

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	go2HR
Year of Workplan	2023-24

HSA Vision

Our **purpose** is to drive strong workforces and safe workplaces that deliver world-class tourism and hospitality experiences in BC.

HSA Mission

Our **mission** is to empower employers to have a strong human resource and health & safety culture that supports strong business performance.

- We offer programs, tools, information, and consulting services to elevate employers' human resources and health and safety practices
- We educate and train the current and future workforces
- We inform government, stakeholders and communities on labour market conditions and strategy.

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	Promote worker engagement through increased education and training.	Safety orientation training: Support employers in providing a comprehensive onboarding experience, as part of their overall health and safety program.	April 23 – March 24	<p>Training course is launched</p> <p>Training main landing page views: 2,000</p> <p>New orientation landing page views: 500</p> <p>New orientation training completions: 250</p> <p>Results of baseline and post training launch surveys indicate an increase in awareness and knowledge among workers</p>
		Joint Health and Safety Committees: Provide resources to improve education and training for joint health and safety committee members.	April 23 – March 24	<p>Online education and training resources are available to support employers</p> <p>Visits to new content on landing pages: 500</p> <p>Downloads of specific resources</p>

2	<p>Expand and increase awareness and engagement across BC's tourism and hospitality industry.</p>	<p>Partnership enhancement: Grow existing partnerships and develop new partnerships with industry associations and other stakeholders.</p>	<p>April 23 – March 24</p>	<p>Greater integration of HSA offerings within regular industry association communications</p> <p>New relationships are established and expanded with smaller, regional associations who represent specific industry sectors</p> <p>Success is measured by assessing ability to reach association members (open and click through rates, enquiries, follow up)</p> <p>Attendance at conferences and events, involvement in regional activities and Canadian Associations for Safe Hospitality (CASH) meetings</p> <p>Active participation and constructive inputs offered by advisory committee members (1 per quarter)</p>
		<p>Expand regional outreach: Leverage go2HR's HR consultants in each tourism region to promote health and safety program offerings.</p>	<p>April 23 – March 24</p>	<p>Employer referrals from HR consultants for OHS consultations</p> <p>HSA content is featured in regional publications to raise awareness</p>

				<p>Drive traffic to CU landing pages</p> <p>Increase regional content in newsletters</p> <p>Maintain and expand qualified contact list for each region</p> <p>Increase Indigenous tourism business connection</p>
		<p>Information/resource development and enhancement: Continue to build upon CU specific resources and content, identifying and filling gaps.</p>	<p>April 23 – March 24</p>	<p>Maintain existing and develop new health and safety content for website</p> <p>Existing training courses are maintained and enhanced</p> <p>Health and safety landing page views: 50,000</p> <p>Health and safety resource downloads: 17,500</p> <p>Safety Basics Assessment landing page views: 1,250</p> <p>Safety Basics Assessment Tool completions: 75</p> <p>Occupational Health and Safety Program Fundamentals completions: 150</p>

3	<p>Support employers and workers in creating safe and healthy workplaces, free from bullying and harassment, in the tourism and hospitality industry.</p>	<p>Enhance Safer Spaces suite of sexual harassment training and associated communications materials: Evaluate and update online training suite for employers, supervisors and workers.</p>	<p>April 23 – March 24</p>	<p>Active ongoing participation and feedback from advisory committee and working group (quarterly meetings/updates)</p> <p>Courses are updated to take account of evaluation findings</p> <p>Communications campaigns are adjusted to factor in evaluation results and growing knowledge of the subject</p> <p>Continually growing interest in topic of sexual harassment, including visits to landing page and Safer Spaces training completions</p> <p>Employer/supervisor training course registrations: 600</p> <p>Worker training course registrations: 600</p> <p>Net Promoter Score (NPS), positive feedback obtained from participants</p>
		<p>Awareness and education: Raise awareness among employers, supervisors and workers around the topic of preventing bullying and harassment, including sexual</p>	<p>April 23 – March 24</p>	<p>Visits to landing pages: 250</p> <p>Downloads of specific resources, including how to obtain support</p>

		harassment, as part of enhancing overall workplace safety culture. Highlight roles and responsibilities and identify how to obtain support.		Employers have a greater awareness around roles and responsibilities in relation to bullying and harassment Bullying and harassment is integrated within existing HSA “psychological safety” resources
4	Support employers and workers in creating psychologically safe workplaces and raising awareness about mental health.	Manage psychological risks in the workplace: Increase awareness of workplace psychological health and safety and help employers to mitigate hazards related to psychological health and safety.	April 23 – March 24	HSA capacity to provide mental health expertise is maintained, to facilitate engagement across the industry Integrate mental health, bullying and harassment, sexual harassment and equity, diversity and inclusion best practices to support employers in prioritizing worker psychological wellbeing
		Promote mental health best practices: provide information and supports to employers and workers on the topic of workplace psychological wellness via mental health hub (website) in partnership with CMHA.	April 23 – March 24	Learning hub is maintained up to date Promotion of learning hub to access mental health resources: 500 webpage views and downloads Progressively increasing visits to mental health landing page, an increase in resource downloads and

