

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

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 /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 – 2023 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	2022 Jan – 2023 Dec	1. Improved awareness and engagement.

		that maximize knowledge retention while considering the various demographics and locations of employers.		
2	Engage and inform industry	2.1 Increase industry awareness and use of BCFSC training and assessment resources.	2020 July – 2023 Dec	<ul style="list-style-type: none"> 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 1.1 (Training & 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.**

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	<p>A continuation on the supervisor initiatives that were started in 2021. This initiative includes supervisor projects from Manufacturing and Falling and represents input from multiple advisory groups including MAG, FTAC, and SAC.</p> <p>In 2022 six online training modules were developed for both the Manufacturing and Harvesting sectors. 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. In follow-up to the work done on Falling Supervisor in 2022, for 2023 the plan is to develop a course specific to non-certified fallers who are supervising fallers.</p>

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

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop learning resources and job aids	Consultation Services	1 education consultants, multiple department staff, Falling supervisor	\$20,000 from Programs and Training, additional funding through MAG.	Jan–Dec 2023	2 supervisor resources (learning resources, videos, webinars) to support Harvesting and Silviculture Supervisors.	1 - ahead: six online harvesting supervisor courses have been made available to industry free-of-charge.

		instructors (4)	\$25,000 from Falling for video development.		1-day MFG supervisor workshop. Course for non-certified fallers that supervise fallers Faller Supervisor: Video supporting risk-based supervision and meaningful faller inspections	<p>2 – on-track: workshop and assessment tools completed.</p> <p>3 – behind: delayed due to work on Falling Supervisor course. Moved to 2024.</p> <p>2 – on-track: Rather than developing a video, a decision was made in 2023 to include content supporting risk-based supervision and meaningful faller inspections in the Falling Supervisor course.</p>
Communicate and perform outreach for supervisor resources	Marketing/Outreach	Safety advisors, multiple department staff	\$5,000	Jan–Dec 2023	Social Media communication strategy, direct company and outreach, presentations at conferences	1 - ahead: Supervisor resources have been shared with multiple companies directly for use in internal LMS. Additionally, BCFSC regularly publishes posts to social media and articles to Forest Safety News.

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

Part 2: Workplan Measurement
 Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.

Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
<p>Outcome: Employers are confident that supervisors have the skills to perform their duties.</p> <p>Outcome Indicator: Employer engagement and feedback by industry groups shows identifiable improvement to supervisor skill. >65% approval of resources in follow-up survey.</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>2021 Jul – 2023 Dec</p>	<p>Ongoing engagement with industry groups. Follow-up directly to supervisor project as learning resources and job aids are completed. Employer survey following project.</p>	<p>In 2023, 1,655 participants completed supervisory training. A survey will be completed in 2024 to assess employer feedback.</p>
<p>Outcome: Supervisors feel more comfortable in their knowledge of and ability to perform the functions of their role.</p> <p>Outcome indicator: Survey results indicate increase in comfort with supervisory role and effectiveness of training and job aids.</p>	<p>Behaviour-Based Outcomes 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>See above.</p>

Section C: Workplan Template – Initiative 1.2 (Training & 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.**

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	<p>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 represents input from multiple advisory groups including FTAC, SAC, CHAG, and TAG. The goal is to provide quality training to employers to enable them to share information and assist workers in key priority areas.</p> <p>Priorities are identified by the program committee, advisory groups and BCFSC departments. For this year, the priorities for training resource development will be Danger Tree Blaster (DTB), ATV/ORV training, Basic Incident Investigation Online, Forest Safety Overview, blasting regulation, and Winch Assist resources. Improvements to currently available courses also fall within this initiative. Priorities for course maintenance and improvement are Professional Industry Driver, Forest Safety Overview, Serious Incident Investigation, and improvement to all courses for inclusivity.</p>

