

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
Every Forestry Worker Goes Home Safe. Every day.
HSA Mission
Click here to enter text.

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	Implement competency-based BC Faller Training Standard to support consistent and improved training outcomes for new fallers aimed at reducing injuries.
Initiative Goal/ Expectation	<p>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:</p> <ol style="list-style-type: none"> 1. Support trainees and those training in industry better understand what is required in the new competency-based system. 2. Provide additional support in the form of quality assurance visits to trainees and trainers in the 180-day portion of training. 3. Pilot the competency-based assessment process identifying areas of improvement.

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.	Completed
Upgrade Trainers/Assessors	Consultation Services	1 contractor; 1 staff	\$21,600	Jan - Dec 2022	Provide training to those Trainers and Assessors that wish	Completed

					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.	Completed -Developed a competency assessment based on the current BC Faller Training Standard. The new practical competency assessment based on the new standard is scheduled for implementation in 2023.

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 fiscal year</u> Upgrading of Trainers to the competency-based system took place in February. Assessors continue to validate and moderate their decisions with regards to evidence, documentation, process, and issuing certification.

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 <small>(Note: this should align with info from your budget template)</small>	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.	Behind
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.	Behind

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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 As of December 31, 2022, development of online material for the Falling Supervisor course has been completed. A workshop is scheduled for the end of February to finalize the 'new' course layout. A high-level review of the DT Blasting Instructor and Student Manuals took place in November 2022 and the BCFSC received the original documents in December 2022. Work will continue in 2023. Instructor availability due to illness delayed updates to the Basic Chainsaw course.

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	Revise existing Certified Falling Supervisor (CFS) assessment.
Initiative Goal/ Expectation	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.

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 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.	Behind As the overhaul of the Falling Supervisor course was not completed until December 2022, no changes have been applied to the CFS Assessment.
Conduct Assessment	Marketing/Out reach	2 staff	No cost	June – December 2022	Pilot assessment on Certified Falling Supervisor applicants	Behind See note above

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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>Validation and moderation with Assessors confirming competence has been achieved.</p> <p>Positive feedback from CFS applicants on the assessment process.</p>	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 <p>As of December 31, 2022, the Falling Supervisor course revisions and updates were not completed and as that directly affects the assessment, work will continue on this once the course is finalized.</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: 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 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	1. Increased supervisor competence in core supervisory safety skills. 2. Supervisors better understand their roles and responsibilities.
		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	1. Improved awareness and engagement.
2	Engage and inform industry	2.1 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. 2. Net increase to users participating in training. 3. Positive overall feedback on training delivery.

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	1.1 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 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.

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
Validate standard for harvesting	Consultation Services Other type:	1 education consultant	\$3000	Q2 2022	Complete units of competency and assessment resources for Harvesting, Silviculture and Manufacturing sectors	Completed – validation of Supervisor Standard has been completed and resources for all sectors are in-development.
Develop learning resources and job aids	Consultation Services Other type:	2 education consultants, multiple department staff	TBD (\$20,000 from Programs and Training)	2022 Jan – 2022 Dec	3-5 supervisor resources (learning resources, videos, webinars)	Completed – 6 online training modules built and published for Manufacturing Supervisor; 6 online modules for Forest

						Supervisor built and being used in other programs to support learning outcomes. Manufacturing Supervisor assessment resources in development.
Communicate and perform outreach for supervisor resources	Marketing/Outreach Other type:	1 education consultant, safety advisors, multiple department staff	\$5000	2022 Jan – 2022 Dec	Social Media communication strategy, direct company and outreach, presentations at conferences	Completed – outreach conducted with MAG through development workshop and regular MAG meetings. Council staff also work with other Committees to ensure dissemination of information on

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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	
Outcome: Employers are confident that supervisors have the skills to perform their duties. Outcome Indicator: Employer engagement and feedback by industry groups shows identifiable improvement to supervisor skill. >65% approval of	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	2021 Jul – 2022 Dec	Ongoing engagement with industry groups. Follow-up directly to supervisor project as learning resources and job aids are completed. Employer survey following project.	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year. Employer engagement will continue into 2023. Initial engagement with MAG companies has shown value in support to their supervisors. Direct feedback on online modules is positive.	

resources in follow-up survey.					
<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>Behaviour-Based Outcomes</p> <p>Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>June 2023</p>	<p>Analysis of supervisor survey targeting a cross section of the industry, including all relevant sectors. Target: 150 responses.</p>	<p>Survey to be completed in 2023.</p>

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	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.
Initiative Goal/ Expectation	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.

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
Improve and update currently available resources	Training Other type:	2 training consultants, 3 staff	\$20,000	Dec 2022	Updated courses accounting for changes to regulation, best practice, and new technology.	Behind: "Forest Safety Overview" was not completed in 2022. Other course maintenance and update projects are on track.

Create new training resources to support employers, workers, and contractors	Training Other type:	2 training consultants, 3 staff	\$100,000 (\$30,000 from Programs & Training: combined from departments)	Dec 2022	3-5 new training courses to support industry, aligned with program committee, advisory groups and department priorities.	Behind: "Road Blasting – Regulations and Standards" and "Basic Incident Investigation Online" was not completed in 2022. Other course development projects are on track.
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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
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 2022	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	2022 Jan – 2022 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</u> fiscal year. <p>We are not currently able to measure total access to training materials, but we do measure total course completions. We have seen a significant increase in course completions.</p> <p>In 2021 there were 3088 course completions. In 2022 there were 5904 course completions. This represents an approximately 91% increase in completions.</p>
Outcome: Employers, supervisors and workers come to BCFSC for timely and relevant information on emerging issues. Outcome Indicator: Increase of webinar	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	2022 Jan – 2022 Dec	Target: Webinar attendance total of 100 participants	<p>We planned to run two webinars in 2022, however due to scheduling conflicts we were only able to run one. In the one webinar we ran, titled "Tips to Successfully Transition into Supervision" by Shannon Overland, we had 93 people enroll in the event.</p>

participation over 2020 by 25%					
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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	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.

