

CP Initiatives Workplan Template

2025 Updated 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.

In 2023, WorkSafeBC gathered feedback from the CPs on the Initiatives Workplan Template. We appreciate your feedback and have reviewed and analyzed the challenges and recommendations raised. The goals of this revised CP Initiatives Workplan Template are to:

- Address major challenges that the CPs have identified in the current CP Initiatives Workplan Template
 - Align the CP Initiatives Workplan Template format with other WorkSafeBC templates (e.g., HSA (Health and Safety Association) Workplan Template) to ensure consistency
- Improve reporting on initiative outcomes

Effective from May 2023, the revised CP Initiatives Workplan Template will be used by the CPs. The CP Initiatives Workplan Template will help you:

- **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 by identifying the
 - Outcome Indicators
 - Compare year-over-year results
 - Outcomes achieved at the end of the fiscal year

WorkSafeBC expects the CP Initiatives Workplan will reflect the scope and cost of your initiatives and assist 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. You will explain what you are going to emphasize in the coming year.

Table of Contents

Section A: CP Overview	3
Section B: Summary of Mandates	3
Section C: Summary of Strategic Objectives	4
Section D: Workplan Templates	6
Workplan Template Mandate 1.0	6
Workplan Template: Mandate 2.0	9
Workplan Template: Mandate 3.0	11
Workplan Template: Mandate 4.0	16
Workplan Template: Mandate 5.0	20
Workplan Template: Mandate 6.0 (Optional)	22
WorkSafeBC Management Comments	23
Board Chair Approval	23

Section A: CP Overview

CP Name	<i>Energy Safety Canada</i>
Year of Workplan	<i>2025</i>

CP Vision <i>(if not applicable type N/A)</i>
As the national safety association for Canada’s Energy Industry, Energy Safety Canada is a globally respected and trusted health and safety authority with deep expertise to improve workplace safety.
CP Mission <i>(if not applicable type N/A)</i>
Energy Safety Canada mobilizes industry to drive safe work performance through education, resources, and engagement.

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.

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/Initiative:	<i>The objectives should relate directly to the mandates selected from the Standards and Guidelines and Agreements (above).</i>
Activities:	<i>Outline the plan to achieve the objectives/initiatives and include detailed information on resources, finances, and KPIs.</i>
<p>Objectives/initiatives are based on the following mandates:</p> <ul style="list-style-type: none"> • Set objectives to develop and implement a marketing strategy to promote the COR Program. <i>Reference: S&G 1.2 and Agreement 2. (c)(ii)</i> • Set service delivery and infrastructure objectives to facilitate the certification of employers and administration of the COR program. <i>Reference: S&G 1.3 & Agreement 2. (c)(iii)</i> • Set objectives to train, qualify, and monitor performance of internal auditors to meet the demands of COR program participation. <i>Reference: S&G 1.4 & Agreement 2. (c)(iv)</i> • Set objectives to train, qualify, and monitor performance of external auditors to meet the demands of COR program participation. <i>Reference: S&G 1.10 & Agreement 2. (c)(iv) &(x)</i> • Set objectives to maintain processes to provide verification and quality assurance oversight. <i>Reference: S&G 1.11 & Agreement 2. (c)(xi)</i> 	