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

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Improve and update currently available resources	Training	2 training consultants, 3 staff	\$33,000 from Programs & Training. Additional	Dec 2023	Updated courses accounting for changes to regulation, best practice, and new technology. Fix inclusivity issues.	1 - ahead: Courses have been updated for 2023. This work will continue in 2024 to account for new

					Includes Serious Incident Investigation, Professional Industry Driver, Basic Forest Worker and Forest Safety Overview.	regulatory changes and mobile device updates.
Create new training resources to support employers, workers, and contractors	Training	2 training consultants, DT Blasting Instructor, 3 staff (Training, Falling, Transportation)	\$30,000 from Programs & Training, Additional funding from other departments as required, including \$50,500 from falling for DTB and \$5000 from Transportation for ATV/ORV Training.	Dec 2023	Review, update, and pilot Danger Tree Blasting (DTB) course content. Develop a sustainable training program. ATV Train-the-trainer resources and pilot. Develop resources for Basic Incident Investigation Online, Blasting Regulation, and Winch Assist resources based on industry priority.	2 – on-track: An update to the current DTB materials has been completed. Improving access and uptake by industry to DT blasting will continue to be limited due a number of regulatory barriers including access to explosives and certification recurrency. BCFSC will continue to focus on working with government and industry to reduce these barriers. 3 – behind: ATV Internal Trainer resources delayed until full delivery of ATV/ORV training. 2024 initiative if required. 1 – ahead: BII Online and Winch Assist resources complete. Blasting Regulation in development.
Conduct Training	Training	3 Trainers, 4 Staff (Training, Falling)	Cost recovery	July – Dec 2023	Conduct training sessions using revised course materials.	1 – ahead: Revised course materials used in

						late 2023 training delivery.
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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>Outcome: Employers became more engaged and aware of the resources and support available to them.</p> <p>Outcome indicator: 10% increase in access to training materials in 2023</p>	<p>Behaviour-Based Outcomes</p> <p>Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>2021 Jan – 2023 Dec</p>	<p>Data Analysis on Learning Management System</p>	<p>• For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u></p> <p>Comparing year-to-date numbers between 2022 and 2023, there has been a combined 20.8% increase in training completions.</p> <p>There was a 15% increase in online completions compared to 2022. There was a 14.9% decrease of in-person completions, which can be attributed to 160 less Resource Road Driver Training completions as a result a large contract for the Franchise Trainer ending in early 2023.</p>
<p>Outcome: Employers, supervisors and workers come to BCFSC for timely and relevant information on emerging issues.</p> <p>Outcome Indicator: Increase of webinar participation over 2022 by 25%</p>	<p>Behaviour-Based Outcomes</p> <p>Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>2021 Jan – 2023 Dec</p>	<p>Target: Webinar attendance total of 100 participants</p>	<p>There was one webinar run in March 2023: <i>If you want to change your culture, you need to change your questions;</i> which had 91 registrations of which 50 people attended live. There were 185 additional views on YouTube since March. This activity has met our target.</p>

Section C: Workplan Template – Initiative 1.3 (Training & 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.**

Initiative	1.3 Increase industry awareness and use of BCFSC training and assessment resources.
Initiative Goal/ Expectation	BCFSC has developed numerous competency-based standards and worker assessment tools. These tools have seen limited use in silviculture and manufacturing. The goal of this initiative is to further increase the use of these resources by getting these resources in the hands of employers and workers. Critical to the success of this initiative is ensuring that resources are inclusive to all audiences, especially indigenous audiences. Work on inclusivity of BCFSC resources was started in 2022 and will continue in 2023. Additionally, a focus of this initiative is to improve 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 industry best practice and client needs.	Other, please specify Other type: Improvement to resource delivery	3 staff, 1 education consultant	\$10,000	Dec 2023	Improvements to user experience, resource organization, cost recovery options, communication, and content presentation.	1 - ahead: BCFSC Learning Centre has been updated to latest version and various user experience improvements have been made.

