

# 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 – Forestry Programs

<b>HSA Name</b>	<i>BC Forest Safety Council</i>
<b>Year of Workplan</b>	<i>2024</i>

<b>HSA Vision</b>
<i>Every Forestry Worker Goes Home Safe. Every day.</i>
<b>HSA Mission</b>
<i>Support Industry Eliminate Work-related Deaths and Serious Injuries</i>

## Section B: Summary of Strategic Objectives and Initiatives (Forestry Programs)

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: Forestry Programs Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
1	Refine Existing Training Programs	1.1 <b>Create and deliver a supervisor development program</b> that provides training and resources to support supervisors in harvesting, silviculture, and manufacturing.	2020 July – 2024 Dec	1. Increased supervisor competence in core supervisory safety skills.  2. Supervisors better understand their roles and responsibilities.
		1.2 Work with regulators to reduce barriers and <b>improve uptake and increase number of Danger Tree Blasters</b> to support BC fallers in dealing with dangerous trees.	Jan 2024-Dec 2025	1. Regulators engage with BCFSC to support changes for fallers to gain and maintain blasting certification.
		1.3 <b>Update existing Programs and Resources</b> to account for inclusivity, regulatory changes, and best practice.	Dec 2024	1. Publicly available resources are updated to current regulatory standards.
2	Engage and inform industry	2.1 <b>Develop and share educational resources</b> highlighting safety topics to promote safety awareness, showcase best practice and/or innovation.	Dec 2024	1. 2 resources made available to industry.

# Section C: Workplan Template – Initiative 1.1 (Forestry Programs)

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.**

<b>Initiative</b>	<b>1.1 Create and deliver a supervisor development program</b> that would provide training and resources to support supervisors in harvesting, silviculture, and manufacturing.
<b>Initiative Goal/ Expectation</b>	Supervisors play a critical role in ensuring that all workers return home safely. Therefore, the BCFSC will continue to develop resources in all sectors to support industry supervisors. For 2024 the Forest Supervisor in-person material will be re-developed to include updated materials, reflect current regulation changes, and account for improved delivery models.

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.

<b>Part 1: Workplan Details</b> 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
Refresh Forest Harvesting Supervisor Materials to support improved in-person delivery and virtual instructor-led delivery.	<b>Consultation Services</b>	Contract training consultant, Subject matter experts, BCFSC staff (Training)	\$35,000	2024 Jan – 2024 Dec	Updated course materials for in-person and virtual instructor led delivery.	
Workshop development	<b>Consultation Services</b>	Contract training consultant, Subject	\$17,400	Dec 2024	Course for non-certified fallers that supervise fallers, providing clear understanding and	

		<i>matter experts, BCFSC staff (Falling, Training)</i>			<i>the requirements when supervising fallers.</i>	
<i>Supervisory webinar</i>	<b>Training</b>	<i>Contract or internal presenters, BCFSC staff (training)</i>	<i>\$4,000</i>	<i>2024 Jan – 2024 Dec</i>	<i>Webinar on an aspect of supervisory skills</i>	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
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.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
<p><i>Outcome: Employers are confident that supervisors have the skills to perform their duties.</i></p> <p><i>Outcome Indicator: Employer engagement and feedback by industry groups shows identifiable improvement to supervisor skill. &gt;65% approval of resources in follow-up survey.</i></p>	<b>Behaviour-Based Outcomes</b>	<b>Medium Term 1~3 years</b>	<i>2021 Jul – 2024 Dec</i>	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"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.</li> </ul>
<p><i>Outcome: Supervisors feel more comfortable in their knowledge of and ability to perform the functions of their role.</i></p>	<b>Behaviour-Based Outcomes</b>	<b>Medium Term 1~3 years</b>	<i>June 2024</i>	<i>Analysis of supervisor survey targeting a cross section of the</i>	

<p><i>Outcome indicator: Survey results indicate increase in comfort with supervisory role and effectiveness of training and job aids.</i></p>				<p><i>industry, including all relevant sectors. Target: 150 responses.</i></p>	
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## Section C: Workplan Template – Initiative 1.2 (Forestry Programs)

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.**

<b>Initiative</b>	<b>1.2 Work with regulators to reduce barriers and <i>improve uptake and increase number of Danger Tree Blasters to support BC fallers in dealing with dangerous trees.</i></b>
<b>Initiative Goal/ Expectation</b>	<i>In 2023, BCFSC assumed ownership of the dangerous tree blasting training materials. In 2022, a dangerous tree blasting committee was created to identify barriers to DT blasting and to outline a sustainable, industry-led program. The training materials have been updated to reflect up-to-date processes and regulations. In 2024, BCFSC will begin to work with regulators to advocate for changes to reduce barriers for blasters.</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.

