

WORKPLAN TEMPLATE & GUIDELINES

In an effort to ensure fairness and foster consistency in the ongoing evaluation of our COR providers, we have included some direction and guidelines to assist in the completion of this document. The Agreement defines a Work Plan as "...the COR Provider's plan for its operations as a Certifying Partner ... which identifies the COR Provider's objectives, how it plans to achieve its objectives, and includes detailed information on resources, finances, and KPIs."

This document may 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 objective(s) and action plan(s) for each of the five pre-populated COR Provider mandates, you have the option to add more objectives and action plans, if applicable.

Mandate:	<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>
Objective:	<i>The objectives should relate directly to the mandates selected from the Standards and Guidelines and Agreements (above).</i>
Action Plan:	<i>Outline the plan to achieve the objectives and include detailed information on resources, finances, and KPIs.</i>

Work Plans are based on the following mandates:

1. Plan and implement a coherent communications strategy to promote the COR Program. *Reference: S&G 1.2 and Agreement 2(c)ii*
2. Facilitate the registration and certification of employers. *Reference: S&G 1.3 & Agreement 2(c)iii*
3. Help employers meet their needs for COR Program related training and qualified internal auditors. *Reference: S&G 1.4 & Agreement 2.(c)(iv)*
4. Ensure the provision of auditor training and availability of external auditors. *Reference: S&G 1.10 & Agreement 2.(c)(iv)&(x)*
5. Provide verification and quality assurance oversight *Reference: S&G 1.11 & Agreement 2(c)(xi)*
6. Other (optional)

WORKPLAN TEMPLATE

Mandate #1:	Plan and implement a coherent communications strategy to promote the COR Program. <i>Reference: S&G 1.2 and Agreement 2.(c)(ii)</i>
Objective:	Encouraging and supporting companies to have effective safety and injury management systems in place.
Action Plan:	BCFSC will promote, develop, and deliver high quality OHS and COR training and education services including the provision and management of the COR program and industry pre-qualification certification.

OUTCOME #1 Action Plan details

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs (KPIs)	Progress Reporting
Engage employers to become certified	COR program funding. COR Admin and Safety Advisors.		January 01 – December 31, 2023	COR Admin. staff and Safety Advisors.	New COR and SAFE Companies Certifications: <ul style="list-style-type: none"> • 200 New Registrations • 200 New Certifications 	1-ahead

OUTCOME #1 WORKPLAN Measurement (Evaluation)

Outcome Indicators (e.g. KPIs)	Data Collection	Time Lines	Evaluation Results
Net increase of 300 companies participating in the COR and SAFE Companies Program.	Number of new COR and SAFE Companies Certifications.	January 01 – December 31, 2023	224 new registrations 242 new certifications

WORKPLAN TEMPLATE

Mandate #2:	Facilitate the registration and certification of employers. <i>Reference: S&G 1.3 & Agreement 2.(c)(iii)</i>
Objective:	Encouraging and supporting companies to have effective safety and injury management systems in place.
Action Plan:	Improve knowledge of forest industry safety management system performance. Develop online forms and app to support small employers in building and maintaining their safety management systems and facilitating COR certification.

OUTCOME #2 Action Plan details

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs (KPIs)	Progress Reporting
Design, build and implement an online resource and app for small employers to submit COR program requirements – Phase 2	SCAC, industry representatives, BCFSC staff and vendor	\$125,587	January 01 – December 31, 2023	Manager, SAFE Companies	Online resource and app for small employers to document and submit their COR program safety management system recording requirements	2-On track Phase 2 completed which provides employers with ability to create, report and submit reports.

OUTCOME #2 WORKPLAN Measurement (Evaluation)

Outcome Indicators (e.g. KPIs)	Data Collection	Time Lines	Evaluation Results
Online resource and app for small employers to document and submit their COR program safety management system recording requirements	Completion of online resource and app. # of users	January 01 – December 31, 2023	Phase 2 launched with 200 users at 2023 YE.

