

HSA Initiatives Workplan Template

2020 Updated Version

As part of the ongoing effort to support the Health and Safety Associations (HSAs) in planning, reporting on, and assessing activities and outcomes, WorkSafeBC has reviewed and updated the HSA initiatives Workplan Template.

In 2020, WorkSafeBC conducted a survey to gather feedback from the HSAs on the Initiatives Workplan Template. We appreciate your feedback and have reviewed and analyzed the challenges and recommendations raised. The goals of this revised HSA Initiatives Workplan Template are to:

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

Effective from May, 2020, the revised HSA Initiatives Workplan Template will be used by the HSAs. The HSA Initiatives Workplan Template will help you:

- **Align** your initiatives and activities with your strategic objectives/goals.
- **Plan** your initiatives or endeavour by outlining the activities to be accomplished, inputs needed, budget required, timeframes to follow, and outcome anticipated.
- **Manage** implementation of your initiatives by enabling you to track implementation against expectations
- **Report** on your progress in implementing the initiatives by sharing information in the “Workplan Measurement” section, and evaluate your outcomes by identifying the
 - Data collection methods to be used
 - Time frame(s) for collecting outcome evaluation data
 - Outcomes achieved at the end of the fiscal year
 - KPI alignment

WorkSafeBC expects the HSA Initiatives Workplan will reflect the scope and cost of your initiatives and assist by assigning a dollar value against the HSA’s overall budget. Workplans are not intended to include all activities or initiatives undertaken by your organization in the upcoming year. Rather, focus on your **“key initiatives” or activities** you will undertake to address and impact the primary trends within your industry. You will explain what you are going to emphasize in the coming year; in most cases, you will have two or three key initiatives and rarely will you have more than five.

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Section A: HSA Overview

HSA Name	<i>BC Forest Safety Council</i>
Year of Workplan	<i>2024 – Sawmills (714022)</i>

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

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.	Increase access to training materials and programs to permit industry to train more people.	1.1 Create and deliver a supervisor development program that provides training and job aids to support supervisors in wood products manufacturing facilities. Develop supplemental supervisory training module for Contractor Safety Management.	January – December 2024	1. Increased supervisor competence in core supervisory safety skills. 2. Supervisors better understand their roles and responsibilities.

		1.2 Develop tools and resources in support of industry performance improvement in the area of working at heights and fall protection.	January – December 2024	Increased employer and worker knowledge of working from heights and fall protection.
2.	Improve distribution and awareness of industry current best practices, guidelines, and standards.	2.1 Develop resources and tools to support: <ul style="list-style-type: none"> • Senior leadership knowledge and engagement in Significant Incident Failure potential (SIFp) programs • Adoption and implementation of SIFp programs in sawmills • Proactive evaluation and effectiveness of theoretical controls as measured against SIFp. 	January – December 2024	1. Increased senior leadership and employer knowledge of SIFp programs. 2. Improved adoption and implementation of SIFp programs in sawmill operations
3.	Encourage and support employers to have effective safety and injury management systems in place.	Deliver training webinar for sawmill employers using MAG-SAFE audit to aid in understanding the audit tool, audit preparation methods and value in completing internal review and audit modules.	January – December 2024	Improved awareness and knowledge of MAG-SAFE audit tool and value to operations.

Section C: Workplan Template – Initiative 1.1

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	Create and deliver a supervisor development program that provides training and job aids to support supervisors in wood products manufacturing facilities.
Initiative Goal/ Expectation	This is a continuation of the wood products manufacturing supervisor training initiative that enables supervisors to better recognize and communicate safety processes and practices. 1. Develop supplemental supervisory training module for Contractor Safety Management.

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop online learning resources and job aids	Consultation Services	1 education consultant and multiple department staff.	\$35,000	January – December 2024	Development of additional supplemental learning resources for supervisors.	1 – ahead Storyboard complete, modules completed and developed course is available online

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
Supervisors use Safety Leadership resources. Outcome indicator: 100 downloads/completions.	Other, please specify Employer awareness and engagement	Medium Term 1~3 years	January – December 2024	Data analysis on course completions	data analysis will take place after course is provided to industry in Q4 and 2025

