

# CP Initiatives Workplan Template

## 2023 Updated Version

As part of the ongoing effort to support the Certifying Partners (CPs) in planning, reporting on, and assessing activities and outcomes, WorkSafeBC has reviewed and updated the CP Initiatives Workplan Template.

In 2023, WorkSafeBC gathered feedback from the CPs on the Initiatives Workplan Template. We appreciate your feedback and have reviewed and analyzed the challenges and recommendations raised. The goals of this revised CP Initiatives Workplan Template are to:

- Address major challenges that the CPs have identified in the current CP Initiatives Workplan Template
- Align the CP Initiatives Workplan Template format with other WorkSafeBC templates (e.g. HSA Workplan Template) to ensure consistency
- Improve reporting on initiative outcomes

**Effective from May 2023**, the revised CP Initiatives Workplan Template will be used by the CPs. The CP Initiatives Workplan Template will help you:

- **Align** your initiatives, activities, and outcome measures with your strategic objectives/goals outlined in the Standards & Guidelines and the Agreement.
- **Plan** your initiatives or endeavours 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
  - Outcome Indicators
  - Compare year-over-year results
  - Outcomes achieved at the end of the fiscal year

WorkSafeBC expects the CP Initiatives Workplan will reflect the scope and cost of your initiatives and assist by assigning a dollar value against the CP'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 contractual obligations and impact the primary trends within your industry. You will explain what you are going to emphasize in the coming year.

# Table of Contents

Section A: CP Overview.....	3
Section B: Summary of Mandates.....	3
Section C: Summary of Strategic Objectives.....	4
Section D: Workplan Templates.....	5
Workplan Template Mandate 1.0.....	6
Workplan Template: Mandate 2.0.....	8
Workplan Template: Mandate 3.0.....	10
Workplan Template: Mandate 4.0.....	12
Workplan Template: Mandate 5.0.....	14
Workplan Template: Mandate 6.0 (Optional) .....	<b>Error! Bookmark not defined.</b>
<b>WorkSafeBC Management Comments</b> .....	15
<b>Board Chair Approval</b> .....	15

## Section A: CP Overview

<b>CP Name</b>	BCFSC
<b>Year of Workplan</b>	2024

<b>CP Vision</b> <i>(if not applicable type N/A)</i>
<i>Every Forestry Worker Goes Home Safe. Everyday.</i>
<b>CP Mission</b> <i>(if not applicable type N/A)</i>
<i>Support Industry Eliminate Work-related Deaths and Serious Injuries</i>

## Section B: Summary of Mandates

This document is to be completed as you see fit within the parameters of the provided mandates. You may add as many rows as you require depending on the level of detail you wish to include. After providing the objectives and activities for each of the five pre-populated Certifying Partner mandates, you have the option to add more objectives and action plans, if applicable.

<b>Mandate:</b>	<i>The excerpts provided come directly from the Certificate of Recognition Program- Standards and Guidelines (January 2011) and funding Agreements (signed annually) and have been provided for consistency and direction.</i>
<b>Objective/Initiative:</b>	<i>The objectives should relate directly to the mandates selected from the Standards and Guidelines and Agreements (above).</i>
<b>Activities:</b>	<i>Outline the plan to achieve the objectives/initiatives and include detailed information on resources, finances, and KPIs.</i>

Objectives/initiatives are based on the following mandates:

1. Set objectives to develop and implement a marketing strategy to promote the COR Program. *Reference: S&G 1.2 and Agreement 2.(c)(ii)*
2. Set service delivery and infrastructure objectives to facilitate the certification of employers and administration of the COR program. *Reference: S&G 1.3 & Agreement 2.(c)(iii)*
3. Set objectives to train, qualify, and monitor performance of internal auditors to meet the demands of COR program participation. *Reference: S&G 1.4 & Agreement 2.(c)(iv)*
4. Set objectives to train, qualify, and monitor performance of external auditors to meet the demands of COR program participation. *Reference: S&G 1.10 & Agreement 2.(c)(iv)&(x)*
5. Set objectives to maintain processes to provide verification and quality assurance oversight. *Reference: S&G 1.11 & Agreement 2.(c)(xi)*
6. Other (optional)

## Section C: Summary of Strategic Objectives

Based on the mandates in Section B. and the information from your strategic plan, please kindly summarize (at a high level) the strategic objectives/priorities under each Mandate of your organization for the upcoming year, then add the **key initiatives** that your CP has planned out under each objective/priority. In most cases, you will have one or more objective for each mandate and one or more initiative under each objective.

