

# HSA 2016 Initiatives Workplan Template

## BC Association for Crane Safety 2020 Workplan

### HSA Mission / Vision Statement

**Vision:** Safe and effective crane, hoisting, and rigging operations throughout British Columbia

**Mission:** 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

*The goal of this HSA is to assist the employers we support in reducing injuries and serious injuries and in improving return-to-work outcomes.*

## Instructions

**A. Injury / Return-to-Work Issues:** In this section, state the primary trends identified by your industry's data (normally provided by WorkSafeBC, but information from other sources may be used). This should be specific enough to be actionable, for example, primary causes of injury, location of injury, number of time loss injuries, or claim duration. You may choose a measure because it represents a large component of the injuries in your industry, or because the measure indicates some trend on a year-over-year basis (e.g., injuries of this type are increasing). Your key initiatives for the year will be focused on addressing these measures. Under "Objective", you will state the quantifiable improvement you would like to see in the measures you identified. This should state a specific improvement that can be measured at the end of the reporting year.

See the **HSA Planning and Reporting Information Package** pages 2 and 3 for more details.

**B. Behaviour-Based Outcomes:** In section B(i), identify the safe work behaviours or practices you are trying to create or change to address the primary trends identified in Section A. "Behaviour" may refer to a change in an individual employee, a manager, supervisor, or in the organization as a whole. In Section B(ii), provide evidence that the behaviour change has taken place.

See the **HSA Planning and Reporting Information Package** pages 4 and 11 for more details.

**C. Knowledge-Based Outcomes:** In this section, identify the knowledge, understanding or skills that would be required to create or change the safe work behaviours or practices identified in Section B. In Section C(ii), provide evidence that the knowledge change has taken place.

See the **HSA Planning and Reporting Information Package** pages 5 and 11 for more details.

**D. Planned Activities:** In this section, list the activities that you will undertake to impact the required skills, knowledge or understanding identified in Section C. Identify the number, frequency or timeline that will allow you to determine at the end of the reporting period whether you have successfully completed the activity. Focus only on the key initiatives that will help you ultimately impact the measures identified in Section A. You will track your activities throughout the reporting year and report them in the actual column.

See the **HSA Planning and Reporting Information Package** pages 6 and 11 for more details.

**E. Organizational Capacity:** In this section, list the activities that you will undertake to improve your organizational capacity so that you can carry out the activities identified in Section D. Identify the number,

frequency or timeline that will allow you to determine at the end of the reporting period whether you have completed the activity.

See the **HSA Planning and Reporting Information Package** page 6.

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**F. Marketing / Outreach:** In this section, list the activities that you will undertake to reach a broader audience and inform them of your products and offerings. Identify the number, frequency or timeline that will allow you to determine at the end of the reporting period whether you have completed the activity.

See the **HSA Planning and Reporting Information Package** page 6.

## Initiative #1: Analysis of claim and incident data

### A. Injury / Return-to-Work Issues (HSA Planning and Reporting Information Package pages 2 and 3)

A. Using data and information from the industry, we have identified the primary trends within our industry and set the following objectives:

Crane operators are employed across multiple sectors in over 60 CUs. A comprehensive evaluation of claim and incident data related to operators will inform future initiatives tied to injury and RTW issues to this unique group.

*Identify injury, incident and return-to-work issues that impact crane, hoisting, and rigging activities within BC.*

*(Add additional rows as required)*

### B. Behaviour-Based Outcomes (HSA Planning and Reporting Information Package pages 4 and 11)

B (i) To meet those objectives, workplace health and safety behaviours and/or return-to-work practices need to change in the following ways:	N/A
B (ii) <i>[To be completed at the end of the reporting year cycle]</i> ; Provide <b>evidence</b> that the changes described in B(i) took place by the end of the reporting year. This may be done through surveys, job site visits, interviews, audits, or any other method you feel is appropriate.	<i>Click here to enter text.</i>
B (iii) <i>[For WSBC use only]</i>	

