

HSA Initiatives Workplan Template

2020 Updated Version

2025 Detailed Workplan

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	BC Forest Safety Council
Year of Workplan	2025 – Wood Pellets (714019)

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

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
	Encouraging and supporting companies to have effective safety and injury management systems in place.	1.1 This is a continuation of a multi-year initiative aimed at improving rotary drum dryer safety in wood pellet operations. <ul style="list-style-type: none"> Review findings from past rotary drum dryer incidents and develop safe operating procedures. Develop report including recommendations for safer 	January – December 2025	Increased knowledge of wood pellet operations to identify risks and implement controls to mitigate incidents associated with rotary drum dryers.

		<p>operation of rotary drum dryers and share with wood pellet operations.</p> <ul style="list-style-type: none"> Organize webinar on Rotary Drum Dryer Safety to share learnings from rotary dryer project with wood pellet operations. 		
		<p>1.2 Conduct workshop for employers on Proposed Combustible Dust Regulations & Critical Control Management (CCM) for combustible wood dust.</p>	<p>January – December 2025</p>	<p>Employers have improved understanding of:</p> <ul style="list-style-type: none"> The proposed amendments to Part 6, Substance Specific Requirements — Combustible Dusts, of the Occupational Health and Safety Regulation. The framework that can be used to help ensure that controls for combustible dust are identified and reliable.

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 a multi-year initiative with the completion of a bowtie risk analysis. The final phase of the initiative will involve developing safe operating procedures based on a review of past incidents including recommendations for safer operation of rotary drum dryers.

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
Review findings from past rotary drum dryer incidents and develop safe operating procedures.	Research	1 consultant and 1 staff	\$15,000	January – May 2025	Specific resources developed.	
Develop report including recommendations for safer operation of rotary drum dryers and share	Consultation Services	1 consultant and 1 staff	\$20,000	May – September 2025	Employers have access to industry specific resources for safer operations.	

with wood pellet operations.						
Organize webinar on Rotary Drum Dryer Safety to share learnings from rotary dryer project with wood pellet operations.	Training	1 consultant and 1 staff	\$5000	October – December 2025	Industry representatives have greater awareness of information and learnings relating to rotary drum dryer safety.	

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.
Safe Operating Procedures Developed.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	May 2025	Safe Operating Procedures completed.	
Report provides employers with resources pertaining to rotary drum dryers.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	September 2025	Resources developed and shared.	
Webinar provides employers with increased awareness of available resources.	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	December 2025	Employers have improved access and 50 percent of employers are accessing resources as determined by industry survey.	

Below are blank templates pre-copied for you. Please click on the "expanding sign" on the left of the heading **Section C:** 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	Conduct workshop for employers on Proposed Combustible Dust Regulation & Critical Control Management (CCM) for combustible wood dust.
Initiative Goal/ Expectation	This initiative is aimed at assisting employers improve their understanding and knowledge of CCM for combustible wood dust.

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
Conduct two workshops for wood pellet employers focusing on: <ul style="list-style-type: none"> The proposed amendments to Part 6, Substance Specific Requirements — Combustible Dusts, of the Occupational 	Conference/ Convention/ Meeting Training	1 staff	\$10,000	January – December 2025		

Health and Safety Regulation. The framework that can be used to help ensure that controls for combustible dust are identified and reliable.						
--	--	--	--	--	--	--

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 demonstrate improved knowledge and understanding of updated combustible dust regulation and critical control management.	Knowledge-Based Outcomes	Short Term <1 year	January – December 2025	Data analysis of workshop feedback.	

WorkSafeBC Management Comments

Board Chair Approval

D'Arcy Henderson, Board Chair

Name



Signature

December 19, 2024

Date