WORKPLAN TEMPLATE

Mandate #3:	Help employers meet their needs for COR-related training and qualified <u>internal</u> auditors. <i>Reference: S&G 1.4 & Agreement 2.(c)(iv)</i>
Objective:	Encouraging and supporting companies to have effective safety and injury management systems in place.
Action Plan:	BCFSC upgraded the online SEOHS initial and refresher training courses in 2022. In 2023, BCFSC will support employers in meeting their needs for COR-related training and qualified <u>internal</u> auditors using the upgraded training.

OUTCOME #3 Action Plan details

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs (KPIs)	Progress Reporting
Promote and support employers train internal auditors	Staffing resources	Staff time	January 01 – December 31, 2023	Manager, SAFE Companies	24 Internal Auditors Trained for the First Time (Initial) - Large Employers	3-behind 16 applied and completed.
	Staffing resources	Staff time	January 01 – December 31, 2023		36 Internal Auditors Recertified - Large Employers	2 on-track
	Staffing resources	Staff time	January 01 – December 31, 2023		330 Internal Auditors Trained for the First Time (Initial) - Small Employers	1-ahead
	Staffing resources	Staff time	January 01 – December 31, 2023		250 Internal Auditors Recertified - Small Employers	1-ahead

WORKPLAN TEMPLATE

OUTCOME #3 WORKPLAN Measurement (Evaluation)

Outcome Indicators (e.g. KPIs)	Data Collection	Time Lines	Evaluation Results
# internal auditors completing training	Training enrollments	January 01 - December 31, 2023	<ul style="list-style-type: none">• 16 new large Internal Auditors applied and completed.• 36 Internal Auditors for Large companies did refresher training.• 386 new Internal Auditors for Small companies were trained.• 300 Internal Auditors for Small companies did refresher training.

WORKPLAN TEMPLATE

Mandate #4:	Ensure the provision of auditor training and availability of <u>external</u> auditors. <i>Reference: S&G 1.10 & Agreement 2.(c)(iv)&(x)</i>
Objective:	Encouraging and supporting companies to have effective safety and injury management systems in place.
Action Plan:	BCFSC will support employers in meeting their needs for COR by ensuring the availability of qualified and competent <u>external</u> auditors.

OUTCOME #4 Action Plan details

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs (KPIs)	Progress Reporting
Promote and support employers by providing qualified external auditors (EA's)	Staffing resources	Staff time	January 01 – December 31, 2023	Manager, SAFE Companies	0 EA's Trained for the First Time (Initial)	2 on-track BCFSC regularly evaluates the need for and training EA's as required to meet demand. At this time, no additional external auditors are required.
	Staffing resources	Staff time	January 01 – December 31, 2023		20 External Auditors Recertified	2 on-track

OUTCOME #4 WORKPLAN Measurement (Evaluation)

Outcome Indicators (e.g. KPIs)	Data Collection	Time Lines	Evaluation Results
# external auditors completing training	Training enrollments	January 01 – December 31, 2023	No new EA training was planned. All 54 External Auditors did Refresher Training.

WORKPLAN TEMPLATE

Mandate #5:	Provide verification and quality assurance oversight. <i>Reference: S&G 1.11 & Agreement 2.(c)(xi)</i>
Objective:	Encouraging and Supporting Companies to have effective Safety and Injury Management Systems in Place
Action Plan:	Improve and expand in-field support and advocacy services BCFSC will provide targeted outreach and support to employers and workers engaged in high-risk activities

OUTCOME #5 Action Plan details

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs (KPIs)	Progress Reporting
Conduct 400 Verification Audits for COR employers and HSA high risk employers.	WSBC injury data	\$90,000		Manager, SAFE Companies	400 Verification Audits complete	3 - behind 387 (97%) out of 400 completed. Wildfire activity limited ability to conduct in-field audits

OUTCOME #5 WORKPLAN Measurement (Evaluation)

Outcome Indicators (e.g. KPIs)	Data Collection	Time Lines	Evaluation Results
# of verification audits	# of verification audits	January 01 - December 31, 2023	387 (97%) audits completed against target of 400.

WORKPLAN TEMPLATE

Approval

The signature(s) below signify the approval of the Work Plans based on the five mandates extrapolated from The Certificate of Recognition Program - Standards and Guidelines (January 2011) and annually signed Agreements.

Approved by Association Board Chair:

(Signature)

(Print name)

Date Approved:
