-Based Outcomes</p> <p>Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>2023 June</p>	<p>Analysis of supervisor survey targeting a cross section of the industry, including all relevant sectors. Target: 150 responses.</p>	<p>To be confirmed.</p>

Section C: Workplan Template – Initiative 1.4

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>1.4 Develop and deliver quality virtual and online 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. The goal of this initiative is to provide quality training to employers to enable them to share information and assist workers in key priority areas. For this year, the priority will be to develop new training materials by creating a new online course for the Blasting based on the developed competencies and 1-3 new online courses to improve training outcomes aligned with the BCFSC resource packages. 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 <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Consult with industry groups to identify highest priority areas that would benefit from online training	Marketing/Out reach Other type:	2 staff	\$2,000	2021 Jan – 2021 Mar	3 meetings with industry groups (virtual)	2. ON TRACK: Complete. Coordination between SAC, CHAG, MAG to identify priorities for this year.
Develop course materials	Consultation Services Other type:	1 staff, 2 education consultants	\$15,000	2021 Jan – 2021 Jul	1 blasting course and 1 resource package-based course	2. ON TRACK: MAG Hazard ID and Risk Assessment online training and Forestry Blasting Course

						complete and available for self-enrollment.
Pilot course materials and gather feedback	Training Other type:	2 staff, education consultant	\$3,000	2021 Jul – 2021 Oct	Finalized versions of courses for full delivery option	2. ON TRACK: Both Blasting and Hazard ID courses received positive feedback from users.
Run a series of industry relevant webinars over the year to increase engagement with employers/workers and respond to emerging issues.	Training Other type:	2 staff, presenters as required	\$5,000	2021 Jan – 2021 Dec	4-6 webinars	3. BEHIND: No webinars completed by the training department in 2021. Currently in talks with webinar guests for 2022.

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
Outcome: Employers became more engaged and aware of the resources and support available to them. Outcome indicator: 10% increase in access to training materials in 2021 Align to KPI #1	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	2021 Jan – 2021 Dec	Data Analysis on Learning Management System	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u> There has been an increase in training numbers (online and in-person) over the past 3 years, despite the challenges of COVID-19. Total participant numbers increased from 1546 in 2019 to 3088 in 2021. We saw a significant reduction in numbers in 2020 due to COVID with 975 participants. The new resource road driver programs made available in 2021 represented a significant portion of the 2021 numbers.
Outcome: Employers, supervisors and workers come to BCFSC for timely and relevant	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	2021 Jan – 2021 Dec	Target: Webinar attendance total of 100 participants	Not met. No webinars from training department delivered in 2021.

information on emerging issues. Outcome Indicator: Increase of webinar participation over 2020 by 25% Align to KPI #1					
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#	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.	2.1 Develop and deliver quality competency-based training courses for new faller trainees utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan. 1 - April 30	1. Increased faller trainee competence in core falling skills.
2.		2.2 Create and deliver a falling supervisor development program that would provide training and job aids to support falling supervisors.		1. Increased falling supervisor competence in core supervisory skills. 2. Supervisors better understand their roles and responsibilities.

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.**

Initiative	2.1 Improve training outcomes (online and instructor lead) of the BC Faller Training Standard by engaging industry (harvesting, wildfire and oil & gas) on the development of a competency-based system.
Initiative Goal/ Expectation	<ol style="list-style-type: none"> 1. Develop and implement a competency-based training model for hand falling to ensure a competent and safe work force across all industries (harvesting, wildfire and oil & gas). 2. Provide blended training (online and instructor lead) with interactive learner activities to better engage participants.