<b>Part 1: Workplan Details</b> List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Identify regulatory barriers and work with regulators (Natural Resources Canada and WorkSafeBC) to support changes to gain and maintain blasting certification.</i>	<b>Consultation Services</b>	<i>Subject matter experts, BCFSC Staff (Transportation, Falling, Training)</i>	<i>\$5,000</i>	<i>Dec 2025</i>	Clear and reasonable expectations for Danger Tree Blasters to gain and maintain blasting certification.	

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	<b>Evaluate Outcomes Achieved</b> <ul style="list-style-type: none"><li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li></ul>
<i>Regulators engage with BCFSC to support changes to gain and maintain blasting certification.</i>	<b>Other, please specify</b>	<b>Long term &gt;3 years</b>	2024 Jan – 2026 Dec	Ongoing engagement with Natural Resources Canada and WorkSafeBC.	

## Section C: Workplan Template – Initiative 1.3 (Forestry Programs)

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.**

<b>Initiative</b>	<i>1.3 <b>Update existing Programs and Resources</b> to account for inclusivity, regulatory changes, and best practice.</i>
<b>Initiative Goal/ Expectation</b>	<i>Changes to both regulation and adjustments to BCFSC’s strategic plan, focusing on indigenous support and engagement, reducing climate change health and safety impacts to workers, and supporting technological innovations to improve worker safety requires a significant review of BCFSC print, video, and training resources. Review of all published materials is required to ensure that the material is up to date.</i>

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

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Review and update of resource packages, training materials, assessment tools, and web-resources.</i>	<b>Other, please specify</b> Content update	<i>Training Consultant, Subject matter experts, BCFSC staff (SAFE Co, MAG, Transport, Falling, Training)</i>	<i>\$45,000</i>	<i>Dec 2025</i>	<i>Material updated to reflect current regulation and best practice.</i>	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
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.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
	<b>Other, please specify</b>	<b>Long term &gt;3 years</b>	2024 Jan – 2027 Dec		<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>

## Section C: Workplan Template – Initiative 1.4 (Forestry Programs)

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.**

<b>Initiative</b>	<i>2.1 <b>Develop and share educational resources</b> highlighting safety topics to promote safety awareness, showcase best practice and/or innovation.</i>
<b>Initiative Goal/ Expectation</b>	<i>BCFSC uses Advisory Groups and sector-based committees to identify areas of concern within the industry. To respond to these areas of concern, BCFSC develops targeted resources for supervisors, workers, and employers. For 2024 one of the identified priorities is Helicopter Emergency Response Planning.</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.

<b>Part 1: Workplan Details</b> List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Safety resource development</i>	<b>Consultation Services</b>	<i>Contract video developer, Subject Matter Experts, BCFSC staff (Transportation)</i>	<i>\$12,500</i>	<i>2024 Dec</i>	<i>Safety resource (likely video) on helicopter emergency response planning.</i>	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
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.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
<i>Completed and published safety resource</i>	<b>Other, please specify</b> Other outcome type: published video	<b>Short Term &lt;1 year</b>	Dec 15, 2024	<i>Confirmation that resource is available to industry in an effective manner (e.g., YouTube and Vimeo for video, webpage for other resources)</i>	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>

## Section B: Summary of Strategic Objectives and Initiatives (Falling)

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: Forestry Programs Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
1.	<i>Review and update resources for falling supervisors aimed at reducing injuries in a high-risk occupation</i>	<i>1.1 Review and update supervisor info flips that would provide support to supervisors when supervising fallers.</i>	<i>Jan – Dec 2024</i>	<ol style="list-style-type: none"> <li><i>Increased supervisor competency overall.</i></li> <li><i>Supervisors better understand their roles and responsibilities.</i></li> </ol>
2.	<i>Develop videos and support and mentor new and existing trainers in the delivery of the BC Faller Training Standard (BCFTS).</i>	<ol style="list-style-type: none"> <li><i>1.1 Develop videos on proper techniques of training to the BCFTS – proper body positioning, specialty falling techniques.</i></li> <li><i>1.2 Support and mentorship for new and existing trainers, maximizing knowledge and their ability to transfer that knowledge to trainees.</i></li> </ol>	<i>Jan – Dec 2024</i>	<ol style="list-style-type: none"> <li><i>Improved understanding of the BCFTS and how to apply it in a training environment.</i></li> <li><i>Positive overall feedback from new and existing trainers.</i></li> </ol>

## Section C: Workplan Template – Initiative 2.1 (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.**

<b>Initiative</b>	Provide support and mentorship for falling supervisors
<b>Initiative Goal/ Expectation</b>	1. Review and update falling supervisor info flips.

