

HSA Initiatives Workplan Template

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.

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Section A: HSA Overview

HSA Name	ENERGY SAFETY CANADA
Year of Workplan	2024

HSA Vision
<i>Energy Safety Canada is a globally respected and trusted health and safety authority with deep expertise to improve workplace safety.</i>
HSA Mission
<i>Energy Safety Canada mobilizes industry to drive safe work performance through education, resources, and engagement.</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	Workers Ready to Work Safely	Mental Health Awareness Campaign	Q1 – Q4	1 workshop to highlight related legislation, growing # and cost of psychological injury claims, and available resources from multiple sources

				<p>5% increased utilization of ESC's mental health resources over 2023</p> <p>Focused advertising designed to appeal to energy workers</p> <p>Outreach efforts made at 2+ work camps in northeast BC including informal presentations and provision of printed materials related to mental health support.</p>
1.2	Employer Companies Encouraged and Supported to Improve Safety Performance	Safety Practitioner Meetings	Q2 – Q4	<p>Two workshops delivered on relevant and timely topics by subject matter experts</p> <p>15-25 attendees per workshop</p> <p>80% of post-workshop survey results indicate good/excellent rating</p>
2.1	Workers Ready to Work Safely Employer Companies Encouraged and Supported to Improve Safety Performance	Health and Safety Conference for the Energy Industry	Q3	<p>1 full-day conference offered in northeast BC.</p> <p>75+ attendees</p> <p>80% of post-conference survey results indicate good/excellent rating</p>

2.2	<p>Employer Companies Encouraged and Supported to Improve Safety Performance</p> <p>Workers Ready to Work Safely</p>	<p>Hazard Management Campaign – Hazard Identification Using the Energy Wheel, and Hazard Control Using the Hierarchy of Controls</p>	Q1 – Q4	<p>4 workshops that focus on basics of hazard management</p> <p>15-25 attendees per workshop</p> <p>80% of post-workshop survey results indicate good/excellent rating</p> <p>3% increase in hits on online ESC hazard management resources over 2023</p>
3.1	<p>Employer Companies Encouraged and Supported to Improve Safety Performance</p>	<p>Employer Support Program</p>	Q1 – Q4	<p>27 employer interactions completed and documented</p> <p>Companies receive new information/resources/support during interaction and utilize it internally.</p> <p>Satisfaction survey indicates 90% of respondents found the interaction helpful.</p>

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	<i>Mental Health Awareness Campaign</i>
Initiative Goal/ Expectation	<i>ESC has developed and compiled numerous resources to help individuals and employers in the energy industry manage mental health challenges. The goal of this initiative is to develop an industry-specific marketing campaign and do outreach at remote work camps to bring the issue to the forefront and help direct people to existing resources.</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
Targeted Marketing Campaign	Marketing/Out reach Other type:	Communications, local media outlets, printed materials	\$10,000	Q1 – Q4	Development and distribution of industry-specific advertising utilized on billboards, pamphlets, and other print media.	
Workshop	Conference/ Convention/ Meeting Other type:	Facilitator, ESCB staff and facility, marketing, WSBC data and regulations	\$2,000	Q2-Q3	1 in-person workshop at ESC facility targeted at employers and safety practitioners. Presentation to include claim data, costs, regulations, resources.	

Outreach at work camps in northeast BC	Marketing / Outreach	Pamphlets, facilitator, travel	\$2,000	Q2 – Q4	Distribution of developed pamphlets outlining mental health resources at 2+ camp facilities. 2+ outreach visits at work camps, to discuss specific mental issues with workers who live/work in camp settings	
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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. 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
Increased use of ESC online mental health resources	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years		Comparing hits on online mental health resources in 2024 versus 2023.	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year
1 workshop delivered to employers/safety practitioners. 2+ outreach visits to work camps. Goal of 15-25 individuals at each.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year		Attendance list to verify attendance. Post-workshop evaluation form to gauge value of presentation to attendees.	
Focused marketing materials created and distributed in key locations	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year		Tracking of where marketing materials are distributed / published	

Section C:

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	<i>Safety Practitioner Meetings</i>
Initiative Goal/ Expectation	<i>As the energy industry's health and safety association, the goal is to offer regional safety practitioners with accessible professional development and networking opportunities. Subject matter experts on various topics will provide timely and relevant information that will improve the knowledge base of safety practitioners and consequently support employers to improve their health and safety management systems.</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
In-person/virtual format workshops facilitated by a subject matter expert, offered at no charge, including refreshments/lunch.	Conference/ Convention/ Meeting Other type:	Subject matter experts; marketing; catering; ESCBC staff and facility	\$4,600	Q1 – Q4	2 workshops	

