

HSA Initiatives Workplan Template

2023 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	2023 – Sawmills

HSA Vision

Every Forestry Worker Goes Home Safe. Every Day.

HSA Mission

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Section B: Summary of Strategic Objectives and Initiatives

Based on the information from your strategic plan, please kindly indicate (at a high level) the strategic objectives/priorities of your organization for the upcoming year, and the **key initiatives** that your HSA has planned out under each objective/priority. In most cases, you will have two or three key initiatives and rarely will you have more than five.

#	Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
	Engage and Inform Industry	1.1 Identify controls through bowtie risk assessments for Significant Incident Failure Potential (SIFp) incidents.	January -December 31, 2023	Improved understanding of employers on controls to eliminate high severity events. Target: 2 bowtie risk assessments completed on SIFp events
	Engage and Inform Industry	1.2 Develop resources for 2 SIFp topics to include webinars, website resources, videos/training	January -December 31, 2023	2 BCFSC SIFp Resource webpages available for industry on how to develop controls for SIFp events

	Develop practical competency-based training programs to support consistent and improved training outcomes for forestry workers aimed at reducing injuries in high-risk occupations.	1.3 Create and deliver Safety Leadership development resources that would provide training and job aids to support supervisors in wood products manufacturing facilities.	2020 July – 2023 Dec	<p>1. Increased supervisor competence in core supervisory safety skills.</p> <p>2. Supervisors better understand their roles and responsibilities.</p>
		1.4 Provide coaching and mentoring services to a small to medium size sawmill employer to support supervisors participating in the manufacturing supervisor development program. This initiative is intended to serve as a pilot to determine the value and effectiveness of providing coaching and mentoring to supervisors.	2020 July – 2023 Dec	<p>1. Increased supervisor competence in core supervisory safety skills.</p> <p>2. Supervisors better understand their roles and responsibilities.</p>
	Develop practical based training programs to support consistent and improved training outcomes for forestry workers aimed at reducing injuries in high-risk occupations.	1.5 Conduct two workshops to support implementation activities for inherently safer design (ISD) in sawmill operations.	January 01- December 31, 2023	Increase employer and worker knowledge of ISD implantation.

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	1.1 Identify controls through bowtie risk assessments for Significant Incident Failure Potential (SIFp) incidents.
Initiative Goal/ Expectation	Improved employer understanding of controls to eliminate Serious Incident Failure potential events.

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 2 SIFp events for risk assessment	Marketing /Out reach Other type:	2 Staff	\$ 5,000	January 01, 2023 – March 31, 2023	2 meetings with industry groups	
Plan and conduct Risk Assessments	Conference/ Convention/ Meeting Other type:	Risk Assessment Consultant	\$ 10,000	June 01, 2023- September 30, 2023	2 risk assessments completed	
Develop and conduct 2 workshops to identify resources for SIFp controls	Consultation Services Other type:	2 Staff Risk Assessment Consultant	\$ 10,000	October 01- December 31, 2023	2 workshops	

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
Employers and workers demonstrate improved knowledge and skills to identify risks and hazards.	Knowledge-Based Outcomes	Short Term <1 year	June 01-December 31, 2023	Session/Workshop participants reports increased knowledge and skills	
# of companies participating in risk assessment	Other, please specify Number of companies participating	Short Term <1 year	June 01-December 31, 2023	Session enrollments	

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	1.2 Develop resources for 2 SIFp topics to include webinars, website resources, videos/training
Initiative Goal/ Expectation	Work with MAG to develop 2 BCFSC SIFp Resource webpages available for industry on how to develop controls for SIFp events

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop resources for 2 SIFp topics to include webinars, website resources, videos/training	Training Website resources	3 staff	\$10,000	January - December 2023	2 SIFp resource pages	

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>
# of employers using SIFp resources	Other, please specify # of employers using SIFp resources	Medium Term 1~3 years	January 2021-December 2023	# of employers accessing resources through BCFSC SIFp resource pages	

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 manufacturing.
Initiative Goal/ Expectation	A continuation on the supervisor initiatives that were started in 2021. In 2022 six online training modules were developed for the Manufacturing and sector. Units of competency and assessment tools for the Manufacturing sector were also developed and a gap analysis was conducted comparing the competency standard to available resources. In 2023, the goal is to evaluate the gaps identified in 2023 to identify additional learning resources, job aids and tools for development. The priority for 2023 will be to supporting the delivery of the Wood Products Manufacturing workshops, adjusting online resources based on user feedback and developing additional resources based on the gap analysis.

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop learning resources and job aids	Consultation Services	1 education consultant, multiple department staff.	\$35,000	Jan–Dec 2023	Development of additional learning resources, job aids and tools 1-day MFG supervisor workshop.	

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</u> fiscal year
Supervisors use Safety Leadership resources	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	January 2021-December 2023	# of people accessing Safety Leadership resources	

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	1.4 Provide coaching and mentoring services to a small to medium size sawmill employer to support supervisors participating in the manufacturing supervisor development program. This initiative is intended to serve as a pilot to determine the value and effectiveness of providing coaching and mentoring to supervisors.
Initiative Goal/ Expectation	A continuation on the supervisor initiatives that were started in 2021. In 2022 six online training modules were developed for the Manufacturing and sector. Units of competency and assessment tools for the Manufacturing sector were also developed and a gap analysis was conducted comparing the competency standard to available resources. In 2023, the goal is to support supervisors working in a small to medium sized sawmill operation.

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details

List the key activities you will undertake in this initiative.

Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Provide coaching and mentoring to supervisors to become more effective.	Consultation Services	1 education consultants, and 1 staff.	\$10,000	Jan-Dec 2023	1. Increased supervisor competence in core supervisory safety skills. 2. Supervisors better understand their roles and responsibilities.	

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</u> fiscal year
Supervisors demonstrate improved knowledge and skills.	Knowledge-Based Outcomes	Short Term < 1 Year	June 01- December 31, 2023	Participants reports increased knowledge and skills.	

Section C: Workplan Template – Initiative 1.5

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	1.5 Conduct two workshops for MAG on Inherently Safer Design (ISD).
Initiative Goal/ Expectation	To provide participants with the opportunity to learn to evaluate hazard reduction and ISD principles as well as use the Management of Change (M-O-C) PSM element to incorporate and maintain ISD changes in proposed process changes. Participants will also acquire knowledge of which ISD approaches may be most effective at different stages of a process life cycle

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Conduct two workshops with MAG and operations staff on principles of Inherently Safer Design (ISD) to manage process risk by eliminating or significantly reducing hazards.	Consultation Services	1 education consultants, and 1 staff.	\$12,330	Jan–Dec 2023	2 workshops on ISD	

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
Employers and workers demonstrate improved knowledge and skills to identify risks and hazards.	Knowledge-Based Outcomes	Short Term < 1 Year	June 01- December 31, 2023	Session/Workshop participants reports increased knowledge and skills	

WorkSafeBC Management Comments

Board Chair Approval

Dave Lehane

Name



Signature

10/06/22

Date