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
<b>Workshop</b>	<b>Consultation Services</b>	FTAC Subcommittee members (4); staff (4); Falling Supervisor Instructors (4)	\$10,000	December 2024	Review content already developed and update accordingly. Content to be delivered by info flip or booklet.	

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.

<b>Part 2: Workplan Measurement</b>					
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.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
Feedback from FTAC Subcommittee, Falling Supervisor Instructors and Industry on content and usefulness of information	<b>Knowledge-Based Outcomes</b>	<b>Short Term &lt;1 year</b>	December 2024	Feedback Industry Falling Supervisors	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>



## Section C: Workplan Template – Initiative 2.2 (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.**

<b>Initiative</b>	<i>Support and mentorship for new and existing Trainers</i>
<b>Initiative Goal/ Expectation</b>	<i>Develop additional resources in the form of videos to support industry trainers and provide ongoing mentorship to ensure the BC Faller Training Standard is being delivered accordingly.</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 videos on body positioning and specialty falling techniques	Consultation Services	Existing Trainers (2-3); staff (4)	\$15,000	July 2024	Develop videos that will support Trainers in the delivery of the BCFTS, ensuring consistency in training program.	
Mentor and support new Industry Trainers	Marketing/Outreach	Existing Trainers (2-3); staff (4)	\$5,000	December 2024	Engagement with new Industry Trainers, ensuring they are instructing to the BCFTS.	

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.

<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b> <ul style="list-style-type: none"><li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li></ul>
Feedback from Industry Trainers on the overall experience and usefulness of the videos	<b>Knowledge-Based Outcomes</b>	<b>Short Term &lt;1 year</b>	December 2024	Feedback from Industry Trainers	
Feedback from Industry Trainers on engagement and overall experience	<b>Knowledge-Based Outcomes</b>	<b>Medium Term 1~3 years</b>	July 2025	Feedback from Industry Trainers	

## Section B: Summary of Strategic Objectives and Initiatives (Transportation & Northern Safety)

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.	<b>1.1 Develop and promote competency-based program materials and resources and support industry stakeholders in program delivery of training courses for Professional Industry Drivers</b> with a focus on log and fibre hauling, utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan – Dec 2024	<i>Increased professional industry driver competence in core driving skills. 16 industry drivers trained, and 50 drivers assessed.</i>
		<b>1.2 Support industry stakeholders in program delivery of both internal and external training courses for Resource Road Driver and ATV/ORV operators</b> utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan – Dec 2024	<i>Resources and support materials finalized and made available to Industry. Moderator sessions held with Industry stakeholders to improve program delivery.</i>
		<b>1.3 Develop competency-based program materials and resources and support industry stakeholders in program delivery of training courses for snowmobile operation</b> utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan – Dec 2024	<i>Increased snowmobile competence in core operating skills. Develop draft materials and pilot.</i>

2	Continue research to evaluate technology applications to address high risk activities and improve safety performance.	2.1 Continued <b>research and evaluation of log load securement</b> and injury risk reduction. Pilot automated technology.	Jan – Dec 2024	Technological solutions and best practices identified for industry application.
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## 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.**

<b>Initiative</b>	<i>Support quality competency-based training and professional assessments for industry drivers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
<b>Initiative Goal/ Expectation</b>	<ol style="list-style-type: none"> <li>1. Provide industry drivers with quality training and assessment to increase driver competence in core driving, loading and unloading knowledge and skills.</li> <li>2. Provide training materials and standard through BCFSC learning management system to improve training delivery (e.g. extend reach to various demographics and locations).</li> </ol>

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.

<b>Part 1: Workplan Details</b> List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Review and incorporate new or revised training materials in learning management system</i>	<b>Consultation Services</b>	<i>Education consultant</i>	\$3,000	Jan. – Dec. 31,2024	<i>Up to date training materials and standard available through BCFSC learning management system</i>	
<i>Conduct training and assessment</i>	<b>Training</b>	<i>2 staff, 4 assessors</i>	\$10,000	Jan. – Dec. 31,2024	<i>16 industry truck drivers trained, and 50 drivers assessed.</i>	

Advertising	<b>Marketing/Out reach</b>	Staffing resources	No cost specifically allocated to this item. Salaries will be majority of the cost.	Jan. – Dec. 31,2024	Social media/ videos, newsletters, and website	
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You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
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.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
# of people trained and assessed	<b>Knowledge-Based Outcomes</b>	<b>Short Term &lt;1 year</b>	2024	# of people trained and assessed	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>

## Section C: Workplan Template – Initiative 3.2 (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.**

<b>Initiative</b>	<i>Deliver quality competency-based internal trainer support for Resource Road Driver and ATV/ORV operators utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
<b>Initiative Goal/ Expectation</b>	<i>1. Provide Industry with quality Internal trainer resources and support to increase Resource Road Driver and ORV operator 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.

