

# 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	BC Association for Crane Safety (BC Crane Safety)
Year of Workplan	2021

<b>HSA Vision</b>
Safe and effective crane, hoisting, and rigging operations throughout British Columbia
<b>HSA Mission</b>
To engage with stakeholders concerned with cranes, hoisting and rigging; including workers and employers, across multiple sectors to support safe crane, hoisting, and rigging operation 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	Certification Impact <i>WCB stats illustrate that crane operator certification may have been responsible for a 35% drop in the number of injury claims suffered by crane operators (in BC), comparing two, four-year periods: 2004 – 2008 and 2009 – 2013. The</i>	Identify the connection between require occupational competencies/certification/licensing and injuries/claims within and outside BC jurisdictions.	January – December 2021	<ul style="list-style-type: none"> <li>Increased awareness among crane employers, contractors, and operators on the impact of crane operator certification</li> <li>Published feature article in WorkSafeBC and</li> </ul>

	<p><i>third four-year period 2014 – 2018 showed a sustained decrease in injury claims.</i></p>		<p>other industry publications</p> <ul style="list-style-type: none"> <li>Development of a Code of Practice for certified persons</li> </ul>
<p>2</p> <p>Conduct statistical research on injuries and claims related to crane operations</p> <p><i>BC Crane Safety will conduct an analysis of claim and incident data provided by WorkSafeBC and jurisdictions outside of BC to determine common injury and incident types and recommend safe work practices, etc. to prevent/reduce injury frequency and severity.</i></p>	<p>Obtain detailed data on crane and crane-related operations injuries and claims in and outside BC and determine top five: types of injuries/claims, incident contributing factors, age groups most vulnerable, body parts and work processes involved at time of incident.</p>	<p>January – December 2021</p>	<ul style="list-style-type: none"> <li>Increased awareness among crane employers, contractors, and operators on top five injuries, injury contributing factors and work processes</li> <li>Improve business intelligence data and systems</li> <li>Electronic/phone survey completed/conducted with 90% of employers and 20% of operators confirming knowledge and awareness of the published data.</li> </ul>
<p>3</p> <p>Implement credential renewal program for crane operators and certification of telehandlers and riggers the ISO/IEC 17024 standard, including improving existing policies and systems</p> <p><i>Consultation with stakeholders has confirmed the need for a renewable crane operator certificate for all levels. Furthermore, a comprehensive review of national</i></p>	<p>Improve existing certification policies, systems and standards and ensure staff training meets compliance with privacy and confidentiality requirements. Expand certification to riggers and telehandlers.</p> <p>Continue collaboration with WorkSafeBC Crane Team on crane operator certification and safe work practice implementation efforts</p>	<p>Jan 2021 – Dec 2022</p>	<ul style="list-style-type: none"> <li>Rigging and Telehandler occupational standards approved by industry stakeholders</li> <li>Crane operator recertification supported by industry stakeholders</li> <li>Completed external audit for ISO/IEC 17024 accreditation</li> </ul>

	<p><i>and international best practices (ISO 17024) highlights the need to revise current policies and supporting systems.</i></p>			<ul style="list-style-type: none"> <li>Completed products in collaboration with WCB Crane team members</li> </ul>
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## Section C: Workplan Template – Initiative 1.0

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.**

<b>Initiative</b>	Identify the connections between required occupational competencies/ certification/licensing and injuries/claims within and outside BC jurisdictions.
<b>Initiative Goal/ Expectation</b>	Obtain WorkSafeBC Business Intelligence and Analytics data to support the preliminary data illustrating a relationship between crane operator certification and a reduction of injury incidents. Communicate the findings to employer, contractor and operators and collect knowledge and awareness data through electronic and telephone surveys.

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.

<b>Part 1: Workplan Details</b> 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 detailed data to support initial research that illustrates a 35% drop in reported claims.	Research Other type:	WCB BIA data	N/A	6-8 months/ August 2021	WCB Statistics and detailed claims/incident descriptions that can be used in stakeholder communications and messaging.	
Obtain comparative data from Statistics Canada and outside BC, including actual hours worked by NOC code, ratio of injury reduction relative to employment, and estimation of the financial impact of injury	Research Other type:	Stats Canada data, external jurisdiction data	\$20k	2-3 months/ August 2021	Collected out of jurisdiction data that demonstrates/ supports certification outcomes and impacts on injuries, claims and incidents.	

reductions resulting from certification program implementation.							
Communicate data results according to a comprehensive communication plan	Marketing/Outreach Other type:	Communication Plan	\$20K	6 months/ September 2021	WCB and outside BC data which can be used in stakeholder communications, development of a Code of Practice and key messaging.		
Conduct employer/contractor/operator survey and results	Marketing/Outreach Other type:	Survey	\$10K	3 months/ December 2021	Completed survey results and implemented communications: website, social media, operator and employer-specific materials, tradeshow items.		
<i>Obtain employer and operator data currently collected through service providers to support the communication planning.</i>							

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

### Part 2: Workplan Measurement

Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.

Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved
Increased knowledge and awareness of employers, contractors, and operators	Knowledge-Based Outcomes	Short Term < 1 year	Winter 2022	Completed Surveys and Results Report	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <b>this fiscal year</b></li> </ul>

## Section C: Workplan Template – Initiative 2.0

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.**

<b>Initiative</b>	Conduct statistical research on injuries and claims related to crane operations
<b>Initiative Goal/ Expectation</b>	Obtain detailed data on crane and crane-related operations injuries and claims in and outside BC and determine top five: types of injuries/claims, incident contributing factors, age groups most vulnerable, body parts and work processes involved at time of incident. This analysis will help BC Crane Safety determine common injury and incident types.

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 detailed data to determine "top five" in injury claims and incidents related to crane operations.	Research Other type:	WorkSafeBC injury and incident data through FOI Request	N/A	6-8 months/ August 2021	WCB Statistics and detailed claims/incident descriptions that can be used in communications and messaging.	
Conduct research outside the BC jurisdiction to see if there is similar data.	Research Other type:	Canadian-WCB, OSHA, ECOL-related, Australia, New Zealand, Hong Kong, etc. data sources	\$4K	6 months/ August 2021	Outside BC Statistics that can be used in communications and messaging.	
Communicate injury claims and incident types findings according to a defined communication plan.	Marketing/Outreach Other type:	Statistics and detailed claims/incident descriptions that can be used in communications and messaging	\$4K	10 months/ October 2021	Products, safe work practices, etc. that supports WCB Crane Team and related initiatives  Published communications: website, social media,	

Develop a 2022 Work Plan on the development and implementation of safe work practices and safety management systems supporting crane-related reduction of incidents and injury claims related to operations	Research Other type:	Proposed work plan supporting reduction of crane-related incidents and injury claims	\$3K	3 months/ December 2021	operator and employer-specific materials, tradeshow items.	Completed Work Plan with detailed project plans deliver topics at proposed 2022 crane conference (or initial results in June 2021 CRAC conference)
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You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

### Part 2: Workplan Measurement

Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.

Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved
Increased knowledge and awareness of employers, contractors, and operators	Behaviour-Based Outcomes	Medium Term 1~3 years	Winter 2022	Completed Surveys and Results Report	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>

## Section C: Workplan Template – Initiative 3.0

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	Initiative Goal/ Expectation
Implement credential renewal program for crane operators and certification of telehandlers and other occupations to an ISO/IEC 17024 standard, policies, and communications	Implement crane operator renewal certification through improved polices, systems and standards. Upon implementation of the Crane Rigger Standard (2020), expand the certification standard,

systems, and work processes to existing crane operators (renewal of existing certification), telehandlers and other regulated occupations (certification).

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.

<b>Part 1: Workplan Details</b> 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
Using a detailed coordination plan, implement and communicate the renewal process of crane operator certification.	Other, please specify Other type: Program Development	Existing certified crane operators  BCACS database and supporting procedures and systems	N/A	12 months/ Winter 2022	Stakeholder-focused certification renewal process, policies, and systems.	
Implement telehandler certification standard, including obtaining regulatory recognition of the standard.	Other, please specify Other type: Program Development	Regulatory recognition from WorkSafeBC  Telehandler standard  Certification database, supporting procedures and systems	\$20k	24 months/ December 2022	Stakeholder-focused certification process, policies, and systems for telehandler operators.	

Investigate and implement certification program communications to stakeholders/certification holders	Marketing/Outreach Other type:	Existing corporate brand, logo and communication and media	\$10K	6 months/ December 2021	Updated communication to existing certification holders on renewal requirements and benefits
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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
Stakeholder-focused certification and renewal process, policies, and systems for regulated, certified occupations Crane Operators Telehandlers	Knowledge-Based Outcomes	Medium Term 1~3 years	Winter 2022	Completed Surveys from certification holders and Results Report	<ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.</li> </ul>

**WorkSafeBC Management Comments**

**Board Chair Approval**

