

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.

Table of Contents

Section A: HSA Overview	3
Section B: Summary of Strategic Objectives and Initiatives.....	3
Section C: Workplan Template – Initiative 1.1	6
Section C: Workplan Template – Initiative 1.2	8
Section C: Workplan Template – Initiative 2.1	10
Section C: Workplan Template – Initiative 2.2	12
Section C: Workplan Template – Initiative 3.1	13
Section C: Workplan Template – Initiative 3.2	15
WorkSafeBC Management Comments	17
Board Chair Approval	17

Section A: HSA Overview

HSA Name	ENERGY SAFETY CANADA
Year of Workplan	2025

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	Support Workers to Work Safely Support Employers to Improve Safety Performance Communications and Engagement	Energy industry safety conference with lectures and break-out sessions	Q4 2025	1 ½ day event in November with 80+ participants; 1 day of traditional conference format, ½ day of break out sessions with opportunities for more interactive learning

1.2	<p>Support Workers to Work Safely</p> <p>Support Employers to Improve Safety Performance</p> <p>Communications and Engagement</p>	<p>Safety Practitioner Workshops - Subject matter expert-led lunch and learns that provide professional development opportunities, sharing of resources, and peer to peer networking.</p>	<p>Q1 – Q4 2025</p>	<p>2 to 4 in-person workshops or webinars offered to stakeholders; topics to be determined by current priorities/requests</p>
2.1	<p>Safety Centre of Excellence</p> <p>Support Employers to Improve Safety Performance</p>	<p>Research into factors contributing to long duration claims in the energy industry, which has been identified as having notably higher duration claims than aggregate of all CU's in BC. This initiative looks to identify challenges faces by employers with respect to injured worker management.</p>	<p>Q1 – Q4 2025</p>	<p>Compare BC long duration claim data with other sectors and jurisdictions.</p> <p>Meet with targeted employers to identify challenges with managing stay at work/return to work claims</p> <p>Offer support and resources as indicated through interviews</p> <p>Prepare a briefing note with summary of findings.</p>
2.2	<p>Support Workers to Work Safely</p> <p>Support Employers to Improve Safety Performance</p>	<p>Raise awareness and provide insight into fall from elevation and fall same level incidents through education and promotion of ESC Get a Grip Resources</p>	<p>Q2 – Q4 2025</p>	<p>One Get A Grip bulletin distributed to stakeholders with claim data, links to ESC resources, call to action.</p> <p>One workshop – Get a Grip program review, claim data, info on traction aids, peer to peer support and networking</p>

3.1	<p>Support Workers to Work Safely</p> <p>Support Employers to Improve Safety Performance</p>	<p>Raise awareness and provide insight into struck-by incidents through education and promotion of ESC Line of Fire Resources</p>	Q2 – Q4 2025	<p>One Line of Fire bulletin distributed to Stakeholders with claim data, links to ESC resources, call to action.</p> <p>One workshop – Line of Fire Program Review, claim data, peer to peer support and networking</p>
3.2	<p>Support Employers to Improve Safety Performance</p> <p>Communications and Engagement</p>	Employer Support Program	Q1 – Q4 2025	Documented interactions of consultations with 20+ stakeholders.

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	Health and Safety Conference for the Energy Industry
Initiative Goal/ Expectation	<i>An energy industry conference in northeast BC that brings together safety practitioners, workers, regulators, and others for a day of professional development and networking.</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
Safety conference	Conference/ Convention/ Meeting Other type:	Communications, venue, catering, speakers, event coordinator, partnerships, sponsors	\$40,000	Mid - November	1-1/2 day event 80+ registrants	

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
Registration Targets Met or Exceeded	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Q4 2025	Registration records	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
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	Q4 2025	Post Event Survey	

▶ 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	Safety Practitioner Workshops
Initiative Goal/ Expectation	<i>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; ESC staff and facility	\$6,000	Q1 – Q4	2 to 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
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	Q1 – Q4	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>
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	Q1 – Q4	Post-Workshop Evaluations	

