

# HSA 2016 Initiatives Workplan Template

## BC Association for Crane Safety 2017

### HSA Mission / Vision Statement

To promote accident free crane operations throughout British Columbia.  
To develop and maintain competency standards and training criteria for crane operators.  
To administer BC's crane operator qualification regime.  
To promote the industry to prospective entry level crane operators in a manner that attracts those best suited to safe crane operation and to support the timely achievement of their qualifications.  
To serve as an advisory body to the WorkSafeBC regarding regulatory matters and other matters related to occupational health and safety as they impact the crane industry.

***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.

**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 #X: [Title]**

**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:

<i>State current injury driver or return-to-work outcome.</i>	<i>State objective.</i>
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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:	<i>Click here to enter text.</i>
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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>
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B (iii) <i>[For WSBC use only]</i>	
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**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>Click here to enter text.</i>
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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>
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C (iii) <i>[For WSBC use only]</i>	
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**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
<b>Conferences</b>	Development and delivery of message regarding the requirements and benefits of a crane operator qualification program to all stakeholders, including operators, owners, industry and the public.	2	<i>Click here to enter text.</i>
<b>See attached 2015, 2016, and 2017 HSA Activities and Measures Charts</b>			<i>Click here to enter text.</i>

*(Add additional rows as required)*

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

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

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

**G. Overall Assessment**

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

**Board Chair Approval**





Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Part 3.3: BCACS HSA Activities and Measures - 2017

3.3.3 Activity Type	3.3.3 Description of Activity	3.3.4 Unit Measure	3.3.4 Number Completed	3.3.4 Target for Year	3.3.4 % of Target Completed	3.3.5 Immediate Outcome and Measurement	Time Frame	Responsible
<b>Conferences (A)</b>	Development and delivery of message regarding the requirements and benefits of a crane operator qualification program to all stakeholders, including operators, owners, industry and the public.	Presentation at one or more relevant conferences.		2		Bridging the Gap 2017, Richmond, BC.  Crane Rental Association of Canada Conference 2017  Conference invitations for safety-related messages continue to be received and responded to.	Ongoing	BCACS
<b>New or transitioning crane operator certifications (A)</b>	Completion of qualifications for all new applicants or those applying to migrate to a higher or lower level of qualification.	Number of operators processed through the BCACS system		500 (estimate based on previous years)		Seamless, efficient completion of certifications from initial registration through to full qualification.  Measurement: historical average processing timelines continue to be met and exceeded. No significant lag times occur for unidentified reasons.	Ongoing	BCACS
<b>Crane operator practical assessment success rate data (A)</b>	Monitoring and addressing any issues with Operators' practical assessment success rate.	Percentage of operators not successful in the practical assessment on the first attempt has been averaging between 16% to 19% over 2012 through 2016. The goal for 2017 is 17%.		17%		Certification of only qualified operators. Unqualified operators are kept off the equipment until they upgrade their skills and pass the assessment.  Measurement: percentage of operators not successful on first attempt is in the historical range.	Ongoing	BCACS
<b>Equivalency Process (A)</b>	Ability to process equivalency applications in response to demand. Ability to identify and match crane operator credentials from jurisdiction to jurisdiction.	Ongoing adjustments made to equivalency process based on adjustments in certification parameters in other jurisdictions.		100		Qualified crane operators working at the correct certification level. Fraudulent credentials identified.  Measurement: operators tracked and serviced. All operators applying for an equivalency are registered in the BCACS system as members and are certified at the current level. Crane-specific BC regulations provided and confirmed as understood by operator.	Ongoing	BCACS
<b>Challenge Process (A)</b>	Ability to verify and process challenge applications in response to demand.	Ongoing adjustments made to challenge verification process as a result of changing federal and provincial immigration and interprovincial rules.		100		Operators tracked and serviced.  Measurement: all operators applying for the opportunity to write a challenge exam are registered in the BCACS system and processed within two weeks and receive an opportunity to challenge the exam in a timely manner.	Ongoing	BCACS

Part 3.3: BCACS HSA Activities and Measures - 2017

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<b>New operator system services (A)</b>	Working with training providers and employers to advise on the use of the Crane Certification Program and the BCACS system.	Training site visits to instruct on the use of the Crane Certification Program and mobile logbook use.		4 site visits		Greater understanding of the crane certification program by training providers, trainee/apprentices, and employers. New training provider relationships established to maintain quality and standards.  Measurement: demonstration through the BCACS administration system that operators are engaged at the correct certification level.	Ongoing	BCACS
<b>BCACS Crane Operator Qualification Theory Exams Program (M)</b>	Review of online options and ongoing development, maintenance, review and implementation of BC crane operator exam item bank.	Crane Operator Program Standards and theory exams maintained for all thirteen crane classification categories.  Online exam providers comparison and evaluation.		1		Maintaining the integrity and quality of the competency based operator testing system and delivery methodology. Exam content kept up to date.  Measurement: the correct theory exam and exam items are deployed and measured for every exam situation and individual. Comparison and evaluation of online exam providers is ongoing in order to respond to industry needs and generate appropriate recommendations.	Ongoing	BCACS
<b>Website and database (M)</b>	Ongoing development and maintenance of BCACS website, database, information and administration system.			1		A functional website, database, information and administration system that services industry at all levels. Maintains industry awareness and relationships.  Measurement: continue to fulfill the mandate of the Association with a relatively low staff number and overhead in an effective, responsive, and timely manner.	Ongoing	BCACS
<b>Mobile Logbook (M)</b>	Providing a mobile logbook for crane operators.	Mobile logbook usage.		2000 (based on graduated implementation of renewal)		Ongoing communication and work history tool. Accurate real time evidence of skill set and experience.  Measurement: all apprentices/trainees are able to utilize the logbook and all operator competencies and activities are tracked for sponsor signoff. All annual renewals are completed electronically.	Ongoing	BCACS

