

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	8
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	24
Board Chair Approval.....	24

Section A: HSA Overview

HSA Name	<i>BC Forest Safety Council</i>
Year of Workplan	<i>2025</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 (Programs and Training)

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. Refine existing training programs.	<p>1.1 Evaluate and develop new resources to support gaps and areas of continuous improvement for forest worker safety in faller supervision, forestry blasting, steep slopes, and others, where applicable.</p> <p>1.2 Update existing courses and worker resources to align with current regulations and shifts in industry, and</p>	Jan - Dec 2025	Increased industry access to training materials

		improve user experience, mobile friendliness, and overall quality of the resources.		
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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	<i>Evaluate and develop new resources to support gaps and areas of continuous improvement for forest worker safety in faller supervision, forestry blasting, steep slopes, and others, where applicable.</i>
Initiative Goal/ Expectation	<i>The goal of this initiative is to respond to gaps that been identified advisory committees by developing targeted, high-quality industry resources.</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.

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
Evaluate the opportunity to develop new resources aligned with BCFSC and advisory committee priorities.	Research Other type:	Three internal staff	Internal resources only	Q1 2025	Gaps identified where online, or in-person courses are determined to be the most effective intervention to meet forestry worker needs.	
Development of training	Training Other type:	Three internal staff; two contract developers; SME group	\$65,000	Dec 2025	3-4 online or in-person courses developed, including appropriate standards and curriculum. This would be in	

					addition to other courses that are already being developed.	
Pilot training materials and courses	Training Other type:	Three internal staff; two contract developers; SME group	\$10,000	Aug 2026	Test course materials and instructional methods with subject matter experts to ensure effectiveness of training.	

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>
Greater than 25 people accessing new online course materials after 1 year.	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	Dec 2026	Internal review of course data	
Greater than 10 people attending new in-person training events after 1 year.	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	Dec 2026	Internal review of course data	

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	Update existing courses and worker resources to align with current regulations and shifts in industry, and improve user experience, mobile friendliness, and overall quality of the resources. Focus will be on the following resources: Forest Supervisor training; Wood product Manufacturing Supervisor programs; Forest Safety Overview training; SAFE Companies initial and recurrency training; Resource Road Driver training; Off-Road Vehicle training; and Assessor/Training courses
Initiative Goal/ Expectation	The goal of this initiative is to ensure that BCFSC resources remain relevant and effective in the face of improving technology, changing regulations, industry shifts, and evolving client expectations.

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 key areas of improvement for resources and prioritize update efforts to focus on the most critical changes first	Training Other type:	Three internal staff	Internal resources only	Q1 2025	Prioritization matrix for resource updates.	

Resource improvement	Training Other type:	Three internal staff; two contract developers; SME group	\$80,000	Dec 2025	7-8 updated resources available for testing and pilot	
Testing updates to resources	Training Other type:	Three internal staff; two contract developers; SME group	\$20,000	Dec 2026	Test course materials and instructional methods with subject matter experts to ensure effectiveness of training.	

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.
An increase of 5% access to online training materials 1 year following update	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	Dec 2026	Review of internal Learning Management System and resource sharing agreement data.	

Section B: Summary of Strategic Objectives and Initiatives (Falling)

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	Improve distribution and awareness of industry current best practices, guidelines and standards	1.1 Provide support and mentorship to Falling Supervisors to ensure they are competent in the work they are performing and supervising.	Jan – Dec 2025	Positive industry feedback on developed resources and assessment process.

Section C: Workplan Template – Initiative 2.1

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	<i>Provide support and mentorship to Falling Supervisors.</i>
Initiative Goal/ Expectation	<i>Print and distribute falling supervisor info flips; develop crew talks and safety alerts that are faller focused; transition the Certified Falling Supervisor (CFS) assessment to competency based.</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.

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
Print and distribute Falling Supervisor Info Flips.	Consultation Services	FTAC members to finalize content. Engage printing company for final product	\$15,000	December 2025	A quick and easy resource for falling supervisors to help in their day-to-day supervision activities.	
Develop crew talks and safety alerts that are faller focused	Consultation Services	FTAC members and industry Subject	\$5,000	December 2025	Resource for falling supervisors to use during safety meetings and tailgate meetings.	