Section C: Workplan Template – Initiative 1.2

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	1.2 Develop tools and resources in support of industry performance improvement in the area of working at heights and fall protection. This initiative is supported by the findings of a previously completed bow tie risk assessment.
Initiative Goal/ Expectation	1. Provide quality training to employers to enable them to share information and assist workers in identifying potential workplace fall hazards within their operations. 2. To develop new training materials by creating resources and tools to improve training delivery

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop training tools and resources	Consultation Services Other type:	Education Consultant	\$20,015	January – December 2024	Development of learning resources for employers and workers	1 – ahead Final report and resources completed
Workshop/info sessions	Marketing/Outreach Other type:	1 staff		January – December 2024	1 training session with MAG supported by targeted employer outreach.	2 – On track Webinar to provide industry with summary of final report performed on June 25. Recording of final report and webinar

						shared with industry by targeted email, social media and FSN.
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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 <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: More employers taking appropriate actions to address potential hazards and risks within their operations.</p> <p>Outcome indicator: By the end of 2025, 40% of employers interviewed say they are implementing changes due to usage of resources created.</p>	<p>Knowledge-Based Outcomes</p> <p>Other outcome type:</p>	<p>Medium Term</p> <p>1~3 years</p>	<p>January 2024 – December 2026</p>	<p>Data analysis conducted on MAG-SAFE Audit results across sawmill operations.</p>	<p>data analysis will take place after report is provided to industry in Q3</p>

Section C: Workplan Template – Initiative 1.3

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	Develop resources and tools to support adoption and implementation of Significant Incident Failure potential (SIFp) programs in sawmill operations.
Initiative Goal/ Expectation	Develop tools and resources for employers to enable them to share information and assist operations to implement SIFp programs.

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop resources and tools for industry leadership promoting adoption of SIFp programs.	Training Other type:	1 Staff		January – December 2024	Resources and tools developed	1 – ahead resources identified
Support MAG employers to adopt and implement SIFp programs within sawmill operations.	Marketing/Outreach Other type:	1 Staff		January – December 2024	1 session with MAG working group	1 – ahead workshops presented to MAG group to increase their skills in human and organizational performance, psychological safety and mental health skills for managers to support

						SIFp incident reporting at the operational level.
Evaluate effectiveness of theoretical controls measured against SIFp.	Research Other type:	1 Staff		January – December 2024	1 report on effectiveness of SIFp controls	2 – on track effectiveness of workshops and support will be reviewed during annual Q1 industry summary report of previous years activities

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>
Industry leadership becomes more engaged and aware of SIFp programs and resources and support available to them. Outcome indicator: Industry leadership awareness and engagement confirmed at annual leadership meeting.	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	January – December 2024	Meeting with industry leadership committee (1 meeting with industry leadership committee targeted for 2024)	Alignment with industry leaders for SIFp KPI expected to take place in Q1/Q2 2025
Outcome: More employers were taking appropriate actions to	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	January – December 2024	Meeting with MAG working group and interviews with	Interviews with industry expected to take place in Q1/Q2 2025

<p>address potential SIFp risks within their operations.</p> <p>Outcome indicator: By the end of 2024, 40% of employers interviewed say they are implementing changes due to usage of resources.</p>				<p>employers (4 meetings with MAG working group targeted for 2024)</p>	
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Section C: Workplan Template – Initiative 1.4

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	Deliver training webinar for sawmill employers using MAG-SAFE audit.
Initiative Goal/ Expectation	This initiative is aimed at assisting employers understand the MAG-SAFE audit tool, audit preparation methods and value in completing internal review and audit modules.

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop webinar material and timelines	Training Other type:	1 Staff		January – June 2024	Webinar and handouts	2 – on-track webinar to be developed in 2025 after changes to audit tool take place, changes will focus on combustible dust (proposed in part 6 regulations and guidelines expected in Q3/Q4 2025). Two in-person workshops presented to industry In October focusing on proposed combustible

						dust regulations and critical control management. Three more workshops are scheduled for March 24, 25 & 28 2025 in Williams Lake, Quesnel & Prince George to provide education and training to operating personnel and JOHSC members.
Conduct training	Training Other type:	1 Staff		June – December 2024	Webinar	3– behind webinar to take place in 2025

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>
Employers have improved understanding of MAG-SAFE audit tool , processes, and value to operations.	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	June – December 2024	Data analysis conducted on webinar responses.	data analysis will take place after webinar presented to industry

WorkSafeBC Management Comments

Board Chair Approval

Name

Signature

Date