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 and Safety Association*
Year of Workplan	*2025-26*

HSA Vision
Well-being & Safer Spaces for All.
HSA Mission
To foster and promote safer and healthy workplaces in the Community Social Services sector in BC.

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	Increase awareness of and improve Psychological Health and Safety (PHS) in the workplace.	1.1 Create PHS/MH resources for employers to use in their workplaces. 1.2 Create Working Alone resources for employers to use in their workplaces. 1.3 Host a PHS/Mental Health conference with key partners to develop strategies to reduce the incidents of MH claims and promote PHS/MH best practices.	April 1, 2025 to March 31, 2026	1. Improved awareness and engagement: Establish a baseline for resource downloads. Target 20 downloads. 2. Establish a baseline for resource downloads. Target 20 downloads.

				3. Target: 80% of key partners found the event benefits the sector.
2.0	Reduce the risk of workplace violence related injuries.	2.1 Develop and deliver quality training course (online) on violence prevention. 2.2 Develop and launch a web-based Violence Risk Assessment tool to improve uptake on implementation. 2.3 Create violence prevention resources that include "safety moments"/toolbox talks for employers to use with their workers.	April 1, 2025 to March 31, 2026	1. 80% of employers improved violence prevention knowledge based on the training received. 2. Improved awareness and engagement: Establish a baseline for resource downloads. Target 5 employers utilize digitized VRA tool 3. Improved awareness and engagement: Establish a baseline for resource downloads. Target 20 downloads.
3.0	Reduce the risk of overexertion or musculoskeletal injuries (MSI)	3.1 Develop and deliver quality training course (online) on MSI prevention. 3.2 Create MSI prevention resources that include "safety moments"/toolbox talks for employers to use with their workers. 3.3 Provide MSI prevention coaching to select employers to support them in implementing solutions and strategies for their workplace.	April 1, 2025 to March 31, 2026	1. 80% of employers improved MSI prevention knowledge based on the training received. 2. Improved awareness and engagement: Establish a baseline for resource downloads. Target 20 downloads.

				3. Target: 3 employers are provided MSI prevention strategies coaching services.
4.0	Develop health and safety programs, promote best practices and enhance prevention programs with the aim of eliminating injuries.	4.1 Provide H&S program development support for small employers to help them implement foundational H&S regulatory requirements. 4.2 Create a general risk assessment resource for employers to use in their workplaces. 4.3 Provide COR gap analysis to select employers, driven by data, to support them in striving towards COR standard.	April 1, 2025 to March 31, 2026	1. Target: 5 small employers organizations implement H&S programs in their workplaces. 2. Improved awareness and engagement: Establish a baseline for resource downloads. Target 20 downloads. 3. Target: 3 large employers conduct COR gap analysis in their workplace.
5.0	Improve Return To Work (RTW) outcomes in the workplace.	5.1 Deliver quality RTW training course (instructor-led) to employers. 5.2 Create RTW resources for employers to use with their workers. 5.3 Provide RTW coaching to select employers, driven by data, to support them in implementing solutions and strategies for their workplaces.	April 1, 2025 to March 31, 2026	1. Target: 3 Instructor-led RTW training sessions for employers. 2. Improved awareness and engagement. Establish a baseline for resource downloads. Target 20 downloads. 3. Target: 5 employers provided with RTW coaching.

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	*Create PHS/MH resources for employers to use in their workplaces.*
Initiative Goal/ Expectation	To develop new PHS/MH resources that employers can implement in their workplace and share with workers that will improve wellbeing 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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop PHS/MH resources	Other, please specify **Resources**	PHS Consultant Advisory Panel	$5000	8 weeks	5 PHS/MH resources for employers (e.g. handouts, tools, etc.)	

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 this fiscal year
Employers became more engaged and aware of the resources and support available to them.	**Other, please specify** Other outcome type**:** **employer awareness and engagement**	**Short Term <1 year**		Data analysis on resource downloads	
	Choose an item. Other outcome type**:**	Choose an item.			
	Choose an item. Other outcome type**:**	Choose an item.			

Below are blank templates pre-copied for you. Please click on the "expanding sign" on the left of the heading Section C: *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	*Create working alone resources for employers to use in their workplaces*

Initiative Goal/ Expectation	*To develop Working Alone resources for the sector and to identify solutions to support employers meet requirements around Working Alone in order to support safer workplaces.*

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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Conduct outreach with sector to identify needs with respect to working alone.	**Marketing/Outreach** Other type:	OHS Specialist			Needs analysis doc	
Conduct research on working alone systems available including cost.	**Research** Other type:	OHS Specialist			Summary of findings	
Develop Working alone resources and post on website.	Choose an item. Other type: **Development**	OHS Specialist			5 working alone resources (e.g. Working alone risk assessment)	

