

HSA Initiatives Workplan Template

2020 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.

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Section A: HSA Overview

HSA Name	Community Social Services Health & Safety Association of BC
Year of Workplan	April 1, 2024 to March 31, 2025 (12 month period)

HSA Vision
The Community Social Services Health & Safety Association of BC's (the Association) vision is Well-being & Safer Spaces for All.
HSA Mission
The Community Social Services Health & Safety Association of BC's mission is to foster and promote safer and healthy workplaces in the community social services sector in British Columbia.

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
1.0	<p>Community Social Services Injury Claims Information & Resources Initiative.</p> <p>The Association to present WorkSafeBC aggregate claims information on workplace injuries to the CSS sector.</p> <p>The objective is to educate the industry on tools and resources, to</p>	<p>1.1 To promote and provide education to the sector on claims information.</p> <p>1.2 To encourage and promote sector to utilize WSBC Employer Safety Planning Tool Kit and other health and safety resources.</p>	April 1, 2024 to March 31, 2025	<p>1. Analyze, monitor and present WorkSafeBC Claims data to support industry on identifying key factors contributing factors to injuries in the workplace. WorkSafeBC data used in this process are the following Classification Units (CU): Community Social Services Classification Units (CU):</p>

	strategically plan to address their immediate challenges regarding injuries in the workplace at the employer level, and to help reduce injuries in the workplace.			<p>Counselling or Social Services (#766007), Life and Job Skills Training (#766010), & Residential Social Services Facility (#766017).</p> <ol style="list-style-type: none"> To conduct and account participants/organizations that have attended provincial webinars & regional presentations in 5 locations. Monitor and update membership registered in community social service WorkSafeBC classification units.
2.0	<p>Community Social Services Psychological Health & Safety in the Workplace Needs Assessment Initiative:</p> <p>The Association to conduct a psychological health and safety needs assessment to gather feedback to identify the immediate and long term challenges to best develop strategies to support the sector.</p>	<ol style="list-style-type: none"> To engage with community social services sector to gather feedback and input on the challenges facing the industry on psychological health and safety in the workplace. To complete a psychological health and safety summary of information gathered from industry to develop a strategy to address this challenging need. 	April 1, 2024 to March 31, 2025	<ol style="list-style-type: none"> To engage with the community social services sector to gather information and feedback. To network with psychological health and safety organizations and experts to provide guidance and support. To post and share CSS psychological health and safety needs assessment summary with sector.
3.0	<p>Promotion of CSS VRAT Tool & Violence Prevention Information Initiative:</p> <p>The Association to continue to engage with the membership to promote health and safety resources to reduce the number of incidents resulting in injuries in the workplace. As the sector is a part of the WSBC High Risk Strategies</p>	<ol style="list-style-type: none"> To promote CSS Violence Risk Assessment Tool and resources related to reduce injuries caused from violence in the workplace. To respect and support WSBC High Risk Strategies Plan for Health Care & Social Services. 	April 1, 2024 to March 31, 2025	<ol style="list-style-type: none"> To measure the effectiveness of the CSS Violence Risk Assessment Tool (VRAT) with five employers (high risk). (Continued from 2023 Workplan along with support of the Association Advisory Panel.) Promote CSS VRAT and Resources stored on

	<p>for Health Care & Social Service, the objective is to continue to promote the CSS Violence Risk Assessment Tool (VRAT) to reduce violence-related injuries in the workplace.</p>			<p>Association Website. Account of industry accessing resources.</p> <p>3. To conduct and account participants/organisations that have attended provincial webinars & regional presentations in 5 locations.</p>
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Section C: Workplan Template –

CSS Injury Claims Information & Resources Initiative

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	Community Social Services Injury Claims Information & Resources Initiative
Initiative Goal/ Expectation	The Association to present WorkSafeBC aggregate claims education information on workplace injuries to the CSS sector.

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
1.1 To conduct a needs assessment with similar sister health and safety association and industry to gather information pertaining to best practices and to share resources where possible.	Consultation Services Other type: Industry Outreach	Association Board & Advisory Panel Health & Safety Associations Partners Staffing	\$5,000	April 1, 2024 to June 30, 2024	Meetings (minutes) Inventory of best practices in health and safety.	