				CARE level 1, level 2 and level 3 participation
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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	Safety orientation training: Support employers in providing a comprehensive onboarding experience, as part of their overall health and safety program.
Initiative Goal/ Expectation	<p>To fill an identified gap in health and safety orientation training that is specific to the tourism and hospitality industry.</p> <p>To make it easier for employers to provide orientation training in a timely manner.</p> <p>To increase employer knowledge about why a comprehensive onboarding experience is important.</p> <p>To integrate the safety orientation into overall health and safety programs.</p>

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
Identify training needs, using scoping from previous year and advisory committee input	Research Other type:	Staff, training partners, employers, industry partners		April 23- March 24	Training needs identified	

Develop training content outline for orientation training	Training Other type:	Staff, training partners, employers, industry partners,		April 23 – March 24	Content is developed	
Build online course in Learning Management System	Training Other type:	Staff, consultants	32,500	April 23 – March 24	Course is created	
Launch new course to industry, with an accompanying marketing campaign, and ongoing marketing to raise awareness	Marketing/Out reach Other type:	Staff, consultants/ designers	2,500 Collateral 2,500 Advertising	April 23 – March 24	New training course is available and awareness increases Monitoring of metrics: course registrations, page views, open rates of emails/e-blasts	
Maintenance of training offerings, Learning Management System (LMS), customer service and quality assurance activities	Training Other type:	Staff, LMS user fees	6,000	April 23 – March 24	Training content is maintained up to date and user experience is optimized	

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
More employers are aware of and using health and safety courses and are aware of the importance of a robust onboarding program	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Monitor metrics for course registrations, email and e-blast open rates, landing page views	
Knowledge of health and safety in the workplace is increasing due to growing online training participation rates	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Comparison of baseline and post-launch survey results	
Ultimately, new worker injuries are reduced, due to enhanced awareness about workplace health and safety and prevention approaches	Behaviour-Based Outcomes Other outcome type:	Long term >3 years	April 23 – March 24 - ongoing	Long term analysis of injury and claims data	

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	Joint Health and Safety Committees: Provide resources to improve education and training for Joint Health and Safety Committee members
Initiative Goal/ Expectation	<p>Employers are aware of their responsibilities to provide training for Joint Health and Safety Committee members.</p> <p>Employers can easily access resources to improve education and training for members.</p> <p>Resources for Joint Health and Safety Committee members are integrated into go2HR’s suite of training.</p>

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
Identify training content needs, using scoping from previous	Research Other type:	Staff		April 23 – March 24	Needs are identified	

year and advisory committee input						
Develop content for training	Training Other type:	Staff		April 23 – March 24	Training content is developed	
Create slide deck series to cover training content	Training Other type:	Staff, consultants/ graphic designer	2,500	April 23 – March 24	Slide deck is in place	
Roll out educational content via targeted campaigns	Marketing/Out reach Other type:	Staff, consultants	2,500	April 23 – March 24	Content is rolled out and promoted, building awareness within the industry	
Maintain content up to date, with periodic reviews	Other, please specify Other type: Quality assurance	Staff, consultants	750	April 23 – March 24	Content remains accurate	

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
Employers and committee members are more aware of requirements around committee training	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	Within 12 months	Anecdotal information, requests for information, open rates of newsletters and e-blasts and views of landing pages	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year

Employers are accessing resources on a regular basis	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Trends established via monitoring of metrics	
Joint committee members have easy access to and can participate in the training	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Training participation rates, knowledge about committee function and requirements 4 sessions delivered	

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	Partnership enhancement: Grow existing partnerships and develop new partnerships with industry associations and other stakeholders.
Initiative Goal/ Expectation	<p>Nurture and grow existing partnerships with industry associations, Destination Management/ Marketing Organizations (DMOs) to:</p> <ul style="list-style-type: none"> - Leverage their communication channels to reach broader audience - Increase visibility and awareness of go2HR as HSA for industry

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
Collaborate with industry associations to reach their members through a range of tactics: articles and advertisements in association newsletters and publications, webinars, roundtables and forums	Marketing/Out reach Other type:	Staff, consultants, designers, guest speakers	2,500	April 23 – March 24 - ongoing	Build awareness in target industry sectors (CUs) through associations by offering timely, appropriate information on a range of health and safety topics: 4 articles 4 webinars	

					4 advertisements	
Participate in Community of Communicators meetings with communications teams for different industry associations and regularly share content/ideas via group communications channel	Marketing/Out reach Other type:	Staff, industry partners		April 23 – March 24	Relevant topical information is shared and amplified by leveraging industry association communications channels Content is shared regularly on group communications channel to ensure timely promotion to membership and amplification	
Sponsor industry association health and safety awards and conference sessions	Other, please specify Other type: Sponsorship	Staff, industry partners	7,650	April 23 – March 24	Promote the importance of safety culture, build relationships and raise awareness of HSA activities Sponsorship opportunities are maximized throughout the year	
Connect with city and community DMOs to expand regional and local reach	Marketing/Out reach Other type:	Staff		April 23 – March 24	Contact is established and engagement is initiated Relationships are nurtured and strengthened	