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
1	Develop and implement a marketing strategy to promote the COR Program.	Provide communications on key messages to stakeholders both in the COR program currently and those that are potential COR holders. Target Audience: ESC (Energy Safety Canada) assigned BC (British Columbia) Industry Codes.	Q1 Develop campaign Q2-Q4 Deliver campaign	Meet campaign plan targets
2	Facilitate the certification of employers through the administration of the COR Program.	Develop annual Goals & Objectives based on ESC Strategy Articulation Map (SAM) that encompasses activities for the delivery of the COR Program.	Q1 Develop Goals & Objectives Q2 - Q4 Deliver and Report	+/-5% meeting expectations
3	<p>a. Train and qualify internal auditors.</p> <p>b. Monitor performance of internal auditors to meet and uphold COR program requirements.</p>	<p>a. Auditor training is managed by the ESC Training Delivery Department and the funding requested for COR does not include this.</p> <p>b. Initiate and assign resources for the implementation of the:</p> <ul style="list-style-type: none"> Workshop Program Auditor Engagement Program. 	<p>N/A</p> <ul style="list-style-type: none"> Q1 Develop Workshop topics and schedule. Q2-Q4 Facilitate 5 Workshops and Webinars. Q2-Q4 On-demand target 8 per year 	<p>Host 2 Auditor and Program Development Courses for BC Auditors.</p> <p>Conduct 5 SA&C (Safety Audits & Certifications) Workshop/Webinars or Information Sessions by end of Q4.</p> <p>Target 8 - 1 on 1 Employer Engagements</p> <p>Complete 3 Internal Auditor CPIVAs by end of Q4</p>
4	Train and qualify external auditors.	Delivery of Auditor training is managed by the ESC Training Delivery Department. The funding requested for COR does not include this.	N/A	Host 2 Auditor and Program Development Training Courses for BC Auditors.

	Monitor External Auditor performance to meet and uphold COR Program requirements.	<p>Conduct CP Initiated Verification Audits (CPIVA's).</p> <p>Initiate and assign resources for the implementation of the SA&C Workshop/Webinar Program.</p>	<p>Q1 Plan necessary CPIVA's.</p> <p>Q2 - Q4 Implement and manage process.</p> <p>Q1 Develop Workshop topics and schedule.</p> <p>Q2-Q4 Complete Workshops and Webinars</p>	<p>Complete 3 External Auditor CPIVAs by end of Q4.</p> <p>Conduct 5 SA&C Workshop/Webinars or Information sessions by end of Q4.</p>
5	Maintain processes to provide verification and quality assurance of the COR Program.	<ol style="list-style-type: none"> 1. Conduct WIVA audits as assigned by WSBC. <ol style="list-style-type: none"> a. Communicate results and follow up through the Auditor Engagement Program as required. 2. Conduct CPIVA audits <ol style="list-style-type: none"> a. Communicate results and follow up through the Auditor Engagement Program as required. 	<p>Q1 CPIVA and WIVA Planning</p> <p>Q2 - Q4 Implement and manage Quality Assurance program (WIVA & CPIVA) activities.</p>	Complete 100% of WSBC assigned WIVAs.

Section D: Workplan Templates

Based on the objectives and initiatives you have identified in [Section C](#), indicate the **key activities you will undertake for the objectives/initiatives created for each Mandate** (focus on activities that will incur high budget/cost). Below are the workplan templates for mandates 1 to 5 pre-copied for you and a blank workplan to add more activities, if applicable. Each mandate has one workplan template with initiatives/activities and a measurement template to track the expected outcomes/KPIs. Please click on the “expanding sign” on the left of the heading to expand the template and fill out one or more for each mandate or objective. Please add additional rows or work plans as needed and update the template numbers accordingly. **Please complete one workplan for each initiative.**

Workplan Template Mandate 1.0

Mandate	<i>Mandate 1. Set objectives to develop and implement a marketing strategy to promote the COR Program. Reference: S&G 1.2 and Agreement 2.(c)(ii)</i>
Objective	<i>Develop and implement a marketing strategy to promote the COR Program.</i>
Initiative Goal/ Expectation	<i>Provide key messages to stakeholders both in the COR Program currently and those that are potential COR holders. Develop and deliver key COR Program messages to stakeholders.</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 <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop COR Program Marketing material to promote the COR program.	Marketing/Outreach	Create COR program messages for digital ad campaign.	\$10,000 (for all)	Q1 2025	COR Program Marketing Brochure included in promotional events.	ESC promoted the Certificate of Recognition (COR) program through a targeted marketing campaign that included a local radio advertisement and