		Matter Experts				
Transition the CFS assessment to competency based	Consultation Services	FTAC members, Industry Subject Matter Experts & BCFSC Staff	\$10,000	December 2025	Creation of a competency-based assessment to increase falling supervisor competence in core supervisory skills, including knowledge of the BC Faller Training Standard and a better understanding of their roles & responsibilities.	

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
Feedback from FTAC, industry, and Falling Supervisor course instructors on usefulness of info flip	Knowledge-Based Outcomes	Short Term <1 year	December 2025	Feedback from industry, instructors and falling supervisors	
Feedback from FTAC and Falling Supervisors on usefulness of resources	Knowledge-Based Outcomes	Short Term <1 year	December 2025	Feedback from industry, instructors, and falling supervisors	
Feedback from Certified Falling Supervisor applicants on overall experience	Behaviour-Based Outcomes	Short Term <1 year	December 2025	Feedback from applicants on the assessment process	

Section B: Summary of Strategic Objectives and Initiatives (Transportation & Northern Safety)

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 and fibre hauling, utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan – Dec 2025	Increase professional industry driver competence core driving skills by providing training and related support specific to the skills required to operate log and wood fibre transport trucks. Target 10 new drivers trained and assessed. Continue to support the delivery of BCFSC's Assessment and Professional Endorsement Program for Log Truck Drivers.
		1.2 Support industry stakeholders in program delivery of both internal and external training courses for ATV/ORV operators utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan – Dec 2025	Update and improve training course content and materials. Complete moderator session with franchise contract trainer instructors to identify gaps in course/training materials. Develop and pilot draft Train the Trainer course materials. Execute quality assurance program

		1.3 Support industry stakeholders in program delivery of both internal and external training courses for Resource Road Driver including a Train the Trainer Program utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.	Jan – Dec 2025	Develop a risk ranking and safety control measures for in field training. Amend course materials with required or optional lesson plan content. Complete moderator session with franchise contract trainer instructors to identify gaps in course/training materials. Expand resources to support internal trainer program. Execute quality assurance program.
		1.4 Develop erosion and sediment control Best Practices and Standards for industry stakeholders to implement after completion of primary harvesting activities that reduce the risk of injury for forestry workers required to re-enter worksites after primary harvesting activities.	Jan – Dec 2025	Create DRAFT Best Practices/Safe Work Procedure materials and workshop course content for industry adoption. Capture promotional and course content materials for BPs (video).
2	<i>Continue research to evaluate technology applications to address high risk activities and improve safety performance.</i>	2.1 Research and evaluation of log load securement technology that reduces or eliminates risk of injury. Finalize field testing of Exte Com 90 and RaptorSafe auto tensioning systems. Initiate a pilot for Trinder load securement technology.	Jan – Dec 2025	Research options for automated log load securement. Implement study(s) to assess suitability for implementation in BC to help reduce or eliminate injuries.

Section C: Workplan Template – Initiative 3.1

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	<i>Support quality competency-based training and professional assessments for industry drivers utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
<u>Initiative Goal/ Expectation</u>	<i>1. Provide industry drivers with quality training and assessment to increase driver competence in core driving, loading and unloading knowledge and skills.</i> <i>2. Provide training materials and standard through BCFSC learning management system to improve training delivery (e.g. extend reach to various demographics and locations).</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.

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
<i>Review and incorporate new or revised training materials in learning management system</i>	Consultation Services Other type:	<i>Education consultant</i>	\$1000	Jan. – Dec. 31,2025	<i>Up to date training materials and standard available through BCFSC learning management system</i>	
<i>Conduct training and assessment</i>	Training Other type:	<i>2 staff, 3 assessors</i>	\$4000	Jan. – Dec. 31,2025	<i>10 industry truck drivers trained and assessed.</i>	

<i>Advertising</i>	Marketing/Out reach	<i>Staffing resources</i>	<i>No cost specifically allocated to this item. Salaries will be majority of the cost.</i>	<i>Jan. – Dec. 31, 2025</i>	<i>Social media/ videos, newsletters and website</i>	
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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
<i># of people trained and assessed</i>	Knowledge-Based Outcomes <i>Other outcome type:</i>	Short Term <1 year	<i>2025</i>	<i># of people trained and assessed</i>	

Section C: Workplan Template – Initiative 3.2

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	<i>Deliver quality competency-based internal trainer support for ORV (ATV/URV) operators utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
Initiative Goal/ Expectation	<i>1. Provide Industry with quality Internal and external training resources and support to increase ORV (ATV/URV) operator competence in core operating skills.</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.

