

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.

Table of Contents

Section A: HSA Overview.....	3
Section B: Summary of Strategic Objectives and Initiatives.....	3
Section C: Workplan Template – Initiative 1.1	5
Section C: Workplan Template – Initiative 1.2	7
Section C: Workplan Template – Initiative 2.1	Error! Bookmark not defined.
Section C: Workplan Template – Initiative 2.2	Error! Bookmark not defined.
Section C: Workplan Template – Initiative 3.1	Error! Bookmark not defined.
Section C: Workplan Template – Initiative 3.2	Error! Bookmark not defined.
WorkSafeBC Management Comments	9
Board Chair Approval.....	9

Section A: HSA Overview

HSA Name	<i>BC Forest Safety Council</i>
Year of Workplan	<i>2024 – Pellet or Pressed Product Manufacture (714019)</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.	Encourage and support companies to have effective safety and injury management systems in place.	1.1 This is a continuation of efforts started in 2022. Improving rotary drum dryer safety: Evaluate how to improve safety of rotary drum dryers used in the wood pellet industry.	January – December 2024	Documented review and recommendations to improve rotary drum dryer safety in wood pellet operations in BC.
		1.2 This is a continuation of efforts started in 2023 stemming from the research that was funded by WorkSafeBC's Innovation at Work grant initiative titled: Integrating Process Safety Management (PSM) into Canadian Wood Pellet Facilities that Generate	January – December 2024	Increased employer and worker knowledge of PSM implementation.

		Combustible Wood Dust. The purpose if this initiative is to evaluate opportunities to work with wood pellet operations to implement PSM recommendations identified in 2023.		
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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	Improving rotary drum dryer safety in wood pellet operations
Initiative Goal/ Expectation	This is a continuation of the efforts started in 2022 with the completion of a bowtie risk analysis. 1. Complete documented review and provide recommendations and resources to improve rotary drum dryer safety in wood pellet operations in BC.

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
Organize webinar symposium with wood pellet operations.	Consultation Services	1 consultant and 1 staff	\$5,000	January 1 – March 31, 2024	Conduct industry review of past drum dryer incidents, findings, and lessons learned.	1 -ahead Review of past incidents performed by steering committee
Form rotary drum dryer industry working group	Research	1 consultant and 1 staff	\$20,000	March 1 – September 31, 2024	Review findings from past incidents and develop safe operating procedures. Develop report including recommendations for safer operation of	3- behind Monthly meetings taking place. Operational issues and data are being gathered for final report. 3 – behind subgroup meetings expected to be completed in Q2 2025.

Organize webinar on Rotary Drum Dryer Safety			\$5,000	October 1 – December 31, 2024	rotary drum dryers and share with wood pellet operations. Share learnings from rotary dryer project with wood pellet operations.	Learnings will be shared with industry in Q2 by webinar and targeted emails.
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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</u> fiscal year
Employers use rotary drum dryer resources	Other, please specify Number of employers participating	Medium Term 1~3 years	December 31, 2024	# of employers accessing drum dryer resources	when final report has been presented to industry usage of resources available on WPAC website will be tracked

Below are blank templates pre-copied for you. Please click on the "expanding sign" on the left of the heading to expand the template and fill out one for each initiative indicated in [Section B](#). Please update initiative numbers accordingly.

Section C: Workplan Template – Initiative 1.2

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

Initiative	This is a continuation of efforts started in 2023 stemming from the research conducted by industry that was funded by WorkSafeBC's Innovation at Work grant titled: Integrating Process Safety Management (PSM) into Canadian Wood Pellet Facilities that Generate Combustible Wood Dust. The purpose of this initiative is to provide support to the wood pellet sector to implement PSM recommendations that were identified in 2023.
Initiative Goal/ Expectation	Provide quality resources and support employers to implement PSM initiatives identified in 2023.

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
Work with Wood Pellet PSM Committee to develop milestones, define vision and scope of project, and identify initial resources including implementation plan.	Consultation Services	Education Consultant 1 staff	\$15,000	January – December 2024	Identification and prioritization of PSM initiatives.	1 – ahead final report, implementation plan developed and prioritization of PSM implantation based on CSA Z767 modules developed.
Support employers by developing resources for identified PSM initiatives.	Marketing/Outreach	1 staff	\$32,768	January – December 2024	Resources and support to aid with implementation of PSM initiatives identified in 2023.	1 – ahead Resources and support (self assessment worksheets) developed

						for all 3 phases of project.
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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 <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Wood Pellet PSM Committee has been formed with clear vision and goals, including implementation plan and identified resources. Employers demonstrate improved knowledge and skills to implement PSM initiatives.	Knowledge-Based Outcomes	Long term >3 years	January 2024 – December 2026	Review of Committee activities and implementation plan. Employers demonstrate increased knowledge and skills based on PSM Committee feedback.	Implementation of phase 1 is ready to proceed with support from BCFSC. Project will be restarted in Q1 2025. Phase 1 of PSM implementation expected to take all of 2025.

WorkSafeBC Management Comments

Board Chair Approval

Name

Signature

Date