Mandate #	Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
1	Encourage and support companies to have effective safety and injury management systems in place.	Promote, develop, and deliver high quality OHS and COR training and education services including the provision and management of the COR program and industry prequalification certification.	January – December 2024	# of certifications # of registrations Net growth/decrease of certified employers
2		This is a continuation and conclusion of the development of the online forms and app to support the certification of employers by documenting their in-field activities and maintaining their COR Certification.	January – June 2024	FIRs app developed
3		Promote and support employers train internal auditors.	January – December 2024	# of Internal Auditors Trained for the First Time (Initial) - Large Employers* # of Internal Auditors Recertified - Large Employers* # of Internal Auditors Trained for the First Time (Initial) - Small Employers* # of Internal Auditors Recertified - Small Employers*
4		Provide training and perform periodic quality assurance audits to ensure work of external auditors is of acceptable quality.	January – December 2024	# of EAQAs for Auditor Quality Assurance

		Participate in WorkSafeBC's EAQA process.		# of EAQAs as a percentage of total external auditors ( <i>S&amp;G Requirement: 10%</i> )  # of External Auditors Recertified  # of external auditors trained for the first time (Initial)
5		Improve and expand in-field verification, support, and targeted outreach to employers and workers engaged in high-risk activities.	January – December 2024	# of WIVAs  # of CPIVAs

## Section D: Workplan Templates

Based on the objectives and initiatives you have identified in [Section C](#), indicate the **key activities you will undertake for the objectives/initiatives created for each Mandate** (focus on activities that will incur high budget/cost). Below are the workplan templates for mandates 1 to 5 pre-copied for you and a blank workplan to add more activities, if applicable. Each mandate has one workplan template with initiatives/activities and a measurement template to track the expected outcomes/KPIs. Please click on the “expanding sign” on the left of the heading to expand the template and fill out one or more for each mandate or objective. Please add additional rows or work plans as needed and update the template numbers accordingly. **Please complete one workplan for each initiative.**

# Workplan Template Mandate 1.0

<b>Mandate</b>	Mandate 1. Set objectives to develop and implement a marketing strategy to promote the COR Program. Reference: S&G 1.2 and Agreement 2.(c)(ii)
<b>Objective</b>	Encourage and support companies to have effective safety and injury management systems in place.
<b>Initiative Goal/ Expectation</b>	Promote, develop, and deliver high quality OHS and COR training and education services including the provision and management of the COR program and industry prequalification certification.

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>
Conduct COR related outreach at industry conferences and tradeshow	Marketing/Outreach	COR staff	\$3,000	January – December 2024	6 industry conferences	

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. We have provided a number of applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator (e.g. KPI)	2022 Actuals	2023 Estimate	2024 Forecast	Year End Results	Evaluate Outcomes Achieved <ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u></li> </ul>
# of certifications*	247	250	250		
# of registrations*	211	250	250		
Net growth/decrease of certified employers**		Certs – 1.2% Reg – 18.5%	0		

\*The KPIs in the white cells were moved from the budget template to the Workplan Template

\*\*Formula: (Total CP employers in year of measure – Prior year) / (Total CP employers in year of measure)

# Workplan Template: Mandate 2.0

<b>Mandate</b>	Mandate 2. Set service delivery and infrastructure objectives to facilitate the certification of employers and administration of the COR program. Reference: S&G 1.3 & Agreement 2.(c)(iii)
<b>Objective</b>	Encourage and support employers to have effective safety and injury management systems in place.
<b>Initiative Goal/ Expectation</b>	This is a continuation and conclusion of the development of the online forms and app to support the certification of employers by documenting their in-field activities and maintaining their COR Certification.

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>
Conclude development of Forest Industry Reporting system (FIRs) app.	Program Development	1 Consultant COR staff	\$100,000	June 2024	Online forms app. completed	
Provide marketing and outreach at industry conferences and through publications	Marketing/Outreach	COR staff	\$3,000	December 2024	6 – conferences and 6 publications	

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. We have provided the applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator (e.g. KPI)	2022 Actuals	2023 Estimate	2024 Forecast	Year End Results	Evaluate Outcomes Achieved <ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u></li> </ul>
FIRs app developed	N/A	Phase 1 Complete	Phase 2 Complete		