Conduct an inclusivity analysis of BCFSC resources and adjust content and delivery as required.	Other, please specify Other type: Improvement to resource delivery	1 education consultant; 2 staff	\$15,000	July 2022 – Dec 2023	Identify and correct non-inclusive language, process, and delivery in BCFSC resources.	1 - ahead: Resources that have been updated in 2023 have been reviewed and changes have been made to ensure inclusivity. All newly developed materials are aligned with organizational priorities. This will continue to be a focus of the review and development of training materials.
Communicate and perform outreach for competency, assessment, and training resources	Marketing/Outreach	1 education consultant, safety advisors, multiple department staff	\$5,000	2021 Jan – 2023 Dec	Social Media communication strategy, direct company and outreach, presentations at conferences	1 - ahead: Social media and direct outreach completed 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
Outcome: Employers became more engaged and aware of the resources and support available to them.	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	2021 Jan – 2023 Dec	Ongoing site visits and interviews with employers	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year. Direct engagement with Manufacturing employers through MAG has shown that many of these employers have made Manufacturing Supervisor resources

<p>Outcome indicator: By the end of 2023 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>Target of 5 engagement sessions for 2023</p>	<p>(whole or in-part) mandatory for their supervisors.</p> <p>Additionally, there has been significant uptake in the Danger Tree Awareness training with 463 participants completing the training. This interest, in part, has been driven by increased wildfire fighting activity. In addition, some employers have made this material mandatory.</p>
<p>Outcome: More workers and employers are using the developed resources for both introductory and gap training.</p> <p>Outcome Indicator: Increase in unique user to the LMS by 10%.</p> <p><i>Align to KPI #2</i></p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>2023 Jan – 2023 Dec</p>	<p>Analysis of training data.</p>	<p>There was a 15% increase in online completions compared to 2022. We have seen significant uptake from manufacturing and harvesting sectors for supervisor materials. In 2023, 1,655 participants completed supervisor training. There has also been significant uptake from the oil and gas sector through Resource Road Driver Online training.</p>
<p>Outcome: The resources meet the needs of those using the materials.</p> <p>Outcome indicator: Overall positive feedback on learning resources.</p> <p><i>Align to KPI #3</i></p>	<p>Other, please specify Other outcome type:</p>	<p>Short Term <1 year</p>	<p>2023 Dec</p>	<p>Review of feedback summary through Learning Management System. Target: >75% positive feedback from training feedback modules</p>	<p>Feedback has been >75% positive in training modules. Any constructive feedback has been used to improve learning resources.</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 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
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.	<p>Implement competency-based BC Faller Training Standard</p> <p>1.1 Provide additional support in the form of quality assurance visits to trainees and trainers in the 180-day portion of training.</p> <p>Implement the competency-based assessment process identifying any areas of improvement.</p> <p>Work with industry subject matter experts, approved administrators, and the Falling Technical Advisory Committee (FTAC) to identify and develop safe work procedures not currently in the BC Faller Training Standard.</p> <p>Develop info flips for Trainers in the 30-day program</p> <p>Create a 4-day Basic Chainsaw course that would be recognized for entry to the New Faller Training course</p>	Jan – Dec 2023	<ol style="list-style-type: none"> Increase competence of trainees, supervisors, Assessors and Trainers involved with the competency-based system, to better understand their roles and responsibilities. Addition of commonly used safe work procedures to the BC Faller Training Standard.
2.	Updated Certified Falling Supervisor assessment and determine entry level qualifications	2.1 Update the qualifications for fallers wanting to become Certified Falling Supervisors and develop and pilot a competency-based assessment for Certified Falling Supervisors.	Jan – Dec 2023	<ol style="list-style-type: none"> Entry level qualifications determined to ensure applicable time and experience has been achieved prior to entering the program.