<b>Part 1: Workplan Details</b> List the key activities you will undertake in this initiative.						
<b>Activity Description</b>	<b>Activity Category</b> <i>(Note: this should align with info from your budget template)</i>	<b>Inputs</b>	<b>Budget</b>	<b>Time Frame/ Completion Date</b>	<b>Anticipated Output</b>	<b>Actual Output</b>
Support delivery of train the trainer programs within the industry	<b>Training</b>	Education consultant, Staffing resources	\$5,000	Jan. – Dec. 31,2024	Resources and program supported to reflect Resource Road Driver and current ORV training content, regulation, and industry practices. Material available via web.	

Advertising	<b>Marketing / Outreach</b>	Staffing resources	No cost specifically allocated to this item. Salaries will be majority of the cost	Jan. – Dec. 31, 2024	Social media/ video, newsletters and website	
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You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
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>
Moderator Sessions Completed. Materials updated, communicated and available via web.	<b>Knowledge-Based Outcomes</b>	<b>Short Term &lt;1 year</b>	2024		



## Section C: Workplan Template – Initiative 3.3 (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.**

<b>Initiative</b>	<i>Develop and deliver quality competency-based training for snowmobile operation utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
<b>Initiative Goal/ Expectation</b>	<i>1. Provide snowmobile operators with quality training to increase 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
<i>Develop draft course materials</i>	<b>Consultation Services</b>	<i>1 staff, 1 educational consultant</i>	<i>\$3,000</i>	<i>2024 Jan – 2024 Dec</i>	<i>Resources are developed to reflect current snowmobile training content, regulation, and industry practices.</i>	
<i>Safety Resource development</i>	<b>Consultation Services</b>	<i>Contract video developer, Subject Matter Experts, BCFSC staff (Transportation)</i>	<i>\$12,500</i>	<i>2024 Dec</i>	<i>Safety resource (likely video) for snowmobile operators for inclusion in training and other materials.</i>	

<i>Pilot course materials and gather feedback</i>	<b>Training</b>	<i>1 staff, 1 educational consultant</i>	<i>Staff time/Cost recovery for educational consultant</i>	<i>2024 Jan – 2024 Dec</i>	<i>Confirm suitability of course materials, format and resources</i>	
<i>Finalize draft course materials</i>	<b>Consultation Services</b>	<i>1 staff, 1 education consultant</i>	<i>\$5,000</i>	<i>2024 Jan – 2024 Dec</i>	<i>Snowmobile course developed.</i>	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
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.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
Material developed and piloted.	Snowmobile course piloted	<b>Short Term &lt;1 year</b>	2024		<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>

## Section C: Workplan Template – Initiative 3.4 (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.**

<b>Initiative</b>	<i>Continue research into log load securement safety and develop resources to support the reduction of associated injury rates within log hauling</i>
<b>Initiative Goal/ Expectation</b>	<i>1. Provide industry members with the knowledge and resources to reduce injuries related to log load securement</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.

<b>Part 1: Workplan Details</b> List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<i>Finalize and execute plan for the 3<sup>rd</sup> phase of the load securement study</i>	<b>Consultation Services</b>	<i>1 staff, 1 consultant</i>	<i>\$3000</i>	<i>2024 Jan – 2024 Dec</i>	<i>Project plan is finalized and phase 3 of study executed</i>	
<i>Pilot automated load securement technology</i>	<b>Training</b>	<i>1 staff, 1 consultant</i>	<i>\$12,000</i>	<i>2024 Jan – 2024 Dec</i>	<i>Automated load securement technology piloted</i>	
<i>Finalize report and develop resources for industry</i>	<b>Consultation Services</b>	<i>1 staff, 1 consultant</i>	<i>\$5,000</i>	<i>2024 Jan – 2024 Dec</i>	<i>Project report completed and associated resources developed</i>	

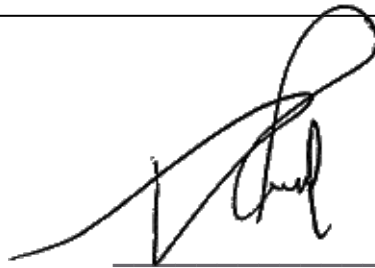
You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<b>Part 2: Workplan Measurement</b>					
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.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
Project completed.	<b>Other, please specify</b> Project and report completed	<b>Short Term &lt;1 year</b>	2024		<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>

**WorkSafeBC Management Comments**

**Board Chair Approval**

Digger Pond



October 6, 2023

Name

Signature

Date