					<p>Development of COR Program Digital marketing material.</p> <ul style="list-style-type: none"> • ESC-supplied, targeted BC employers • BC oil and gas health and safety roles • Deliverables included: <ul style="list-style-type: none"> • Health check quiz • Digital ads • COR landing page on ESC’s website • Oil and Gas Executives with operations in BC • Ad-management on LinkedIn 	<p>targeted email campaigns in the Fort St. John area, a series of LinkedIn social media posts, and updates to the ESC COR landing page. Additional promotional resources included a COR Resources QR code and a refreshed COR brochure.</p> <p>As part of the Spring 2025 COR remarketing campaign, ESC developed creative ad headlines such as “Built for Energy. Built for Safety,” “Boost Your Bottom Line with COR Certification,” and “Protect Your Workers. Strengthen Your Safety Culture.” These themes focused on the energy industry, lower WCB premiums, worker protection, and enhancing financial performance.</p>
<p>Distribute COR Program Marketing material to promote the COR program.</p>	<p>Marketing/Outreach</p>	<p>Distribute COR Brochure/marketing materials & QR Code for public events</p>		<p>Q2 2025</p>	<p>Marketing materials fully distributed as per SA&C Communications Plan</p>	<p>ESC promoted the COR program by distributing a range of COR marketing materials as developed (see above) and directing stakeholders to key ESC COR resources. Outreach efforts included a local radio advertisement in the Fort St. John area, targeted LinkedIn posts, updates to the ESC COR landing page, the COR Resources QR code, and the COR brochure. These materials supported awareness and engagement among BC employers,</p>

						<p>auditors, and organizations within the energy sector.</p> <p>The Spring 2025 COR remarketing campaign achieved 12,910 overall impressions, contributing to broader COR program visibility.</p>
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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. We have provided a number of applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator (e.g., KPI)	2023 Actuals	2024 Estimate	2025 Forecast	Year End Results	Evaluate Outcomes Achieved
# of certifications*	36	38	35	51	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u> <p>New BC certificate issuance saw a modest increase in 2025, driven primarily by multi-jurisdictional companies expanding their audit scope to include BC and by additional employers entering the COR Program.</p>
# of registrations*	36	25	35	51	<p>BC registrations increased to 51 in 2025—approximately 46% higher than the forecast of 35—driven primarily by multi-jurisdictional companies expanding their audit scope to include BC and by additional employers joining the COR Program.</p>
Net growth/decrease of certified employers**					

*The KPIs in the white cells were moved from the budget template to the Workplan Template

**Formula: (Total CP employers in year of measure - Prior year) / (Total CP employers in year of measure)

Workplan Template: Mandate 2.0

Mandate	Mandate 2. Set service delivery and infrastructure objectives to facilitate the certification of employers and administration of the COR program. Reference: S&G 1.3 & Agreement 2.(c)(iii)
Objective	Deliver the Certificate of Recognition (COR) Program.
Initiative Goal/ Expectation	Develop annual goals and objectives based on Energy Safety Canada Articulation Map (SAM) that encompasses activities for the delivery of the COR Program.

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
Implement the 2025 Goals and Objectives plan	Program Development	Quarterly stewardship meetings to monitor progress.	See CP budget	Q1-Q4	As per plan.	ESC achieved 98% of the annual goals and objectives established in alignment with Energy Safety Canada’s Strategy Articulation Map. Key accomplishments included: <ul style="list-style-type: none"> • Demonstrated thought leadership and acted as a change agent to advance workplace safety culture through one-on-one engagements, Auditor Town Halls, and Safety Evolution workshops. • Increased accessibility and adoption of training, tools, and