				<ol style="list-style-type: none">2. Increase falling supervisor competency in core supervisory skills.3. Increase supervisors understanding of the BC Faller Training Standard, a risk-based approach to supervision, and meaningful faller inspections.
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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.**

Initiative	2.1 Implement competency-based BC Faller Training Standard to ensure a competent and safe work force across industry.
Initiative Goal/ Expectation	<ol style="list-style-type: none"> 1. Provide additional support in the form of quality assurance visits to trainees and trainers in the 180-day portion of training. 2. Implement the competency-based assessment process identifying any areas of improvement. 3. Work with industry subject matter experts, approved administrators, and the Falling Technical Advisory Committee (FTAC) to identify and develop safe work procedures not currently in the BC Faller Training Standard. 4. Develop info flips for Trainers in the 30-day program. 5. Creation of a 4-day Basic Chainsaw course that would be recognized for entry to the New Faller Training course

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
Upgrade External Verifiers	Conference/ Convention/ Meeting	BCFSC Staff & Existing Contractors	\$10,000	Jan - Dec 2023	Provide training to those existing contractors that wish to provide training, assessment, and advocacy services in the competency-based system.	1-ahead Upgrade training provided to contractors engaging with the BCFSC on the competency-based system.

Development of additional safe work procedures/practices	Consultation Services	BCFSC Staff, industry subject matter experts and FTAC	\$15,000	June 2023	Development of new safe work procedures that are agreed upon and approved by industry, the administrators and FTAC.	1-ahead SWP for backbarring was developed throughout the year and submitted to WorkSafeBC for initial review in September
Review and approval of the BC Faller Training Standard	Consultation Services	BCFSC Staff, industry subject matter experts and FTAC	\$25,000	June 2023	Review of the Standard as presented by WorkSafeBC, providing feedback and suggested changes.	2 – on-track. WSBC has not finalized the Standard due to conflicting priorities. BCFSC will undertake the review upon receiving it.
Development of Trainer info flips	Consultation Services	1 staff 1 contractor	\$15,000	Dec 2023	Develop lesson plan info flips that Trainers can reference when in the field during the 30-day program.	3 – behind Determination made that videos showing training of specific SWPs would be a more appropriate resource for not only Trainers but supervisors and fallers. This work will occur in 2024.
Development of Recognition of Current Competence (RCC)	Consultation Services	Basic Chainsaw Instructor and NFT Lead Trainer (2); and staff (4)	\$7000	Dec 2023	Align 4-day basic chainsaw course with New Faller Training to ensure recognition of current competence (RCC)	3 – behind The Basic Chainsaw course has been updated and a decision to align with New Faller Training will be made in 2024.

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
Validation sessions with Trainers and Assessors re: training, assessments, and advocacy services to confirm competency outcomes have been achieved.	Knowledge-Based Outcomes	Short Term <1 year	Dec 2023	Feedback from Trainers and Assessors	Numerous validation sessions were held with Assessors to validate decisions and the process of completing a competency-based assessment. Trainers provided feedback and suggested revisions to training materials. These changes were applied and are part of the training curriculum.
Workshops with industry subject matter experts, approved administrators and FTAC to develop additional safe work procedures and approval of the BC Faller Training Standard.	Knowledge-Based Outcomes	Short Term <1 year	Dec 2023	Feedback from all parties involved in the development, review, and approval	Meetings took place throughout 2023, working on the development of a SWP for backbarring. The SWP is under initial review by WorkSafeBC and will continue in 2024.
Feedback from discussions with Trainers on validity and usefulness of info flips.	Knowledge-Based Outcomes	Short Term <1 year	Dec 2023	Feedback from Trainers.	This did not occur as the decision was to develop and produce videos showing training of specific SWPs would be a better resource for not only Trainers but Supervisors and fallers.

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.**

Initiative	2.2 Update existing Certified Falling Supervisor qualifications and assessment.
Initiative Goal/ Expectation	<ol style="list-style-type: none"> 1. Review and update the qualifications required to apply for Certified Falling Supervisor certification. 2. Update the assessment to focus on the outcomes rather a minimum score, providing gap training plans, creating better and more knowledgeable falling supervisors. 3. Include the soft skills of supervision as well as any additional content from the updated Falling Supervisor Course such as risk-based supervision and meaningful faller inspections.

