

# CP Initiatives Workplan Template

## 2025 Condensed Version

As part of the ongoing effort to support the Certifying Partners (CPs) in planning, reporting on, and assessing activities and outcomes, WorkSafeBC has reviewed and updated the CP Initiatives Workplan Template to an abbreviated version for the 2025 funding year. The goals of this revised CP Initiatives Workplan Template are to:

- **Align** your initiatives, activities, and outcome measures with your strategic objectives/goals outlined in the Standards & Guidelines and the Agreement.
- **Plan** your initiatives or endeavours 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.

WorkSafeBC expects this Workplan will reflect the scope and cost of your initiatives by assigning a dollar value against the CP’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 contractual obligations and impact the primary trends within your industry.

The detailed CP Initiatives Workplan must be submitted to WorkSafeBC and posted to your website prior to January 2025 for transparency to stakeholders, including applicable employers and members. The activities specified in the detailed CP Initiatives Workplan, must align with the objectives, priorities, and initiatives provided below, as the abbreviated CP Initiatives Workplan will be included in the CP contracts.

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## Section A: CP Overview

<b>CP Name</b>	<i>BC Forest Safety Council</i>
<b>Year of Workplan</b>	<i>2025</i>

<b>CP Vision</b> <i>(if not applicable type N/A)</i>
<i>Every Forestry Worker Goes Home Safe. Every day.</i>
<b>CP Mission</b> <i>(if not applicable type N/A)</i>
<i>Support Industry Eliminate Work-related Deaths and Serious Injuries</i>

## Section B: Summary of Mandates

This document is to be completed as you see fit within the parameters of the provided mandates. You may add as many rows as you require depending on the level of detail you wish to include. After providing the objectives and activities for each of the five pre-populated Certifying Partner mandates, you have the option to add more objectives and action plans, if applicable.

<b>Mandate:</b>	<i>The excerpts provided come directly from the Certificate of Recognition Program- Standards and Guidelines (January 2011) and funding Agreements (signed annually) and have been provided for consistency and direction.</i>
<b>Objective/Initiative:</b>	<i>The objectives should relate directly to the mandates selected from the Standards and Guidelines and Agreements (above).</i>
<p>Objectives/initiatives are based on the following mandates:</p> <ol style="list-style-type: none"> <li>1. Set objectives to develop and implement a marketing strategy to promote the COR Program. <i>Reference: S&amp;G 1.2 and Agreement 2.(c)(ii)</i></li> <li>2. Set service delivery and infrastructure objectives to facilitate the certification of employers and administration of the COR program. <i>Reference: S&amp;G 1.3 &amp; Agreement 2.(c)(iii)</i></li> <li>3. Set objectives to train, qualify, and monitor performance of internal auditors to meet the demands of COR program participation. <i>Reference: S&amp;G 1.4 &amp; Agreement 2.(c)(iv)</i></li> <li>4. Set objectives to train, qualify, and monitor performance of external auditors to meet the demands of COR program participation. <i>Reference: S&amp;G 1.10 &amp; Agreement 2.(c)(iv)&amp;(x)</i></li> <li>5. Set objectives to maintain processes to provide verification and quality assurance oversight. <i>Reference: S&amp;G 1.11 &amp; Agreement 2.(c)(xi)</i></li> <li>6. Other (optional)</li> </ol>	

# Section C: Summary of Strategic Objectives

Based on the mandates in Section B. and the information from your strategic plan, please kindly summarize (at a high level) the strategic objectives/priorities under each Mandate of your organization for the upcoming year, then add the **key initiatives** that your CP has planned out under each objective/priority. In most cases, you will have one or more objective for each mandate and one or more initiative under each objective.

Mandate #	Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI	Budget
1	Encourage and support companies to have effective safety and injury management systems in place	Conduct COR related outreach at industry conferences and tradeshows	Jan. 1- Dec. 31/25	6 industry conferences attended promoting COR 250 certifications 250 registrations	
2		Promote use of the online forms and app (FIRs) to support employers with COR certification and maintenance requirements.	Jan. 1- Dec. 31/25	50 new users	
3		Promote and support employers train internal auditors.	Jan. 1- Dec. 31/25	17 Internal Auditors Trained for the First Time (Initial) - Large Employers* 36 Internal Auditors Recertified - Large Employers* 300 Internal Auditors Trained for the First Time (Initial) - Small Employers* 250 Internal Auditors Recertified - Small Employers*	

4		<p>Provide training and perform periodic quality assurance audits to ensure work of external auditors is of acceptable quality.</p> <p>Participate in WorkSafeBC's EAQA process.</p>	<p>Jan. 1- Dec. 31/25</p>	<p>6 External Auditors Quality Assurance (EAQAs) for Auditor Quality Assurance</p> <p>10% of EAQAs as a percentage of total external auditors</p> <p>6 External Auditors Recertified</p> <p>4 external auditors trained for the first time (Initial)</p>	
5		<p>Improve and expand in-field support and advocacy services.</p> <p>BCFSC will provide targeted outreach and support to employers and workers engaged in high-risk activities</p>	<p>Jan. 1- Nov. 30/25</p>	<p>Conduct 400 Verification Audits consisting of 37 WorkSafeBC Initiated Verification Audits (WIVA's) and 363 Certifying Partner Initiated Verification Audits (CPIVA's) for COR employers and HSA high risk employers.</p>	<p>\$210,000</p>

**WorkSafeBC Management Comments**

**Board Chair Approval**

D'Arcy Henderson



October 9, 2024

Name

Signature

Date