### C. Knowledge-Based Outcomes (HSA Planning and Reporting Information Package pages 5 and 11)

C (i) This requires knowledge, understanding or skills to be changed in the following ways:	In order to make data-based decisions on the development of industry practices, as well as improvements to operating training and certification; BCACS and impacted stakeholders must have a clear understanding of the incident and injury types that impact crane, hoisting and rigging activities in BC.
C (ii) <i>[To be completed at the end of the reporting year cycle]</i> ; Provide <b>evidence</b> that the changes described in C(i) took place by the end of the reporting year. This may be done through surveys, post-session testing, focus groups, interviews, or any other method you feel is appropriate.	<i>Click here to enter text.</i>
C (iii) <i>[For WSBC use only]</i>	

### D. Planned Activities (HSA Planning and Reporting Information Package pages 6 and 11)

D (i) Therefore, we will undertake the following activities:

Activity	Description	Number / frequency / timeline	
		Planned	D(ii) Actual
<i>Analysis of claim and incident data provided by WorkSafeBC to determine common injury and incident types</i>	<i>Same as activity</i>	Q2-Q3 2020	<i>Click here to enter text.</i>
<i>Recommendations for 2021 initiatives</i>	<i>Final report based on data analysis that includes recommendations for the 2021 workplan</i>	Q4 2020	

*(Add additional rows as required)*

D (iii) [For WSBC use only]
<i>Click here to enter text.</i>

## Initiative #2: Crane operator renewable certificate (WP #1,2, & 3)

### A. Injury / Return-to-Work Issues (HSA Planning and Reporting Information Package pages 2 and 3)

B. Using data and information from the industry, we have identified the primary trends within our industry and set the following objectives:

<p>Consultation with stakeholders has confirmed the need for a renewable crane operator certificate. Furthermore, a comprehensive review of national and international best practices (see ICE website) for high-stakes certification highlights the need to revise current policies.</p>	<p><i>To update the current policies and practices for crane operator certification that a) simplifies the process for candidates, and b) supports the validity and reliability of the credential through alignment with ISO 17024.</i></p>
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*(Add additional rows as required)*

### B. Behaviour-Based Outcomes (HSA Planning and Reporting Information Package pages 4 and 11)

B (i) To meet those objectives, workplace health and safety behaviours and/or return-to-work practices need to change in the following ways:	Revised policies and procedures are adopted and implemented by impacted parties, including BCACS staff and Fulford Certification.
B (ii) <i>[To be completed at the end of the reporting year cycle]</i> ; Provide <b>evidence</b> that the changes described in B(i) took place by the end of the reporting year. This may be done through surveys, job site visits, interviews, audits, or any other method you feel is appropriate.	<i>Click here to enter text.</i>
B (iii) [For WSBC use only]	

### C. Knowledge-Based Outcomes (HSA Planning and Reporting Information Package pages 5 and 11)

C (i) This requires knowledge, understanding or skills to be changed in the following ways:	Impacted BCACS staff receive education and training on ISO 17024 principles as it relates to
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	<b>certificate validity and reliability</b>
C (ii) <i>[To be completed at the end of the reporting year cycle]; Provide <b>evidence</b> that the changes described in C(i) took place by the end of the reporting year. This may be done through surveys, post-session testing, focus groups, interviews, or any other method you feel is appropriate.</i>	<i>Click here to enter text.</i>
C (iii) <i>[For WSBC use only]</i>	

**D. Planned Activities** (HSA Planning and Reporting Information Package pages 6 and 11)

D (i) Therefore, we will undertake the following activities:			
Activity	Description	Number / frequency / timeline	
		Planned	D(ii) Actual
<i>Revise P&amp;P so that they align with the requirements set forth by ISO 17024</i>	<i>Draft new policies and procedures</i>	<i>Q1-Q2 2020</i>	<i>Click here to enter text.</i>
<i>Confirm alignment to ISO 17024 requirements</i>	<i>Conduct internal audit to assess conformity and make adjustments as required.</i>	<i>Q3-Q4 2020</i>	