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
Finalize competency-based standard	Consultation Services Other type:	1 contractor; 1 staff; industry SME	\$18,000	April 1	Revised competency-based standard developed and implemented for new faller training.	Note: This item was contingent on WorkSafeBC completing the program review in 2020. BCFSC will apply the suggested changes from WorkSafeBC identified in October, 2021 and apply them where required. Implementation will take place throughout 2022 with regards to quality assurance in the

						180-day period, upgrading of Trainers and Assessors and using/piloting of the new summative assessment documents and processes.
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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
Validation and moderation process with assessors and trainers confirm that competency outcomes have been achieved. Positive overall feedback on training delivery from trainees and trainers.	Knowledge-Based Outcomes	Short Term <1 year	Dec. 31, 2021	Feedback from validation and moderation sessions with assessors and trainers. Feedback from trainees.	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u> Received approval from WSBC for the BCFSC New Faller Training Program in October, 2021. BCFSC also received a final report on the Basic Chainsaw and Faller Training courses. The report included recommendations of suggested changes.

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 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	2.2 Revise existing Certified Falling Supervisor training program
Initiative Goal/ Expectation	1. Develop a blended learning approach (on-line and instructor lead) to better suit the needs of current Falling Supervisors.

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
Review and revise course materials to ensure they are current.	Training Other type:	Falling Supervisor course Instructors (3); 2 staff	\$3750	Prior to June 1	Course materials are updated to reflect current regulation, industry practices, and content.	3. BEHIND: Work continues on the revisions to the Falling Supervisor Course. Anticipated completion is end of Q1.
Develop on-line learning modules	Consultation Services Other type:	Learning Management System Consultant	\$50,000		On-line course modules are developed reflecting revised course content. Instructor-led training completed.	2. ON TRACK

Workshop	Conference/ Convention/ Meeting Other type:	Falling Supervisor course Instructors (3); Falling Technical Advisory Committee members (3); 2 staff	\$5250	Prior to June 1	Review and update course content including opportunities for blended learning.	3. BEHIND: Work continues on the review and updating of the course content and will be completed by the end of Q1.
Conduct Training	Training Other type:	2 trainers, 2 staff	Cost recovery	2020 July – 2020 December	Conduct 2 training sessions using revised course content.	3. BEHIND: This will take place in 2022 as the revisions to the course will not be completed until the end of Q1.

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 process with trainers confirm that competency outcomes have been achieved. Positive overall feedback on training delivery and evaluation from trainees and trainers.	Knowledge-Based Outcomes	Short Term <1 year	Jan.1-Dec. 31	Feedback from validation and moderation sessions with trainers. Feedback from trainees.	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u> As of December 31, 2021, the learning management system consultant met with and collected information from the subject matter experts. This allowed the consultant to start the development of the online material and complete approximately 50%.

#	Program Area: Transportation 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.	3.1 Develop 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. 1 – December 31, 2021	Increased log truck driver competence in core driving skills. 30 log truck drivers trained and 100 drivers assessed.
		3.2 Develop competency-based program materials and resources 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. 1 – December 31, 2021	Increased light truck driver competence in core driving skills. 75 light truck drivers trained.
		3.3 Develop competency-based program materials and resources and support industry stakeholders in program delivery of training courses for ATV/ORV operators utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan. 1 – December 31, 2021	Increased ATV/ORV operator competence in core operator skills.
	Develop and promote communications of BCFSC and industry initiatives	3.4 Create four best practices videos for road construction, electronic log books and Air Carrier Safety Standards that promote the consistent application of industry best practices.	Jan. 1 – December 31, 2021	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.

	Conduct research to evaluate technology applications to address high risk activities and improve safety performance.	3.5 Research and evaluate the use and application of technology for rollover detection, vehicle proximity alerts system, and log load securement	Jan. 1 – December 31, 2021	Technological solutions and best practices identified for industry application.
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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	<i>3.1 Develop and deliver quality competency-based training courses for log truck drivers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
Initiative Goal/ Expectation	<ol style="list-style-type: none"> 1. Provide log truck drivers with quality training and assessment to increase log truck driver competence in core driving skills. 2. Provide training materials and standard through BCFSC learning management system to improve training delivery (e.g. extend reach to various demographics and locations).