						<p>resources to support consistent use across industry stakeholders.</p> <ul style="list-style-type: none">• Conducted comprehensive quality assurance reviews, providing actionable feedback to employers, stakeholders, and auditors to strengthen Health and Safety Management System (HSMS) performance.• Implemented the Auditor Engagement Program, with targeted support for student auditors to enhance competency development and pipeline sustainability.• Managed the Auditor Performance Management Program, ensuring consistent, high quality audit execution and alignment with ESC standards.• Supported employers in achieving, maintaining, and recertifying COR, including direct targeted assistance to identify HSMS gaps and improve audit readiness.• Provided continuous guidance on annual auditing requirements and certifications, supported by effective execution of the annual communications plan.• Launched the COR Audit Offline Tool, delivering a reliable, user-friendly solution that enables auditors to efficiently collect and manage audit evidence in remote locations and during team audits.
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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. We have provided the applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator (e.g., KPI)	2023 Actuals	2024 Estimate	2025 Forecast	Year End Results	Evaluate Outcomes Achieved <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Delivery of 2025 COR Annual Goals & Objectives plan	+/- 5% meeting expectations	+/- 5% meeting expectations	+/- 5% meeting expectations		On track - met expectations.
Avg. # of days to enter the audits in iCOR from the audit date					
% of staff employed to # of certified employers*				1.72%	ESC maintained 3.25 FTE to serve 189 BC-based certified employers, equivalent to 1.72% (FTE as a share of employer count). This corresponds to approximately 1 FTE per 58 employers (or 1.72 FTE per 100 employers).
Employers experience survey results (if applicable)					

*# of CP employees / # of certified employers

Workplan Template: Mandate 3.0

Mandate	<i>Mandate 3. Set objectives to train, qualify, and monitor performance of internal auditors to meet the demands of COR program participation. Reference: S&G 1.4 & Agreement 2.(c)(iv)</i>
Objective	<i>Monitor performance of internal auditors to meet the demands of COR program participation.</i>
Initiative Goal/ Expectation	<i>Initiate and assign resources for the implementation of the workshop program and internal auditor CPIVA activities</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 <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop Workshop and Webinars topics and schedule.	Auditor Training	Determine new material to be developed and implement development plan	\$40,000 (for all)	Jan - March	A minimum of 5 sessions scheduled in FSJ	<p>The Webinar Calendar was developed to systematically plan and coordinate key workshops and webinars supporting the COR Program throughout 2025. The calendar captured essential event details, including session titles, target audiences, presenters, and associated Zoom or Microsoft Teams links. Programming commenced with the <i>Action Plan Proposal</i> workshop on February 5, 2025, and continued with a series of core sessions designed to support stakeholders in achieving and maintaining COR and SECOR certification requirements. Key sessions included:</p> <ul style="list-style-type: none"> • Safety Evolution Seminar • Auditor Townhall • Element I - Other Affected Parties • Understanding the SECOR Elements • Audit Readiness - Understanding the Online Tool <p>The calendar concluded with the Auditor Townhall on December 30, 2025, which achieved a total attendance of 648 participants,</p>

						marking the final event of the year.
Complete Workshops and Webinars	Auditor /Small Employer Training	Provide sessions on new topics to stakeholders		April - Oct	Key topic areas are explained in a learning environment	<p>ESC delivered 24 workshops and webinars in 2025, including five key topic areas tailored for small and large employers, auditors, and industry stakeholders. These sessions were offered through both in-person and virtual formats and engaged a total of 569 participants. ESC also facilitated several targeted auditor development initiatives. The Auditor Townhall provided updates on program requirements, highlighted common audit challenges, and reinforced expectations for audit consistency and quality. Audit report writing readiness sessions offered focused guidance on improving evidence presentation, narrative clarity, and alignment with COR standards to support stronger auditor performance. ESC additionally hosted a Safety Evolution seminar, which shared emerging safety trends, technology-enabled tools, and best practices to help employers and auditors strengthen safety culture and continuous improvement.</p> <p>Further details are provided in Section 2.1: Engagement & Workshop Program.</p>
Plan and conduct CPIVAs	Auditor QA	Assess upcoming audit lists, resource assignment and schedule		Mar - Nov	Schedule and completion of 3 CPIVAs (involving internal auditors)	3/3 Internal Auditor CPIVAs completed in 2025. See section 2.8 Certifying Partner Initiated Verification Audit Summary

