

HSA Initiatives 2026 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	BC Forest Safety Council
Year of Workplan	2026 – 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
1.1	Expand regional engagement focusing on high-risk activities and by increasing employer awareness of industry guidelines, best practices and Occupational Health and Safety Regulation.	This is a multi-year initiative to support Pellet operations in their implementation of Process Safety Management elements.	January – December 2026	Pellet operations will have formal policies and procedures to mitigate process dust incidents.
1.2		Conduct workshops for employers on Proposed or enacted Combustible Dust Regulations.	January – December 2026	Employers have improved understanding of the proposed amendments to Part 6, Combustible Dusts,

				of the Occupational Health and Safety Regulation.
1.3		Conduct workshops for employers on Proposed Lockout and Safeguarding Regulations.	January - December 2026	Employers have improved understanding of the proposed amendments to De-energization and Lockout and Safeguarding.

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	Implementation of Process Safety Management (PSM) elements.
Initiative Goal/ Expectation	This is a multi-year initiative to support Pellet operations in their implementation of Process Safety Management elements. Operations will use the developed PSM self assessment worksheets based on the CSA Z767 standard.

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 operations	Consultation Services	1 staff	\$6,000 for travel	January – December 2026	In-person and online support	
Develop KPIs to track implementation of PSM elements	Consultation Services	1 staff		January – June 2026	BC Pellet industry can track their completion of PSM implementation	

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</u> fiscal year
Support helps operations to implement changes to their operating procedures.	Knowledge-Based Outcomes Other outcome type:	Long term >3 years	December 2027	Outcomes of self assessment process for Z767 elements	
Implementation review during monthly WPAC Safety Committee Meetings	Behaviour-Based Outcomes Other outcome type:	Long term >3 years	December 2027	Operations share relevant successes and failures in their implementation of PSM elements	

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	Conduct three workshops for employers on proposed or enacted Combustible Dust Regulations.
Initiative Goal/ Expectation	Assisting employers improve their understanding and knowledge of proposed or enacted combustible dust regulations.

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 3 workshops focusing on the proposed or enacted amendments to Part 6, Combustible Dusts, of the Occupational Health and Safety Regulation	Conference/ Convention/ Meeting	1 staff	\$15,000	January – December 2026		

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</u> fiscal year
Employers (management and worker representatives) demonstrate improved knowledge and understanding of proposed or enacted combustible dust regulation.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	January – December 2026	Data analysis of workshop feedback.	

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 workshops for employers on Proposed Lockout and Safeguarding Regulations.
Initiative Goal/ Expectation	Assisting employers improve their understanding and knowledge of proposed lockout and safeguarding regulations.

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 (Note: this should align with info from your budget template)	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output
Conduct 2 to 3 workshops for wood pellet employers focusing on proposed lockout and safeguarding regulations	Conference/ Convention/ Meeting	1 staff, 1 to 2 consultants	\$15,000	January to December 2026	

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</u> fiscal year
Employers demonstrate improved knowledge and understanding of updated lockout and safeguarding regulation.	Knowledge-Based Outcomes	Short Term <1 year	January to December 2026	Data analysis of workshop feedback.	

WorkSafeBC Management Comments

Board Chair Approval

Nancy Henderson
Name

[Signature]
Signature

Oct 2, 2025
Date