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 this fiscal year

Improved awareness and engagement: Establish a baseline of resource downloads.	Other, please specify **Employer awareness and engagement.**	**Short Term <1 year**	Apr 1, 2025 – March 31, 2026	Data analysis on resource downloads.	
Target: 5 employers implementing changes due to usage of key resources created.	**Behaviour-Based Outcomes** Other outcome type**:**	**Short Term <1 year**	Apr 1, 2025 – March 31, 2026	Number of employers asking for consults wrt Working Alone	

Section C: Workplan Template – Initiative 1.3

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	*Host a PHS/MH conference/event with key partners to develop strategies to reduce incidents of MH claims and promote PHS/MH best practices.*
Initiative Goal/ Expectation	*To promote shared learning in the CSS sector, increase awareness of PHS and Mental Health challenges and to develop a strategic document for the organization in order to reach the objective with respect to PHS*

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** *(Note: this should align with info from your budget template)*	**Inputs**	**Budget**	**Time Frame/ Completion Date**	**Anticipated Output**	**Actual Output**

Host a workshop/event on PHS/MH with key partners (25-50).	**Conference/ Convention/ Meeting**	Board, Advisory Panel, Staff, Event planner Partners	$15,000	Fall 2025	Workshop event Strategic recommendations doc	

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 this fiscal year
Target: 100% of participants found the event benefitted the sector	**Knowledge-Based Outcomes** Other outcome type**:**	**Short Term <1 year**	Fall 2025	Data analysis conducted on event participant survey responses.	
	Choose an item. Other outcome type**:**	Choose an item.			
	Choose an item. Other outcome type**:**	Choose an item.			

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	*Develop and deliver quality training course (online) on violence prevention.*
Initiative Goal/ Expectation	*To develop new online training materials for violence prevention and improve training delivery (e.g. extend reach to various demographics and locations). Launch violence prevention training in order to reduce the risk of violence in CSS workplaces.*

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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop VP (online) course materials.	**Training**	Advisory Panel Staff Education consultants	$80,000 (from H&S training initiative)		Online VP training program and handouts	

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 this fiscal year

80% of employers improved violence prevention knowledge based on training received	**Knowledge-Based Outcomes**	**Short Term <1 year**		Data analysis conducted on 100 training survey responses.	

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	*Develop and launch a web-based Violence Risk Assessment tool to improve uptake on implementation.*
Initiative Goal/ Expectation	*Use technology to enable easier application of violence risk assessments, by creating web-based tools, reminders.*

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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Design and launch a web-based VRA tool.	Other, please specify **Technology**	Advisory Panel Staff Web/IT Consultants	$20,000		Web-based VRA tool with single sign-on.	

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 this fiscal year
Improve awareness and engagement. Target: Establish a baseline in VRA tool utilization.	**Behaviour-Based Outcomes** Other outcome type**:**	**Short Term <1 year**		Data analysis on tool site visits.	

Section C: Workplan Template – Initiative 2.3

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	*Create violence prevention resources that include "safety moment" talks for employers to use with their workers.*
Initiative Goal/ Expectation	*To develop new violence prevention resources that employers can implement in their workplace and share with workers that will reduce the risk of injury due to violence/aggression.*

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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop VP resources	Other, please specify **Development**	Advisory Panel Staff Consultants			5 Violence Prevention resources for employers (e.g. handouts, tools, etc.)	

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 this fiscal year
Improved awareness and engagement: Target: Establish a baseline in utilization.	**Other, please specify** Employer awareness and engagement	**Short Term <1 year**		Data analysis on resource downloads.	

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	*Develop and deliver quality training course (online) on MSI prevention*
Initiative Goal/ Expectation	*To develop new training material to support employers in reducing risk and injuries associated with overexertion and MSIs.*

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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop MSI (online) course materials.	**Training**	Advisory Panel Staff Education consultants	$80,000 (from H&S training initiative)		Online MSI training program and handouts.	

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 this fiscal year

80% of employers improved MSI prevention knowledge based on training received.	**Knowledge-Based Outcomes**	**Short Term <1 year**		Data analysis conducted on 100 training survey responses.	

Section C: Workplan Template – Initiative 3.2

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	*Create MSI prevention resources that include "safety moments"/toolbox talks for employers to use with their workers.*
Initiative Goal/ Expectation	*To develop new MSI resources that employers can implement in their workplace and share with workers that will reduce the risk of injury due to overexertion.*

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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop MSI resources	Other, please specify **Development**	Advisory Panel Staff Consultants			5 MSI resources for employers (e.g. handouts, tools, etc.)	

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 this fiscal year
Improved awareness and engagement: Target: Establish a baseline in resource downloads	**Other, please specify** Employer awareness and engagement	**Short Term <1 year**		Data analysis on resource downloads.	