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. We have provided the applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator* (e.g., KPI)	2023 Actuals	2024 Estimate	2025 Forecast	Year End Results	Evaluate Outcomes Achieved
# of workshop sessions held	13	4	5	23	<p>Workshops delivered and their relevance include:</p> <ul style="list-style-type: none"> • Auditor Townhall (13 sessions) Provided critical updates, clarifications, and guidance to active auditors, ensuring consistent interpretation of COR standards and strengthening audit quality across the program. • Safety Evolution Seminar (6 sessions) Offered insights into emerging trends, best practices, and evolving safety requirements, supporting stakeholders in maintaining effective and compliant health and safety management systems. • Audit Readiness: Using the Online Tool (1 session) Guided employers and auditors through the digital audit platform, improving user capability and ensuring accurate and efficient audit submissions. • Element I - Other Affected Parties (2 sessions) Enhanced understanding of requirements related to communication and engagement with external parties, reinforcing key COR principles tied to stakeholder participation and hazard management. • Understanding the SECOR Elements (2 sessions) Provided small employers with clarity on SECOR-specific elements, supporting their ability to successfully develop, implement, and demonstrate compliant safety practices. • COR Action Plan Proposal (2 sessions) Assisted employers in preparing effective action plan proposals aligned with COR requirements, supporting continuous improvement efforts. • COR Action Plan Submission (2 sessions) Supported stakeholders in finalizing and submitting their COR Action Plans, ensuring alignment with program expectations and improving submission quality. <p>Collectively, these sessions ensured that COR and SECOR participants received targeted, relevant, and timely guidance,</p>

					strengthening overall program compliance and stakeholder competence.
# of Internal Auditors Trained for the First Time (Initial) - Large Employers*	4	4	5	6	Of the 30 students completing the 5-day Certified Health and Safety Auditor Training, 6 had a BC based address. This represents a slight increase over the 2025 forecast of 5 BC participants.
# of Internal Auditors Recertified - Large Employers*	8	5	5	5	ESC had 30 students complete Auditor refresher training in 2025. Of those 30 students, 5 were BC Based. This is the same as the forecast for 5/5 internal auditors recertifying in 2025.
# of Internal Auditors Trained for the First Time (Initial) - Small Employers*	14	40	40	39	In 2025 ESC had 39 students complete the Certified Health and Safety Auditor training course for the first time and demonstrates a return to some predictability in terms of auditor training demands.
# of Internal Auditors Recertified - Small Employers*	61	50	60	65	145 active SECOR Employers with BC WCB Industry Codes in 2025. Of those 65 completed relevant SECOR Assessor refresher Training (Safety Program Development, Leadership for Safe Workplaces, Incident Investigation, Hazard Management or Understanding our Canadian Model) in 2025. Note: ESC Refers to Small Employer Assessors and not Internal Auditors - Small Employer.
# of internal auditor training participants as a % of certified employers.				44	In 2025, 44 external auditors completed COR training for the first time or completed Auditor refresher training, representing approximately 23% of BC COR employers (189).
# of internal auditor training courses offered					
% of Internal Auditors that did not Recertify of total internal auditors**					

*The KPIs in the white cells were moved from the budget template to the Workplan Template