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	Research into factors contributing to long duration claims in the energy industry, which has been identified as having notably higher duration claims than aggregate of all CU's in BC.
Initiative Goal/ Expectation	This initiative's goal is to identify what the challenges are in injured worker management by employers in northeast BC, and to offer support and resources that improve outcomes for 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 <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Obtain and review lost time claim data for ESC funding CU's and other industry sectors	Research Other type:	WSBC data		Q1 – Q2	Data that identifies extent of lost time claim duration within the energy sector in comparison with other similar industries	
Consult with employers who have had long duration claims in the past five year period	Consultation Services Other type:	List of employers	\$1,000	Q2 – Q3	Consultations with 15+ employers; identification of key issues that contribute to long duration claims	
Provide stay at work, return to work resources	Consultation Services Other type:	Targeted employers;		Q2 – Q3	5 – 15 employers provided with WSBC resources	

		WSBC resources			related to stay at work/RTW best practices	
Generate briefing note with summary of interview findings	Research Other type:	Notes from employer consultations		Q4	Briefing note with summary of interview findings; possible follow up action items	

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
Employers have greater awareness of SAW/RTW best practices and resources	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	Q2 – Q3	Follow up communication with consulted employers prior to year end to gauge impact of outreach	
Employers utilize resources and ESC support to take steps to manage injured worker recovery	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	Q2 – Q4	Follow up communication with consulted employers prior to year end to gauge impact of outreach	

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	Address two of the top five sources of injury claims in the energy industry – Fall from Elevation and Fall from Same Level
Initiative Goal/ Expectation	Raise awareness on fall from elevation and fall same level incidents through education and promotion of ESC Get a Grip Resources. Encourage employers to take action to reduce these types of incidents.

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 a bulletin with claim data, links to resources, and call to action	Marketing/Out reach Other type:	Claim data, Communications support, ESC staff		Q2 – Q4	1 bulletin sent to ESC stakeholders	
In person workshop focused on claim data, Get a Grip resources, peer to peer discussion.	Training Other type:	Get A Grip resources, traction aid samples, facilitator	\$2,500	Q2 – Q4	1 workshop delivered to 15+ 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
Information in bulletin is desired by stakeholders	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Q2 - Q4	Number of downloads	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Stakeholder interest in learning how to manage hazards and reduce incidents	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	Q2 - Q4	Registration records	
Information presented in workshop will be utilized by attendees.	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Q2 - Q4	Post workshop evaluations	

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	Address one of the top five sources of injury claims in the energy industry – Struck By Incidents
Initiative Goal/ Expectation	Raise awareness and provide insight into struck-by incidents through education and promotion of ESC Line of Fire Resources

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 a bulletin with claim data, links to resources, and call to action	Marketing/Out reach Other type:	Claim data, Communications support, ESC staff		Q2 – Q4	1 bulletin distributed to ESC stakeholders	
In person workshop focused on claim data, Line of Fire resources, and peer to peer discussion.	Training Other type:	Line of Fire resources, traction aid samples, facilitator	\$2,500	Q2 – Q4	1 workshop delivered to 15+ 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 • For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
Information in bulletin is desired by stakeholders	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Q2 – Q4	Number of downloads	
Stakeholder interest in learning how to manage hazards and reduce incidents	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	Q2 – Q4	Registration records	
Information presented in workshop will be utilized by attendees.	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Q2 – Q4	Post workshop evaluations	

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	Employer Support Program
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
Review BC injury data and 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	Identification of topics/issues to highlight during employer consultations.	
Engage with employers who may benefit from learning about injury trends, applicable legislation, and relevant resources.	Consultation Services Other type:	ESC staff time; travel;	\$2,500	Q1 – Q4	Consultations with 20+ stakeholders completed and documented	

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
Employers responsive to outreach efforts.	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Q1 - Q4	Documented interactions	
Employers receive information, resources, and support and utilize it within their organization.	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Q1 - Q4	Notes from consultations; follow up survey of consulted employers to measure level of satisfaction with ESC support	
Possible health and safety trends are identified.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	Q1 - Q4	Review of all consultation notes.	

WorkSafeBC Management Comments

Board Chair Approval

Name

Signature

Date