Section C: Workplan Template – Initiative 3.3

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	*Provide MSI prevention coaching to select employers to support them in implementing solutions and strategies for their workplace*
Initiative Goal/ Expectation	*Provide expert consulting to employers to enable them to strategize and problem solve around MSI in their workplace. To strategically lower MSI injuries in the workplaces with largest number of employees in order to support the industry in lowering WSBC premiums overall. To bring shared learning to all.*

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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
MSI prevention/ Ergonomic consulting	**Consultation Services** Other type:	Advisory Panel Staff Ergo consultants	**$25,000**		5 employer strategic engagement (inc. Risk Ax, Supervisor Training, Recommendations)	

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 this fiscal year
Employers felt confident in assessing MSI risks at workplace	**Knowledge-Based Outcomes**	**Short Term <1 year**		Data analysis conducted on employers via survey post engagement.	

Section C: Workplan Template – Initiative 4.1

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	*Provide H&S program development support for small employers to help them implement foundational H&S regulatory requirements.*
Initiative Goal/ Expectation	*To develop H&S program essential resources to support small employers. To support small employers in setting up H&S programs for their 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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
H&S program consulting with small employers.	**Consultation Services** Other type:	Advisory Panel Staff			5 small employers engagement.	

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 this fiscal year
Employers felt confident in H&S program essential elements	**Knowledge-Based Outcomes**	**Short Term <1 year**		Data analysis on employers via survey post engagement	

related to their workplace					

Section C: Workplan Template – Initiative 4.2

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	Create a general risk assessment resource for employers to use in their workplaces.
Initiative Goal/ Expectation	To develop a resource to support employers with the new WSBC regulatory requirements tailored to the 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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop Risk Assessment Resources	**Other, please specify** Other type: **Resource Development**	Advisory Panel Staff		8 weeks	2 General Risk Assessment templates – Small and Large employer	

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 this fiscal year
Improved awareness and engagement: Establish a baseline for resource downloads. Target 20 downloads.	**Other, please specify** Other outcome type**: Employer awareness and engagement**	**Short Term <1 year**		Data analysis on resource downloads.	

Section C: Workplan Template – Initiative 4.3

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	Provide COR gap analysis to select employers, driven by data, to support them in striving towards COR standard.
Initiative Goal/ Expectation	Provide expert consulting to employers to enable them to implement Health and Safety Management Systems in their workplace. To bring shared learning to all.

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** *(Note: this should*	**Inputs**	**Budget**	**Time Frame/ Completion Date**	**Anticipated Output**	**Actual Output**

	align with info from your budget template)					
COR consulting with 3 large employers.	**Consultation Services**	Advisory Panel Staff		12 months	3 COR Gap analysis and culture survey along with recommendations.	

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 this fiscal year
Employers felt confident in their COR preparation.	**Knowledge-Based Outcomes**	**Short Term <1 year**		Data analysis conducted on employers via survey post engagement.	

Section C: Workplan Template – Initiative 5.1

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	Deliver quality RTW training course (instructor-led) to employers.
Initiative Goal/ Expectation	Provide in collaboration with WSBC RTW Consultation and Education Services, quality training aimed at improving RTW outcomes for employers.

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** *(Note: this should align with info from your budget template)*	**Inputs**	**Budget**	**Time Frame/ Completion Date**	**Anticipated Output**	**Actual Output**
Offer 3 instructor-led session to sector on RTW	**Training** Other type:	Advisory Panel Staff WSBC staff			3 In-person sessions for 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** • For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year
Employers felt confident in RTW training knowledge provided	**Knowledge-Based Outcomes**	**Short Term <1 year**		Data analysis on employers via survey post engagement	

Section C: Workplan Template – Initiative 5.2

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	Create RTW resources for employers to use with their workers.

Initiative Goal/ Expectation	To develop new RTW resources that employers can implement in their workplace and decrease the RTW lengths while supporting their workers.

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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop RTW resources for employers to support their workers.	**Other, please specify** Other type: **Resource Development**	Advisory Panel Staff Consultants		8 weeks	5 RTW resources (e.g. modified work offer, etc.)	

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 this fiscal year
Improved awareness and engagement: Target: Establish a baseline of resource downloads.	**Other, please specify** Other outcome type**: Employer awareness and engagement**	**Short Term <1 year**		Data analysis on resource downloads.	

Section C: Workplan Template – Initiative 5.3

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	Provide RTW coaching to select employers, driven by data, to support them in implementing solutions and strategies for their workplaces.
Initiative Goal/ Expectation	Provide expert consulting to employers to enable them to strategize and problem solve around RTW in their workplace. To strategically lower RTW length in the workplaces with largest number of employees in order to support the industry in lowering WSBC premiums overall. To bring shared learning to all.

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 *(Note: this should align with info from your budget template)*	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
RTW consulting with large employers	**Consultation Services**	Advisory Panel Staff	$25,000	12 months	5 large employer engagements on RTW	

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 this fiscal year
Employers felt confident in developing RTW processes at their workplace	**Knowledge-Based Outcomes**	**Short Term <1 year**		Data analysis conducted on employers via survey post engagement.	

WorkSafeBC Management Comments

Board Chair Approval

Richard FitzZaland		October 23, 2024
Name	Signature	Date