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
Improve BCFSC Learning Management System to align with 2021 Needs Analysis.	Other, please specify Other type: Improvement to resource delivery	3 staff, 1 education consultant	\$10,000	2022 Dec	Improvements to user experience, resource organization, cost recovery options, communication, and content presentation.	Completed – User experience changes for 2022: <ul style="list-style-type: none"> increased implementation of SCORM courses, navigation improvements, reporting improvements,

Communicate and perform outreach for competency, assessment, and training resources	Marketing/Outreach Other type:	1 education consultant, safety advisors, multiple department staff	\$5000	2022 Jan – 2022 Dec	Social Media communication strategy, direct company and outreach, presentations at conferences	Completed – Social media engagement strategy underway, using posts and boosts to promote both in-person and online training.
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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 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><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>Ongoing site visits and interviews with employers Target of 5 engagement sessions for 2022</p>	<p>• For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u></p> <p>No official engagement sessions were conducted in 2022. There are plans underway to conduct these sessions in 2023.</p>
<p>Outcome: More workers and employers are using the developed resources for both introductory and gap training.</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>	<p>As the new LMS was implemented in April 2021, we do not have complete user data for that year. However, we had 2077 users register in 2021 and 4115 users register in 2022. This is not complete data, but we are comfortable that we met the 10% increase of users in 2022.</p>

Outcome Indicator: Increase in unique user to the LMS by 10%. <i>Align to KPI #2</i>					
Outcome: The resources meet the needs of those using the materials. Outcome indicator: Overall positive feedback on learning resources. <i>Align to KPI #3</i>	Other, please specify Other outcome type:	Short Term <1 year	2022 Dec	Review of feedback summary through Learning Management System. Target: >75% positive feedback from training feedback modules	Feedback on all courses is collected and improvements are made where required. Overall feedback is positive.

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	Increased log truck driver competence in core driving skills. 30 industry drivers trained, and 100 drivers assessed.
		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	Resources and support materials finalized and made available to Industry.
		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	Increased ATV/ORV competence in core operating skills. Pilot completed, materials finalized and made available to Industry. Including train the trainer resources and support.

2	Develop and promote communications of BCFSC and industry initiatives	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	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.
3	Continue research to evaluate technology applications to address high risk activities and improve safety performance.	3.1 Continued research and evaluation of technology for rollover detection, vehicle proximity alerts system, and log load securement.	Jan – Dec 2022	Technological solutions and best practices identified for industry application.

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	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.
Initiative Goal/ Expectation	<ol style="list-style-type: none"> 1. Provide industry drivers with quality training and assessment to increase driver competence in core driving and loading and unloading knowledge and 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 new or revised training materials in learning management system	Consultation Services Other type:	Education consultant	\$3000	Jan. – Dec. 31,2022	Updated/revised training materials and standard available through BCFSC learning management system	Completed Materials updated and available via LMS
Conduct training and assessment	Training Other type:	2 staff, 7 assessors	\$10,000	Jan. – Dec. 31,2022	30 industry truck drivers trained, and 100 drivers assessed.	Completed 32 drivers in training/trained 43 drivers assessed

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/ videos, newsletters and website	Completed Training communicated to Industry members via web, social media, and print.
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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	2022	# 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> 32 drivers in training / trained 43 drivers assessed

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	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.
Initiative Goal/ Expectation	1. Provide Industry with quality train the trainer resources and support to increase light truck driver competence in core driving skills.

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 train the trainer course materials and resources. Support delivery of train the trainer programs within the industry	Training Other type:	Education consultant, Staffing resources	\$5,000	Jan. – Dec. 31,2022	Resources are developed to reflect current resource road driving training content, regulation, and industry practices. Material is available via web	Completed Materials completed and available via web/LMS

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	Completed Training communicated to Industry members via web, social media, and print.
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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		All resources developed and available to industry via web and LMS.	

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	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.
Initiative Goal/ Expectation	1. Provide ATV/ORV operators with quality training to increase ATV/ORV competence in core operating skills.

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
Pilot course materials and gather feedback	Training Other type:	1 staff, 1 educational consultant	Staff time/Cost recovery for educational consultant	2022 Jan – 2022 Dec	Confirm suitability of course materials, format and resources	Completed Pilot completed
Finalize course materials including train the trainer resources.	Consultation Services Other type:	1 staff, 1 education consultant	\$5,000	2022 Jan – 2022 Dec	ATV/ORV course finalized and available via LMS.	Behind Course materials finalized; Draft Train the trainer materials completed

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		Training materials developed; pilot completed. Materials available but not currently on LMS. Internal Trainer pilot to be 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	Develop media resources including videos for worker extraction from mobile equipment, worker complacency, professional industry driver, and ATV/ORV safety.
Initiative Goal/ Expectation	Create four media resources that improve industries awareness and collaboratively advance industry best practices within their operations.

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), and Coast Harvesting Advisory Group (CHAG)	\$40,000	Jan 1- December 15, 2022	4 media resources	Completed 4 media resources completed

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	2022	4 media resources produced	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u> Load Securement, Molly/Lift Strap Inspection, ERP/Operator Extraction and Professional Industry Driver Videos finalized.

WorkSafeBC Management Comments

Board Chair Approval

Signature

Date