<p>1.2 To analyze WorkSafeBC Claims data to identify factors contributing to Work Time Loss & Mental Health Claims in the workplace by examining Community Social Services Classification Units (CU): Counselling or Social Services (#766007), Life and Job Skills Training (#766010), & Residential Social Services Facility (#766017).</p>	<p>Research Other type:</p>	<p>Staffing</p>	<p>\$10,000</p>	<p>April 1, 2024 to June 30, 2024</p>	<p>Analysis Summary Document of Claims Data.</p>	
<p>1.3 Gather information directly from industry on challenges pertaining to Work Time Loss and Mental Health Claims, and prepare summary.</p>	<p>Research Other type: Industry Outreach</p>	<p>Association Board & Advisory Panel Health & Safety Associations Partners Staffing</p>	<p>\$5,000</p>	<p>July 1, 2024 to September 30, 2024</p>	<p>WSBC Work Time Loss Days Industry Data. Account and record of CSS Psychological (Only) Mental Claims Data.</p>	
<p>1.4 To develop and promote a Disability Management / Return To Work Road map for industry.</p>	<p>Consultation Services Other type: Meetings with industry and partners.</p>	<p>Association Board & Advisory Panel Partners Membership Staffing</p>	<p>\$5,000</p>	<p>April 1, 2024 to March 31, 2025</p>	<p>CSS Disability Management / Return To Work Road Map for industry – compliance to Bill 41.</p>	

1.5 To add information on best practices on Disability Management / Return To Work practices and general health and safety resources which will be stored on the Association website.	Marketing/Outreach Other type:	Association Board & Advisory Panel IT Consultant Staffing	\$10,000	July 1, 2024 to September 31, 2024	CSS Disability Management / Return To Work Road Map and inventory of best practices in health and safety stored on Association website for industry.	
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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
CSS Disability Management / Return To Work Best Practices Road Map.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	September 30, 2024 to March 31, 2025	Posting of CSS Disability Management / Return To Work Best Practices Road Map. Account members accessing resource – online.	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.
Analysis of WSBC CSS Injury Claims regarding Work Time Loss & Mental Health. Classification Units (CU): Counselling or Social Services (#766007), Life and Job Skills Training	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 1, 2024 to June 30, 2024 September 1, 2024 to March 31, 2025	Summary Compiled and completed Summary of CSS WSBC Injury Claims. Accounting of Association	

(#766010), & Residential Social Services Facility (#766017).				resources accessed by members.	
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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 –

CSS Psychological Health & Safety in the Workplace Needs Assessment Initiative

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	CSS Psychological Health & Safety in the Workplace Needs Assessment Initiative
Initiative Goal/ Expectation	The Association to conduct a psychological health and safety needs assessment to gather feedback to compile a summary, which will be used to develop a strategy to address injuries resulting from mental health in the work place in community social services.

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
2.1 To engage with industry to gather feedback: survey, outreach and interviews with sectoral partners.	Research Other type: Outreach Industry Engagement	Association Board & Advisory Panel Partners Staffing	\$5,000 \$5,000	April 1, 2024 to March 31, 2025	Membership Engagement. (125 Employers: 100 Surveys and conduct 25 In-depth Interviews and 3 Meetings).	

	Subject matter experts					
2.2 To collect and compile a psychological needs assessment summary.	Marketing/Outreach Other type: Research	Association Board & Advisory Panel Partners Staffing		April 1, 2024 to June 30, 2024	Collect information and data from sources: WorkSafeBC & Membership.	
2.3 To engage with psychological & mental health and safety organizations to gather information.	Research Other type:	Staffing		April 1, 2024 to June 30, 2024	Record of CSS WorkSafeBC Data pertaining to Psychological Claims (mental health only) to be utilized and monitored.	
2.4 To report psychological health & safety needs assessment summary to the community social services	Marketing/Outreach Other type: Industry Meetings	Staffing Industry Outreach	\$15,000	September 1, 2024 to March 31, 2025	Provincial Initiative with meetings throughout BC regions (5) with CSS sector. Document the number of meetings/presentations to the sector (1 meeting in each location: Vancouver, Kelowna, Victoria, Prince George, Cranbrook) (Aim to reach a total of 60-70 employers).	
2.5 To analyze WorkSafeBC Claims data (Psychological Injury Claims) to identify	Research	Staffing IT Consultant	\$5,000	April 1, 2024 to June 30, 2024	CSS Psychological Health & Safety in the workplace Summary Report.	

factors regarding mental health claims. [Community Social Services WorkSafeBC data Classification Units (CU): Counselling or Social Services (#766007), Life and Job Skills Training (#766010), & Residential Social Services Facility (#766017)]				September 1, 2024 to March 31, 2025	Summary to be shared with CSS sector / membership.	
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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
Community Social Services WorkSafeBC Injury Claims Data Presentations on Psychological – Mental Health Claims. (WSBC CU Residential Social Service Facility 766017)	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 1, 2024 to March 31, 2025	Summary of WorkSafeBC claims pertaining to Psychological Mental Health data to support industry on identifying contributing factors to injuries. Account of how many members are accessing resource	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year

				from Association website.	
CSS Psychological or Mental Health Claims Industry Presentations	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	September 1, 2024 to March 31, 2025	Accounting of participants and organisations attending sector and regional presentations. Gather Feedback from participants through Survey.	
Community Social Services Psychological Health & Safety Needs Assessment Summary	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	September 1, 2024 to March 31, 2025	Data and Information captured from WorkSafeBC, Members and subject matter experts.	