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<b>Certification System Oversight (M)</b>	Ongoing monitoring of registration, processing, and completion of certification of individuals in relation to the services required and provided by BCACS's partners in certification.	Changes to provincial, federal legislation, apprenticeship guidelines and CCDA Red Seal standards require review and coordination of any corresponding BC certification system changes. Also any changes to business processes of BCACS's certification system partners require monitoring to ensure there is no negative impact.		1		Provides the opportunity to modify the business processes of service providers and BCACS, as well as the communication between all parties to better serve the industry and ensure a safe workplace.  Measurement: identification of any areas that require modification and/or addition of new services.	Ongoing	BCACS
	Ongoing monitoring of the BC certification process including theory and practical testing for all 11 crane classifications.	Regular Assessment Review Panel meetings to monitor the certification and credentialing system. Minimum of one meeting a year with a provision for more depending on industry need.		1		Review of any formal complaints filed, review of any noted system deficiencies, audit of certification system process.  Measurement: identification of any areas for correction and proactive action that may lead to changes to practical test process and content.	Ongoing	BCACS
	Ongoing monitoring and maintenance of privacy and usage policies to comply with Provincial and Federal legislation.	Policies in place and available online with clear procedure to respond to enquiries.		1		Development and implementation of privacy policy to comply with Provincial and Federal legislation and take into account BCACS business processes and operator and industry needs.  Measurement: policy is up to date, and relevant and available with clear procedure to respond to enquiries.	Ongoing	BCACS
<b>Developing Strategies (P)</b>	Identifying and developing responses to industry changes that potentially impact safety in the workplace.	Documenting industry changes and needs as they occur that influence and change new work within the current funding cycle and identifying what might be a need for the next funding cycle. For example, new hoisting equipment, new technology, changing work practices.		1		Adjustments and new outcomes occur as a result of industry process.  Measurement: identification of new needs and/or adjustments required to current processes.	Ongoing	BCACS

Part 3.3: BCACS HSA Activities and Measures - 2017

3.3.3 Activity Type	3.3.3 Description of Activity	3.3.4 Unit Measure	3.3.4 Number Completed	3.3.4 Target for Year	3.3.4 % of Target Completed	3.3.5 Immediate Outcome and Measurement	Time Frame	Responsible
<b>Reciprocity with Other Jurisdictions (P)</b>	Consultation with jurisdictions to facilitate understanding and acceptance of respective certifications.	Clearer path for resolving certification questions and issues when they arise.  The legal requirement based on TILMA and AIT agreements is met.		2 visits		Harmonization nationally is occurring and ongoing. Mobility is increased. A deeper resource pool becomes available to safely draw skilled trade workers who already meet BC standards.  Measurement: BC credentials are matched accurately to other jurisdiction certifications ensuring a safer workplace. Requests for information and advice regarding implementation of operator standards and certification protocol are handled efficiently and accurately.	Ongoing	BCACS
<b>Crane Operator Credential Renewal (P)</b>	Establish and test the 1-year online renewal protocols and process flow for BC crane operator card. (Year 2 of 5)	20% of registered, certified BC crane operators to renew their BC crane operator certification online at no cost to them for a 1-year term.		20%		Process flow and renewal protocols created and implemented to test stage. New BC crane operator card designed and tested. One standard card for all BC crane operators.  Measurement: renewal is implemented for 20% of crane operators in 2017.	5 years	BCACS Fulford ITA
<b>Research and Development (P)</b>	Compare draft rigger standard to ISO slinger standard	Rigger standard comparable to ISO slinger standard		1		Rigger standard comparable or adoptable re ISO standard. Development and the ability to establish going forward mutual recognition agreements regarding rigger credentials leading to a safer common workplace. USA and Ireland in process.  Measurement: industry participation and consensus reached regarding standard that will contribute to and help ensure a safer workplace.	Ongoing	BCACS

Part 3.3: BCACS HSA Activities and Measures - 2017

<b>Resources and Better Practices (P)</b>	Identification, development, and maintenance of resource materials and aids.	Research design and develop a crane operator specific math aid primer and make available online for download.		1		Math aid identified through industry consultation and developed and made available for download on BCACS website as per industry's communicated need.  Measurement: Operators are better prepared for math areas of theory exams.	Ongoing	BCACS
	BCACS' development of Better Practices is a repetitive cycle with 3 steps: <ul style="list-style-type: none"> <li>• Step 1: A need is identified;</li> <li>• Step 2: A better practice identified;</li> <li>• Step 3: Training and resource materials are developed.</li> </ul>	Ongoing identification of need through industry consultation and review of incidents.		2		Review of Better Practices in place and implementation of new identified Better Practices.  Measurement: Industry participates in need identification, building the Better Practice, and demonstrates adoption. Ultimate outcome is reduced frequency of incidents as Better Practices are available and implemented. For example, Tower Crane Better Practice – pre-operations (four checklists) are currently in use.	Ongoing	BCACS
<b>Mechanics Card (P)</b>	Creation and approval of a BC Crane Operator – Mechanics Non-commercial Lift standard and certification scheme including processes, protocols, and website information. (Year 2 of 2)	BC Crane Operator – Mechanics – Non-commercial Lift standard		1		Standard, theory test, and competency checklist established. Certification process established and tested. Path to certification and appropriate information created and implemented on website.  Measurement: industry agreement that a gap in the certification system has been appropriately filled leading to a safer workplace and all relevant personnel are in process of being certified.	2 years	BCACS