** # of internal auditors that did not recertify / Total internal auditors

Workplan Template: Mandate 4.0

Mandate	<i>Mandate 4. Set objectives to train, qualify, and monitor performance of external auditors to meet the demands of COR program participation. Reference: S&G 1.10 & Agreement 2.(c)(iv)&(x)</i>
Objective	<i>Monitor performance of external auditors to meet the demands of COR program participation.</i>
Initiative Goal/ Expectation	<i>Initiate and assign resources for the implementation of the workshop program. Conduct CP Initiated verification audits (CPIVAs).</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 <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop workshop topics and schedule.	Auditor Training	Determine workshop material, develop material, schedule workshops, and implement the workshop plan	\$39,500 (for all)	Jan - Mar	5 Sessions completed and schedule defined	The Webinar Calendar was developed to systematically plan and coordinate key workshops and webinars supporting the COR Program throughout 2025. The calendar captured essential event details, including session titles, target audiences, presenters, and associated Zoom or Microsoft Teams links. Programming commenced with the <i>Action Plan Proposal</i> workshop on February 5, 2025, and continued with a series of core sessions designed to support stakeholders in achieving and maintaining COR and SECOR certification requirements. Key sessions included: <ul style="list-style-type: none"> • Safety Evolution Seminar

						<ul style="list-style-type: none"> • Auditor Townhall • Element I - Other Affected Parties • Understanding the SECOR Elements • Audit Readiness - Understanding the Online Tool • Action Plan Proposal (<i>opening session on February 5, 2025</i>) <p>The calendar concluded with the Auditor Townhall on December 30, 2025, which achieved a total attendance of 648 participants, marking the final event of the year.</p>
Deliver workshops	Auditor Training	Provide session relevant to the COR program to stakeholders		April - Nov	Key topics are explained in learning environment. Workshops are interactive and allow for 2-way communication.	A total of 27 workshops and webinars were delivered in 2025 to support the COR Program and ensure ESC COR Program stakeholders were equipped with the knowledge and guidance required to meet certification and audit standards. These sessions were designed to enhance stakeholder competency, improve audit readiness, and strengthen understanding of COR and SECOR requirements.
Plan and conduct CPIVAs	Auditor QA	Assess upcoming audit lists, resource assignment and schedule		Mar - Oct	Schedule and completion of 3 external CPIVAs.	Five (5) CPIVAs were completed on External Auditors in 2025. ESC had committed to conducting three internal auditor CPIVAs and 3 external auditor CPIVAs in 2025; in total, ESC exceeded this commitment by completing eight CPIVA audits - 3 Internal Auditors and 5 External Auditors.

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. We have provided the applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator (e.g., KPI)	2023 Actuals	2024 Estimate	2025 Forecast	Year End Results	Evaluate Outcomes Achieved <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>.
# of CPIVAs* for Auditor Quality Assurance	4	6	3	8	Overall, the results of 8 CPIVAs representing 5 BC-based External Auditors show strong alignment between Auditor and Reviewer findings.
# of CPIVAs as a percentage of total external auditors (S&G Requirement: 10%)	11%	20%	10%	16%	In 2025 a total of 31 ESC Auditors were based in British Columbia. 5 auditors covered by the 8 CPIVAs represents 16% of all External Auditors being evaluated through the CPIVA program - surpassing the 2025 forecast target of 10%. This outcome reflects strong engagement and successful auditor and employer participation within the CPIVA evaluation process.
# of External Auditors Recertified**	22	15	15	32	In 2025, a total of 32 External Auditors completed their Auditor Renewal Training, meeting the requirements of the three-year recertification cycle. These individuals had previously completed the Certified Health and Safety Auditor course and returned for renewal, reflecting ongoing commitment to maintaining competency within the ESC COR Program. The increase in recertifications compared to prior years can be attributed to two key factors: the cyclical nature of the three-year recertification schedule, which resulted in a higher number of auditors becoming due for renewal, and a decline in newly trained external auditors, which placed greater emphasis on maintaining the existing auditor pool.
# of external auditors trained for the first time (Initial) (if applicable) **	10	30	30	15	A total of 15 registrants completed the five-day Certified Health and Safety Auditor course in 2025 resulting in 15 new ESC COR External Auditors trained for the first time. The decline in the number of newly trained external auditors can be attributed to reduced industry demand for COR certification and broader economic uncertainty. When fewer employers pursue or maintain COR due to shifting operational priorities, the need for external audit services decreases, resulting in lower interest in auditor training. Economic slowdowns further contribute to this decline, as organizations often limit training budgets, defer COR-related activities, or focus on core business functions during periods of financial instability. Collectively, these factors reduce both the incentive and capacity for individuals and employers to invest in developing new external auditors.

