

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.

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 1.3 9

WorkSafeBC Management Comments 10

Board Chair Approval..... 10

Section A: HSA Overview

HSA Name	BC Forest Safety Council
Year of Workplan	2026 – Sawmills (714022)

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
1.1	Expand regional engagement focusing on high-risk activities and by increasing employer awareness of industry guidelines, best practices and Occupational Health and Safety Regulation.	Conduct quarterly workshops for MAG members focusing on relevant health & safety topics including psychological safety, process safety and combustible dust regulations.	January – December 2026	Complete four workshops for sawmill employers.
1.2		Critical Control Management (CCM) for combustible wood dust. Validate bow-tie findings and identification of critical	January – December 2026	Employers have improved understanding Combustible Dust Regulations and

		controls for participating sawmill operations.		Process Safety Management. Operations are able to perform risk assessments for process dust hazards.
1.3		Develop SIFp online supervisor and leadership training and investigate options for expanding statistical reporting of SIFp incidents.	January – December 2026	Operations are better able to use leading indicators to mitigate high risk incidents.

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	Conduct quarterly workshops for MAG members focusing on relevant health & safety topics including psychological safety, process safety and combustible dust regulations.
Initiative Goal/ Expectation	<i>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.</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 (Note: this should align with info from your budget template)	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output
Conduct four workshops for sawmill employers	Consultation Services Other type:	1 staff 1 consultant	\$25,000	January – December 2026	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 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 Other outcome type:	Short Term < 1 year	January – December 2026	Data analysis of workshop feedback.	

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	Operations are able to perform risk assessments for process dust hazards and effectively manage critical controls so they fail safe.

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
Perform in person consultation and training services to support operations in process dust mitigation and control.	Consultation Services Other type:	1 staff	\$42,000	January – December 2026	Feedback on consultation and training services, improvement in process dust hazard awareness and increased implementation of process safety elements.	

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 have improved understanding of process safety management (PSM) process to identify, evaluate and control risks associated with process dusts in operations.	Knowledge-Based Outcomes Other outcome type: Behaviour Based Outcomes	Medium Term 1~3 years	January – December 2026	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	Develop SIFp online supervisor and leadership training and investigate options for expanding statistical reporting of SIFp incidents.
Initiative Goal/ Expectation	Operations are better able to use leading indicators to mitigate high risk incidents.

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 training to include supervisor training for SIFp leading indicators.	Training Other type:	Education Consultant 1 Staff	\$25,000	January – December 2026	Online training resources updated to include additional course.	

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 access updated training resource.	Knowledge-Based Outcomes	Short Term <1 year	January - December 2026	Data analysis on course completions	

WorkSafeBC Management Comments

Board Chair Approval

Stacy Henderson

Name

[Signature]

Signature

October 2, 2025

Date