*(Add additional rows as required)*

D (iii) <i>[For WSBC use only]</i>
<i>Click here to enter text.</i>

*Add additional initiatives as required using the same template.*

**Initiative #3: Development and validation of rigging and telehandler competency standards**

**A. Injury / Return-to-Work Issues** (HSA Planning and Reporting Information Package pages 2 and 3)

C. Using data and information from the industry, we have identified the primary trends within our industry and set the following objectives:	
Through stakeholder engagement, BCACS has determined a need to develop competency standards for both riggers and telehandlers.	<i>Develop and validate occupational competency standards for riggers and telehandlers.</i>

*(Add additional rows as required)*

**B. Behaviour-Based Outcomes** (HSA Planning and Reporting Information Package pages 4 and 11)

B (i) To meet those objectives, workplace health and safety behaviours and/or return-to-work practices need to change in the following ways:	Identification of telehandler and rigger knowledge, skills, and abilities.
B (ii) [To be completed at the end of the reporting year cycle]; Provide <b>evidence</b> that the changes described in B(i) took place by the end of the reporting year. This may be done through surveys, job site visits, interviews, audits, or any other method you feel is appropriate.	<a href="#">Click here to enter text.</a>
B (iii) [For WSBC use only]	

**C. Knowledge-Based Outcomes** (HSA Planning and Reporting Information Package pages 5 and 11)

C (i) This requires knowledge, understanding or skills to be changed in the following ways:	<i>The full scope of telehandler and rigger knowledge, skills and abilities must be identified and understood by impacted parties, including workers and employers.</i>
C (ii) [To be completed at the end of the reporting year cycle]; Provide <b>evidence</b> that the changes described in C(i) took place by the end of the reporting year. This may be done through surveys, post-session testing, focus groups, interviews, or any other method you feel is appropriate.	<a href="#">Click here to enter text.</a>
C (iii) [For WSBC use only]	

**D. Planned Activities** (HSA Planning and Reporting Information Package pages 6 and 11)

D (i) Therefore, we will undertake the following activities:			
Activity	Description	Number / frequency / timeline	
		Planned	D(ii) Actual
<i>Validation of rigging standard through the BCACS technical advisory group</i>	<i>See activity</i>	<i>Q1-Q2 2020</i>	<i><a href="#">Click here to enter text.</a></i>
<i>Development of telehandler competency standard</i>	<i>Multiple facilitated sessions to identify the knowledge, skills, and abilities required for telehandlers</i>	<i>Q3-Q4 2020</i>	

(Add additional rows as required)

**E. Organizational Capacity** (HSA Planning and Reporting Information Package page 7)

To support us in providing the activities outlined in these initiatives, we will undertake the following activities designed to increase our organizational capacity:

(E) Activity	Description	Number / frequency
<i>Technology improvements</i>	<i>Improvements to infrastructure that supports compliance with privacy legislation and improvements in data collection and business intelligence</i>	<i>As required</i>
<i>Recruitment</i>	<i>Staff recruitment to fill currently vacant position.</i>	<i>As required</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>

*(Add additional rows as required)*

**F. Marketing / Outreach Activities** (HSA Planning and Reporting Information Package page 7)

To reach a broader audience within our industry, we will undertake the following marketing / outreach activities:

(F) Activity	Description	Number / frequency
<i>Updates to the BCACS brand</i>	<i>Updates to brand look and feel subsequent to a brand evaluation.</i>	<i>As required</i>
<i>Revised website</i>	<i>Revisions to the BCACS website that reflect current brand, and review and revision to text to ensure clear language</i>	<i>1</i>
<i>Outreach to support renewable credential</i>	<i>Stakeholder engagement focused on supporting employers and operators transitioning to a renewable credential.</i>	<i>As required</i>
<i>Marketing of industry practices</i>	<i>Outreach and marketing activities focused on dissemination of industry practices that support safe and effective crane operations in BC.</i>	<i>As required</i>

*(Add additional rows as required)*

<b>F (ii) [For WSBC use only]</b>
<i>Click here to enter text.</i>

**G. Overall Assessment**

G (ii) [For WSBC use only]

*Click here to enter text.*

**Board Chair Approval**

Ryan Burton                                            Oct 10 / 19  
Name                                      Signature                                      Date