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
Support industry stakeholders in program delivery of both internal and external training courses for ORV (ATV/URV) operators.	Training Other type:	Education consultant, <i>Staffing resources</i>	\$10,200	Jan. – Dec. 31, 2025	Updated and improved training course content and materials. Moderator session completed. Internal Trainer course materials developed and piloted. Quality assurance program executed.	

Advertising	Marketing / Outreach	Staffing resources	No cost specifically allocated to this item. Salaries will be majority of the cost	Jan. – Dec. 31, 2025	Social media/ video, newsletters and website	
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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 For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Internal trainer resources completed. Moderator Sessions Completed. Training materials updated, communicated and available via web. Quality assurance executed.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	2025		

Section C: Workplan Template – Initiative 3.3

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	<i>Deliver quality competency-based internal and external training support for Resource Road Driver Training utilizing strategies that maximize knowledge retention while considering the various demographics and locations of employers.</i>
Initiative Goal/ Expectation	<i>1. Provide Industry with quality training resources and support to increase Resource Road Driver operator competence in core operating skills.</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.

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
Support industry stakeholders in program delivery of both internal and external training courses for workers operating on Resource Roads.	Training Other type:	Education consultant, <i>Staffing resources</i>	\$8,000	Jan. – Dec. 31, 2025	Resources and program supported to reflect Resource Road Driver Training content, regulation, and industry practices. Quality assurance executed. Improved resources to support the Internal Trainer program. Material available via web.	

Advertising	Marketing / Outreach	Staffing resources	No cost specifically allocated to this item. Salaries will be majority of the cost	Jan. – Dec. 31, 2025	Social media/ video, newsletters and website	
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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 For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Moderator Sessions Completed. Materials updated, communicated and available via web. Quality assurance executed.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	2025		

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.

Section C: Workplan Template – Initiative 3.4

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	Develop erosion and sediment control Best Practices and Standards for industry stakeholders to implement after completion of primary harvesting activities that reduce the risk of injury for forestry workers required to re-enter worksites after primary harvesting activities.
Initiative Goal/ Expectation	1. <i>Provide Industry with quality resources, training and support to increase competency of industry workers planning and implementing sediment and erosion control measures on access roads post-harvest.</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.

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
Support industry stakeholders in planning and implementing erosion and sediment control measures that reduce the risk of injury for forestry workers entering worksites after primary harvesting activities.	Training Other type:	Education consultant, <i>Staffing resources</i>	\$7,500	Jan. – Dec. 31,2025	Develop draft BP/SWP materials. Develop workshop course content. Capture promotional and course content materials for BPs (video).	
Advertising	Marketing / Outreach	<i>Staffing resources</i>	<i>No cost specifically allocated to this item. Salaries will be majority of the cost</i>	Jan. – Dec. 31,2025	<i>Social media/ newsletters and website</i>	

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 For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Draft BP/SWP materials developed and workshop course content completed. Capture promotional and course content materials for BPs (video).	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	2025		

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.

Section C: Workplan Template – Initiative 3.5

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

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 field testing of automated log load securement technology via Exte Com 90, RaptorSafe and Trinder systems.	Consultation Services	<i>1 staff, 1 consultant</i>	<i>\$10,000</i>	<i>2025 Jan – 2025 Dec</i>	<i>Final Report for Exte Com 90 System. Pilot initiated and interim report developed for Raptor safe system. Workplan completed and pilot initiated for Trinder system.</i>	

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
Final report completed for Exte Com 90 System. Interim report completed for Raptor safe system. Workplan completed and pilot initiated for Trinder system.	Other, please specify	Short Term <1 year	2025		

WorkSafeBC Management Comments

Board Chair Approval

<u>D'Arcy Henderson, Board Chair</u>		<u>December 19, 2024</u>
Name	Signature	Date