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
Incorporate training materials and standard in learning management system	Consultation Services Other type:	Education consultant	\$5000	Jan. – Dec. 31,2021	Training materials and standard available through BCFSC learning management system	2. ON TRACK
Conduct training and assessment	Training Other type:	2 staff, 7 assessors	\$9000	Jan. – Dec. 31,2021	30 log truck drivers trained and 100 drivers assessed.	3. BEHIND: Delayed due to COVID 19 restrictions.
Advertising	Marketing/Outreach	Staffing resources	No cost specifically allocated to this item.	Jan. – Dec. 31,2021	Social media/ newsletters and website	1. AHEAD

			Salaries will be majority of the cost.			
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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
# of people trained and assessed	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	2021	# of people trained and assessed	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>. 9 people trained against a target of 30. 37 people assessed against a target of 100. COVID 19 restrictions impacted the delivery of this initiative.

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>3.2 Develop and deliver quality competency-based training courses 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 light truck drivers with quality training and assessment 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 <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Review and revise course materials to ensure they are current.	Training Other type:	Education consultant	\$5000	Jan. – Dec. 31,2021	Course materials are updated to reflect current regulation, industry practices, and content.	2. ON TRACK
Advertising	Marketing/Outreach	Staffing resources	No cost specifically allocated to this item. Salaries will be a majority of the cost.	Jan. – Dec. 31,2021	Social media/ newsletters and website	1. AHEAD

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
# of people trained and assessed	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	2021		<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year 708 people trained and assessed against a target of 75.

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>3.3 Develop and deliver quality competency-based training 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 and assessment 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 <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop course materials	Consultation Services Other type:	1 staff, 1 education consultant	\$5,000	2021 Jan – 2021 Dec	ATV/ORV course developed	2. ON TRACK
Pilot course materials and gather feedback	Training Other type:	1 staff, 1 educational consultant	Staff time/Cost recovery for educational consultant	2021 Jan – 2021 Dec	Finalized versions of courses for full delivery option	3. BEHIND: Pilot delayed due to weather conditions/time of year and logistics. Rescheduled for spring 2022.

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 fiscal year</u>
Course materials developed	Other, please specify ATV/ORV course developed	Short Term <1 year	2021		ATV/ORV Training/Course Manual Completed.

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	3.4 <i>Develop best practices videos</i> for road construction, electronic log books and Intro to Air Carrier Safety Standards
Initiative Goal/ Expectation	<i>Create four best practice videos for employers to 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 <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Identify and develop content for video resources	Conference/ Convention/ Meeting Other type:	Log Truck Technical Advisory Committee (LTTAC), Trucking and Harvesting Advisory Group (TAG), Coast Harvesting Advisory Group (CHAG) and Air	\$7000	Jan 1- December 15, 2021	4 video resources for Industry members	2. ON TRACK

		Carrier Safety Working Group (ACSWG)				
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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
Completed videos	Other, please specify Videos completed.	Short Term <1 year	2021	4 videos produced	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u> 2 Resource Road Safety videos 1 Resource Road Driver training video 1 Switchback Safety video Total views – 33,000

Section C: Workplan Template – Initiative 3.5

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	3.5 Research and evaluate the use and application of technology and the development of best practices for rollover detection, vehicle proximity alerts system, and log load securement
Initiative Goal/ Expectation	Conduct research with the goal of developing and evaluating technological solutions for employers to reduce the risk of incidents associated with log hauling.

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
Conduct research and evaluate different technological applications to reduce incidents associated with rollovers, vehicle proximity, and log load securement.	Research Other type:	Research Analyst	\$16,500	Jan 1- December 15, 2021	3 research reports completed 1 Best Practice developed for log load securement.	3. BEHIND: Load securement report completed. Rollover detection and proximity alert programs ongoing but delays due to technological challenges in meeting intended/required outcomes.

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
3 research reports and 1 best practice completed	Other, please specify 3 research reports and 1 best practice completed	Short Term <1 year	Dec. 31, 2020	Research analysis conducted on 3 identified areas of risk.	1- Report completed/Load securement 1 - Best Practice Completed/Load Securement

WorkSafeBC Management Comments

Board Chair Approval

Name

Signature

Date