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 Certified Falling Supervisor Assessment and define qualifications	Consultation Services	Industry subject-matter expert (1); Falling Technical Advisory Committee member (1); staff (3)	\$2,500	Mar - Sept 2023	Define the qualifications for certified falling supervisors and develop a new assessment, focusing on outcomes, providing gap training plans.	3 - behind Current assessment has been modified to better reflect a competency model where a gap training plan was provided to the candidate. Qualifications will be developed in 2024.
Conduct the Assessment	Marketing/Out reach	Staff (2)	No cost	Sept - Dec 2023	Pilot assessment on applicants	1- ahead 3 assessments were conducted 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 session with Assessors and feedback from applicants	Knowledge-Based Outcomes	Short Term <1 year	Sept – Dec 2023	Ongoing feedback from Assessors and applicants on the new process.	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year 3 assessments were performed this year and there was minimal feedback from the Assessors and/or applicants on the process. Any suggested changes have been applied. Work will continue as necessary as more assessments are completed in 2024.

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 Professional Industry Drivers with a focus on log hauling, utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan – Dec 2023	Increased log truck driver competence in core driving skills. 30 industry drivers trained, and 100 drivers assessed.
2	Develop and promote communications of BCFSC and industry initiatives	2.1 Create three media resources including videos for ATV/ORV Training and safety, Danger Tree Blasting, and Log Load Securement safety that promote the consistent application of industry best practices.	Jan – Dec 2023	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 log load securement and injury risk reduction. Pilot automated technology.	Jan – Dec 2023	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	3.1 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
Conduct training and assessment	Training Other type:	2 staff, 7 assessors	\$10,000	Jan – Dec 2023	30 industry truck drivers trained, and 100 drivers assessed.	1 - ahead
Advertising	Marketing/Out reach	Staffing resources	No cost specifically allocated to this item. Salaries will	Jan – Dec 2023	Social media / videos, newsletters and website	1 - ahead

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

Part 2: Workplan Measurement					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved
# of people trained and assessed	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	2023	# 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> 60 drivers trained, 15 assessed

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.**

Initiative	3.2 Continue research into log load securement safety and develop resources to support the reduction of associated injury rates within log hauling
Initiative Goal/ Expectation	1. Provide industry members with the knowledge and resources to reduce injuries related to log load securement

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

Part 1: Workplan Details						
List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Finalize and execute plan for the 3 rd phase of the load securement study	Consultation Services	1 staff, 1 consultant	\$3,000	Jan – Dec 2023	Project plan is finalized and phase 3 of study executed	2 – on track
Pilot automated load securement technology	Training Other type:	1 staff, 1 consultant	\$12,000	Jan – Dec 2023	Automated load securement technology piloted	3 – behind The Pilot has been delayed until spring 2024 due to equipment delivery schedule from supplier.

Finalize report and develop resources for industry	Consultation Services Other type:	1 staff, 1 consultant	\$5,000	Jan - Dec 2023	Project report completed and associated resources developed	3 - behind Report and resources will be developed after completion of the pilot.
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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
Project completed	Other, please specify Project and report completed	Short Term <1 year	2023		<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year Project workplan, budget, partnerships, funding and equipment orders have been completed. Pilot delayed till spring 2024 due to equipment delivery schedule from supplier.

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.**

Initiative	3.3 Develop media resources including videos for Log Load Securement Safety, Danger Tree Blasting, and ATV/ORV operator training.
Initiative Goal/ Expectation	Create three 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	\$56,500	Jan 1-Dec 15, 2023	3 media resources	2 – on track

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

Part 2: Workplan Measurement					
Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved
Completed videos	Other, please specify Videos completed.	Short Term <1 year	2023	3 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> Draft ATV/ORV operator training and load securement videos completed. Emergency Response Planning/Operator Extraction Video Part 2 completed. This was substituted for Danger Tree Blasting.

WorkSafeBC Management Comments

Board Chair Approval

Signature

Date