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 <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
Good attendance at workshops indicating strong interest in the topic and a desire to improve knowledge base. Goal of 15-25 attendees per workshop	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year		Registration and attendance records.	
Health and safety practitioners have obtained information that is useful to them and applicable to their workplace.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year		Post-workshop evaluation forms. 80% of post-workshop survey results indicate good/excellent rating	
Attendees network with their peers and ESCBC staff. Attendees request additional support/workshops. Supportive relationships established/maintained.	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years		Observation and anecdotal feedback. Repeat attendance at courses and workshops by some individuals. Number of future interactions with ESC.	

Section C: Workplan Template – Initiative 2.1

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	<i>Health and Safety Conference for the Energy Industry</i>
Initiative Goal/ Expectation	<i>A one-day health and safety conference held in northeast BC to bring together safety practitioners, workers, regulators, and others for a day of professional development and networking. This event will most likely be offered in conjunction with an energy conference hosted by the Fort St. John & District Chamber of Commerce which will expand the combined event to a total of four days with numerous opportunities to network, attend workshops, and visit exhibitor booths.</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
One-day health and safety conference geared towards the energy industry	Conference/ Convention/ Meeting Other type:	Communications, venue, catering, speakers, event coordinator,	\$29,210 with potential revenue of \$13,000 to offset expenses. Net \$16,210.	Q3	One-day conference with 75+ attendees	

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
Strong attendance at conference – in-person and virtual (to be confirmed) options	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year		Registration records	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Information presented at conference sessions is valuable to attendees and will help them with their health and safety management systems/role	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year		Post-event survey indicates 80% excellent/good rating of event.	

Section C: Workplan Template – Initiative 2.2

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	Hazard Management Campaign – Improving Hazard Identification and Control
Initiative Goal/ Expectation	<i>According to WorkSafeBC and many in the industry itself, workers and employers in the energy industry would benefit from improving their hazard identification skills and utilizing appropriate controls that offer the best protection for all. The goal of this initiative is to share resources and techniques that can improve one’s ability to identify hazards in the workplace, and to encourage industry to consider and utilize elimination, substitution and engineering controls over administrative and PPE controls.</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
In-person workshops that provide theoretical information and practical exercises to increase understanding of the Energy Wheel and Hierarchy of Controls. Discussions around who, what, where, when, why, and how should hazards be managed will be led by a SME to encourage attendees to share real-life scenarios, incidents, and learnings to support increased awareness and understanding.	Training Other type:	External facilitator, ESC staff and facility, communications, catering	\$6,200	Q1 – Q4	4 workshops	

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
Good attendance at workshops which indicate interest in the topic presented – 15 to 25 attendees	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Approx 1 per quarter	Registration records	
Workshops are well received, relevant and useful to attendees	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year		Post-workshop evaluation forms that indicate 80%+ found workshops good or excellent	
Increased usage of ESC resources related to hazard management	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years		Hit count on select ESC online resources - Energy Wheel Video etc.	

Section C: Workplan Template – Initiative 3.1

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	<i>Employer Support Program</i>
Initiative Goal/ Expectation	<i>Provide information, resources, and services to employers who are in need of support to improve 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 <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Utilize BC injury data and announcements of WSBC legislative changes to identify issues which are predominant in the energy industry.	Research Other type:	Injury data from WSBC; Data Analytics staff at ESC		Q1 – Q4	Injury data analyzed and prioritized; identification of important legislative changes (e.g. first aid)	
Engagement with employers who may benefit from learning about injury trends, applicable legislation, and relevant resources.	Marketing/Out reach Other type:	ESC staff; travel;	\$5,000	Q1 – Q4	Documented meetings with 27 employers.	

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 <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
27 employer support interactions completed	Target for completion	Short Term <1 Year	2024	Documented support interactions recorded in ESC Sharepoint	
Employers receive new information, resources, and support and utilize it within their organization.	Behaviour and Knowledge-Based Outcome	Short Term <1 year and ongoing	2024	Notes from consultation; internal follow up survey of 25% of employers met with to gauge their level of satisfaction.	

WorkSafeBC Management Comments

Board Chair Approval

Steve Reynish

Steve Reynish

9/30/2023 | 2:11:53 PM MDT

Name

Signature

Date