

# HSA Initiatives Workplan Template

## 2023 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 .....	4
WorkSafeBC Management Comments .....	7
Board Chair Approval.....	7

## Section A: HSA Overview

<b>HSA Name</b>	<i>BC Forest Safety Council</i>
<b>Year of Workplan</b>	<i>2023 – Wood Pellets</i>

<b>HSA Vision</b>
<i>Every Forestry Worker Goes Home Safe. Every Day.</i>
<b>HSA Mission</b>
<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
	Encouraging and supporting companies to have effective safety and injury management systems in place	<b>1.1 Improving rotary drum dryer safety:</b> Evaluate how to improve safety of Rotary Drum Dryers used in the wood pellet industry.	January 01- December 31, 2023	Documented review and recommendations to improve rotary drum dryer safety in wood pellet operations in BC.
	Encouraging and supporting companies to have effective safety and injury management systems in place	<b>1.2 Evaluate opportunities to work with wood pellet operations to implement PSM recommendations identified in 2023</b> flowing from research grant initiative.	January 01- December 31, 2023	Increase employer and worker knowledge of critical control implementation.

## 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.**

<b>Initiative</b>	<b>1.1 Improving rotary drum dryer safety in wood pellet operations</b>
<b>Initiative Goal/ Expectation</b>	Documented review and recommendations to improve rotary drum dryer safety in wood pellet operations in BC.

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
Organize webinar symposium with wood pellet operations	Consultation Services Other type:	1 Staff	\$ 5,000	January 01 - March 31, 2023	Conduct industry review of past drum dryer incidents, findings and lessons learned.	<b>3- behind</b> Industry symposium is scheduled to take place on April 4, 2024.
Form rotary drum dryer industry working group	<b>Research</b> Other type:	1 staff 1 consultant	\$ 20,000	March 01 - September 31, 2023	Review findings from past incidents and develop safer operating procedures.  Develop report including recommendations for safer operation of rotary drum dryers and share with wood pellet operations.	<b>3 – behind</b> Working group activities and report will be finalized in Q3/Q4.

Organize webinar on Rotary Drum Dryer Safety			\$ 5,000	October 01 – December 31, 2023	Share learnings from rotary dryer project with wood pellet operations.	<b>3 - behind</b> Postponed to Q4 2024.
--	--	--	----------	--------------------------------	--	--

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.

<b>Part 2: Workplan Measurement</b>					
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.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
<i>Employer's using rotary drum dryer resources</i>	<b>Other, please specify</b> Number of employers participating	<b>Medium Term 1~3 years</b>	December 31, 2023	# of employers accessing drum dryer resources	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.</li> </ul> Postponed to Q4 2024.

# 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.**

<b>Initiative</b>	1.2 Evaluate opportunities to work with wood pellet operations to implement PSM recommendations flowing from the research grant initiative. This initiative is intended to provide support to the wood pellet sector to implement PSM recommendations that are identified during 2023.
<b>Initiative Goal/ Expectation</b>	Provide quality resources and support to employers implement process safety initiatives identified in 2023.

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
Consult with industry groups to identify opportunities to implement PSM initiatives.		1 Staff	\$ 5,000	January 01 – December 31, 2023	Identification and prioritization of PSM initiatives.	<b>2 - on track</b> Planning and development of industry steering committee is taking place in Q1 2024
Support employers by developing resources for identified PSM initiatives.		1 staff 1 consultant	\$55,934	January 01 - December 31, 2023	Resources and support to aid with implementation of PSM initiatives identified in 2023.	<b>2 - on track</b> Developing phase 1 resources starting Q1 2024 and almost completed.

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.

<b>Part 2: Workplan Measurement</b>					
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.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b>
Employers and workers demonstrate improved knowledge and skills to implement PSM initiatives.	Knowledge-Based Outcomes	Short Term <1 year	January 01 - December 31, 2023	Employers report increased knowledge and skills	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul> Postponed until after implementation of phase 1 implementation (2025 Q1)

### WorkSafeBC Management Comments

### Board Chair Approval

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date