

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.

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Section A: HSA Overview

HSA Name	<i>BC Forest Safety Council</i>
Year of Workplan	<i>2025 – 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	Encouraging and supporting companies to have effective safety and injury management systems in place.	Update MAG-SAFE Audit Combustible Dust High Risk Module incorporating amendments to Part 6 Combustible Dusts. Incorporate revisions in electronic audit tool and audit dashboard.	January – December 2025	Combustible Dust High Risk Module updated and made available to sawmill employers.
2		Critical Control Management (CCM) for combustible wood dust. Validate bow-tie findings and identification of critical	January – December 2025	Employers have improved understanding of:

		controls for participating sawmill operations.		<ul style="list-style-type: none"> • proposed amendments to Part 6, Substance Specific Requirements – Combustible Dusts, of the Occupational Health and Safety Regulation. • framework that can be used to help ensure that controls for combustible dust are identified and reliable.
3		Conduct four workshops for sawmill employers focusing on relevant health & safety topics including psychological safety, updated First Aid and Combustible Dust Regulations.	January – December 2025	Complete four workshops for sawmill employers.
4		Redevelop combustible dust online training modules to reflect updated regulation. This initiative is contingent upon WorkSafeBC finalizing the proposed combustible dust regulation.	January – December 2025	Complete combustible dust online training modules.

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	Update MAG-SAFE Audit Combustible Dust High Risk Module incorporating amendments to Part 6 Combustible Dusts.
Initiative Goal/ Expectation	Incorporate regulatory revisions in electronic audit tool and audit dashboard.

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
Update MAG-SAFE Audit Combustible Dust High Risk Audit Module	Training	Contractor	\$10,000	January – December 2025	Combustible Dust High Risk Module updated and made available to sawmill employers.	

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 have improved understanding of updated regulation for combustible dust programs, processes, and value to operations.	Knowledge-Based Outcomes	Medium Term 1~3 years	January – December 2027	Data analysis conducted on MAG-SAFE Audit results across sawmill operations.	

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	Critical Control Management (CCM) for combustible wood dust. Validate bow-tie findings and identification of critical controls for participating sawmill operations.
Initiative Goal/ Expectation	This initiative is aimed at assisting employers improve their understanding of the proposed amendments to Part 6, Combustible Dust Regulation and the framework that can be used to help ensure that controls for combustible dust are identified and reliable.

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 workshops with employers to validate bow-tie findings and identify critical controls for combustible dusts.	Training	Staff Time		January – December 2025	Employers have increased knowledge and understanding to identify and prioritize critical controls for combustible dusts in sawmill operations.	

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 have improved understanding of process safety management (PSM) process to identify, evaluate and control risks associated with combustible dusts in operations.	Knowledge-Based Outcomes	Medium Term 1~3 years	January – December 2025	Data analysis conducted on workshop responses.	

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	Conduct four workshops for sawmill employers focusing on relevant health and safety topics including psychological safety, updated first aid and combustible dust regulations.
Initiative Goal/ Expectation	This initiative is aimed at assisting employers improve their understanding and knowledge of relevant health and safety topics and new regulations supporting improved health and safety outcomes.

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 four workshops for sawmill employers	Conference/ Convention/ Meeting Training	1 Staff	\$6000	January – December 2025	Workshops and handouts	

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 relevant health and safety initiatives and new regulations.	Knowledge-Based Outcomes	Short Term <1 year	January – December 2025	Data analysis of workshop feedback.	

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	Redevelop BCFSC's combustible dust online training modules to reflect updated regulation. This initiative is contingent upon WorkSafeBC finalizing the proposed combustible dust regulation in 2025.
Initiative Goal/ Expectation	Update BCFSC's Combustible Dust online training module to reflect updated regulation.

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
Update BCFSC's online combustible wood dust training resources to reflect updated regulation.	Training	Education Consultant 1 Staff	\$20,000	January – December 2025	Online training resources updated to reflect revised regulation.	

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 access updated training resource. Outcome indicator: 75 completions.	Knowledge-Based Outcomes	Short Term <1 year	January - December 2025	Data analysis on course completions	

WorkSafeBC Management Comments

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Board Chair Approval

D'Arcy Henderson, Board Chair

Name



Signature

December 19, 2024

Date