# of trained external auditors per # of large employers					In 2025, 47 external auditors in total either completed COR training for the first time or recertified through Auditor refresher training. As such, there was approximately 1 auditor trained per 4 BC COR employers (total of 189)
% of External Auditors that did not Recertify of total external auditors***					
# of external auditor training courses offered (if applicable)					

* CPIVA Definition: Certifying Partner Initiated Verification Audits

**The KPIs in the white cells were moved from the budget template to the Workplan Template

*** # of external auditors that did not recertify / Total external auditors

Workplan Template: Mandate 5.0

Mandate	<i>Mandate 5. Set objectives to maintain processes to provide verification and quality assurance oversight. Reference: S&G 1.11 & Agreement 2.(c)(xi)</i>
Objective	<i>Conduct WIVA audits as assigned by WSBC Communicate results and follow up through the Auditor Performance Management Program if required.</i>
Initiative Goal/ Expectation	<i>Complete 100% of final assigned WIVAs -5% for any deemed not eligible.</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 <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Plan and arrange to conduct necessary WIVA audits	Employer Audit QA (WIVA)	Receive List of audits and plan	\$85,000	January - October	Schedule of 8 WIVA's and completion of 8 WIVAs as per the WSBC Request	All 8 WIVA audits were completed between March and October 2025 and received a pass with no major non-conformances. The total audit score was 80% or more, and the score on each individual element was 50% or more. The audits were completed by Energy Safety Canada contracted external auditors in good standing.

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. We have provided the applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator (e.g., KPI)	2023 Actuals	2024 Estimate	2025 Forecast	Year End Results	Evaluate Outcomes Achieved
# of WIVAs	9	3	8	8	<p>ESC completed assigned WorkSafeBC Initiated Verification Audits (WIVAs) and evaluated results. All 8 WIVA audits were completed between March and October 2025 and received a pass with no major non-conformances. The total audit score was 80% or more, and the score on each individual element was 50% or more.</p> <p>The audits were completed by Energy Safety Canada contracted external auditors in good standing.</p> <p>WIVA Focus areas:</p> <ul style="list-style-type: none"> • Management Commitment / Leadership • Policies, Procedures & Program Administration • Training, Education & Certification • Hazard Identification, Risk Assessment & Control • Inspection of Premises, Equipment, Workplaces & Work Practices <p>Further details can be found in the 2025 COR Program report section 2.7 WorkSafeBC Initiated Verification Audit (WIVA).</p>
# of WIVAs as a percentage of total employers			-	4.2%	Percentage is based on “total ESC COR employers” (189 for 2025 and 8 WIVAs conducted)
# of Employers with corrective findings resulting from a WIVA being actioned			-	0	See summary above.

Workplan Template: Mandate 6.0 (Optional)

Mandate	Choose an item.
Objective	<i>Click here to enter text.</i>
Initiative Goal/ Expectation	<i>Click here to enter text.</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 <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
	Choose an item. Other type:					
	Choose an item. Other type:					
	Choose an item. Other type:					
	Choose an item. Other type:					

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. We have provided the applicable KPIs for each Mandate. The rows highlighted in **gray** are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator (e.g., KPI)	2023 Actuals	2024 Estimate	2025 Forecast	Year End Results	Evaluate Outcomes Achieved <ul style="list-style-type: none"> • For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>

WorkSafeBC Management Comments

Board Chair Approval

Peter Zebedee _____

Name

Peter Zebedee _____

Signature

3/30/2026 | 4:27:52 PM MDT _____

Date