\*# of CP employees / # of certified employers

# Workplan Template: Mandate 3.0

<b>Mandate</b>	<i>Mandate 3. Set objectives to train, qualify, and monitor performance of internal auditors to meet the demands of COR program participation. Reference: S&amp;G 1.4 &amp; Agreement 2.(c)(iv)</i>
<b>Objective</b>	<i>Encourage and support employers to have effective safety and injury management systems in place.</i>
<b>Initiative Goal/ Expectation</b>	<i>Promote and support employers train internal auditors.</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>
Provide quality training to internal auditors including monitoring performance to enable them to meet the requirements of COR program participation.	Marketing/Outreach	COR Staff	Staff Resources	January - December 2024	Employers understand training requirements	

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. We have provided the applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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**

Outcome Indicator* (e.g. KPI)	2022 Actuals	2023 Estimate	2024 Forecast	Year End Results	Evaluate Outcomes Achieved <ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u></li> </ul>
# of Internal Auditors Trained for the First Time (Initial) - Large Employers*	17	17	17		
# of Internal Auditors Recertified - Large Employers*	36	36	36		
# of Internal Auditors Trained for the First Time (Initial) - Small Employers*	301	300	300		
# of Internal Auditors Recertified - Small Employers*	250	250	250		

\*The KPIs in the white cells were moved from the budget template to the Workplan Template

\*\* # of internal auditors that did not recertify / Total internal auditors

# Workplan Template: Mandate 4.0

<b>Mandate</b>	Mandate 4. Set objectives to train, qualify, and monitor performance of external auditors to meet the demands of COR program participation. Reference: S&G 1.10 & Agreement 2.(c)(iv)&(x)
<b>Objective</b>	Encourage and support employers to have effective safety and injury management systems in place.
<b>Initiative Goal/ Expectation</b>	Provide training and perform periodic quality assurance audits to ensure work of external auditors is of acceptable quality. Participate in WorkSafeBC's EAQA process.

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>
Deliver qualification (potential new auditors) and requalification training (existing auditors) against training standard.	Auditor Training Other type:	COR Staff	Staff Resources	January – December 2024	Evaluation of field activities are conducted, and External Auditors receive feedback to improve their auditing practices.	

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. We have provided the applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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

Outcome Indicator (e.g. KPI)	2022 Actuals	2023 Estimate	2024 Forecast	Year End Results	Evaluate Outcomes Achieved <ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u></li> </ul>
# of EAQAs* for Auditor Quality Assurance	4	6	6		
# of EAQAs as a percentage of total external auditors (S&G Requirement: 10%)	7%	10%	10%		
# of External Auditors Recertified**	4	6	6		
# of external auditors trained for the first time (Initial) (if applicable)**	4	0	4		

\* EAQA Definition: External Auditor Quality Assurance

\*\*The KPIs in the white cells were moved from the budget template to the Workplan Template

\*\*\* # of external auditors that did not recertify / Total external auditors

# Workplan Template: Mandate 5.0

<b>Mandate</b>	Mandate 5. Set objectives to maintain processes to provide verification and quality assurance oversight. Reference: S&G 1.11 & Agreement 2.(c)(xi)
<b>Objective</b>	Encourage and support employers to have effective safety and injury management systems in place.
<b>Initiative Goal/ Expectation</b>	Improve and expand in-field verification, support, and targeted outreach to employers and workers engaged in high-risk activities.

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>
#WIVAs	Employer Audit QA (WIVA)	Contractors COR Staff	\$159,508	January – December 2024	WIVAs administered and employers receive feedback to improve their safety management system.	
#CPIVA	CP Initiated Verification Audit	COR Staff	\$50,000	February – November 2024	CPIVAs administered and employers receive feedback to improve their safety management system.	

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. We have provided the applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator (e.g. KPI)	2022 Actuals	2023 Estimate	2024 Forecast	Year End Results	Evaluate Outcomes Achieved <ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u></li> </ul>
# of WIVAs	13	21	37		
# of CPIVAs	389	379	363		
# of WIVAs as a percentage of total employers	.07%	1.1%	2%		

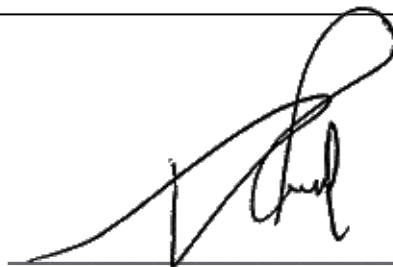
\*CPIVA Definition: Certifying Partner Initiated Verification Audits

### WorkSafeBC Management Comments

### Board Chair Approval

Digger Pond

Name



Signature

October 6, 2023

Date