Section C: Workplan Template –

Promotion of CSS VRAT Tool & Violence Prevention Information Initiative

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	Promotion of the CSS Violence Risk Assessment Tool (VRAT) & Violence Prevention Information Initiative
Initiative Goal/ Expectation	The Association to continue to engage with the membership to promote violence prevention health and safety resources to reduce the number of incidents resulting in injuries in the workplace. As the sector is a part of the WSBC High Risk Strategies for Health Care & Community Social Services, the objective is to continue to promote the CSS Violence Risk Assessment Tool (VRAT) and resources to reduce violence-related injuries in the workplace.

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
3.1 Analyze and monitor WorkSafeBC Claims data to support industry on identifying key factors contributing overall to injuries (Classification Units (CU): Community Social Services Classification Units (CU): Counselling or Social Services (#766007), Life and Job Skills Training (#766010), & Residential Social Services Facility (#766017). (Continued from Workplan 2023)	Research Other type:	Staffing		April 1, 2024 to June 30, 2024	Community social services summary of injury claims. (attention to Violence related claims)	
3.2 To continue to promote WorkSafeBC Employer Health & Safety Planning Tool Kit to the community social services sector.	Marketing/Outreach Other type:	Association Board & Advisory Panel Partners		April 1, 2024 to March 31, 2025	Account for how many CSS employers are engaging with the CSS VRAT Resource and working with WorkSafeBC Resources.	

		Staffing			To target 25 to 30 Employers utilizing the CSS VRAT.	
3.3 To promote information & training for Joint Occupational Health and Safety Committees.	Marketing/Outreach Other type:	Association Board & Advisory Panel Partners Staffing		April 1, 2024 to March 31, 2025	Centralize Joint Occupational Health & Safety Committee information and resources to Association Website for the sector.	
3.4 To conduct and account participants/organisations that have attended provincial webinars & regional presentations in 5 locations (build on Workplans submitted in 2022-2023).	Conference/Convention/Meeting Other type: Outreach to members	Staffing	\$25,000	July 1, 2024 to March 31, 2025	Provincial Initiative with meetings throughout BC regions (5) with CSS sector. Document the number of meetings/presentations to the sector (1 meeting in each location: Vancouver, Kelowna, Victoria, Prince George, Cranbrook) (Aim to reach a total of 60-70 employers).	
3.5 To maintain membership list registered in community social services classification units: Counselling or Social Services (#766007), Life and Job Skills Training (#766010), & Residential Social Services Facility (#766017).	Marketing/Outreach Other type:	Staffing		July 1, 2024 to March 31, 2025	Community Social Services membership updated and maintained of employers registered in WorkSafeBC CU's: Counselling or Social Services (#766007), Life and Job Skills Training (#766010), &	

					Residential Social Services Facility (#766017).	
3.6 Continue to provide health and safety information/updates to community social services members.	Choose an item. Other type: Communication with industry	Staffing IT Consultant	\$15,000	April 1, 2024 to March 31, 2025	Association Updates regarding important health and safety information and materials for industry recorded and stored on Association website. There will be 6-8 Industry Updates distributed to the CSS sector.	

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
Maintaining CSS CU's membership list. Counselling or Social Services (#766007), Life and Job Skills Training (#766010), & Residential Social Services Facility (#766017).	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 1, 2024 to March 31, 2025	Updated CSS Association Membership List. (2,200 – 2,400 members in 3 Classification Units)	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>

Analysis of CSS CU injury claims data at an aggregate level to be shared with sector. Counselling or Social Services (#766007), Life and Job Skills Training (#766010), & Residential Social Services Facility (#766017). (Focus on Violence Related Injury Claims)	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	September 1, 2024 to March 31, 2025	Summary Inventory of CSS Injury Claims Data.	
Community Social Services Injury Claims Presentations.	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	July 1, 2024 to March 31, 2025	Accounting of participants and organisations attending sector and regional presentations. Gather Feedback from participants through Survey.	
Joint Occupational Health & Safety information and resources for members to access Association Website Hub/Resources.	Knowledge-Based	Medium Term 1-3 years	April 1, 2024 to March 31, 2025	Accounting of the number to members that are accessing and using the Association Website for resources to support industry.	

Section C: Workplan Template – Initiative 2.2

Section C: Workplan Template – Initiative 3.1

Section C: Workplan Template – Initiative 3.2

WorkSafeBC Management Comments

Board Chair Approval



Rick FitzZaland, CSSHSABC Chair

November 14, 2023

Name

Signature

Date