CU health and safety landing pages are promoted via industry associations to increase readership levels	Marketing/Out reach Other type:	Staff		April 23 – March 24	Regular, targeted promotion and focus on specific topics of interest	
Attendance at industry events and Canadian Associations for Safe Hospitality (CASH) participation	Conference/ Convention/ Meeting Other type:	Staff	14250	April 23 – March 24	Opportunities for collaboration on common areas of interest are identified and maximized	
Host advisory committee meetings every quarter	Conference/ Convention/ Meeting Other type:	Staff, employers, industry partners	1,000	April 23 – March 24	Meetings are facilitated and meeting notes captured	
Maintain Customer Relationship Management (CRM) system with contact information to facilitate effective outreach	Marketing/Out reach Other type:	Staff and maintenance of technology/ subscription	6,000	April 23 – March 24	Ongoing management of contact information Ability to reach qualified industry stakeholders via CRM	

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
Associations promote HSA program offerings to their members	Behaviour-Based Outcomes	Medium Term 1~3 years	April 23 – March 24 - ongoing	Regular coverage in partner newsletters and	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year

	Other outcome type:			requests for support increases	
Outreach leads to greater engagement and relationship growth	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Volume of enquiries received from new connections, use of go2HR resources, anecdotal information received	
Knowledge sharing, relationship building and general exposure to different regions, via targeted outreach activities and event attendance	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Analyze survey feedback from event attendees Review metrics to assess uptake for events, interaction during sessions and follow up requests	
Information and insight provided at committee meetings will help to shape future initiatives and validate ongoing projects. Regional and worker representation helps to ensure diverse ideas and opinions are captured and considered	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Information shared is documented in meeting notes and considered when planning future initiatives	
Contact information is maintained up to date to ensure that outreach opportunities are maximized and that we are effective in reaching our target audience	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Open rates consistently increase and subscribers also increase Increasing follow up opportunities/ engagement levels	

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	Expand regional outreach: Leverage go2HR’s HR consultants in each tourism region to promote health and safety program offerings.
Initiative Goal/ Expectation	<p>Ability to reach a wider audience and encourage participation in HSA program offerings</p> <p>Awareness of HSA grows as a result of regional representation</p> <p>Support and resources/information are tailored to suit each specific audience</p>

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
Regional HR consultants to promote health & safety as a part of employer engagement in their regions	Marketing/Out reach Other type:	Staff	2,000	April 23 – March 24	Referrals from HR consultants to H&S specialists to offer OHS related support	
Opportunities to promote program offerings are maximized, via community meetings,	Marketing/Out reach Other type:	Staff, partner associations		April 23 – March 24	General awareness of HSA increases, including website views, resource downloads, training	

publications and partner websites					registrations and enquiries received, Metrics for website views, resource downloads and training course registrations, enquiries received	
Indigenous tourism business connection is strengthened via targeted outreach	Marketing/Out reach Other type:	Staff, partner associations		April 23 – March 24	Relationship building with indigenous businesses and more uptake for program offerings	

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
There is increasing awareness of HSA across the regions	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Enquiries received, anecdotal information, website views, resource downloads, requests to attend events and present to members, requests to provide content for regional publications, new contacts made	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.

Regional presence, and understanding of specific challenges, enables us to more effectively target audiences with appropriate HSA resources, based on their needs	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Anecdotal information received, survey results, feedback on sessions attended	
Participation in HSA offerings increases, thereby positively influencing workplace health and safety	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Safety Basics Assessment completions, demand for employer consultations	
Increased awareness of HSA among indigenous tourism and hospitality businesses	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Specific enquiries received from these groups and increasing opportunities to engage	

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	Information/resource development and enhancement: Continue to build upon CU specific resources and content, identifying and filling gaps.
Initiative Goal/ Expectation	<p>Sector specific information is provided and maintained up to date</p> <p>Content gaps are filled to ensure information remains current and credible, including any regional considerations</p> <p>Employers know how to access pertinent health and safety information for their sector via the CU specific landing pages</p>

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
Sector specific content is checked periodically and updated, as required	Consultation Services Other type:	Staff, consultants	1,000	April 23 – March 24	Information is kept up to date, including injury data and other dashboard metrics	
Periodic website audit and content review carried out and	Marketing/Out reach Other type:	Staff		April 23 – March 24	Content gaps are filled and new content is	

information updated based on need					published, as needed	
Review and update resources on claims, recover at work and return to work best practices	Training Other type:	Staff, consultants	2750	April 23 – March 24	Inventory compiled, new content is sourced and added to inventory, resources are updated, where required	
Review, update and promote resources for the ski industry	Training Other type:	Staff, consultants	2500	April 23 – March 24	Inventory compiled, new content is sourced and added to inventory, resources are updated, where required Resources are promoted within ski industry	
Regular promotional activities are planned and executed to raise awareness of industry specific content and newly published resources	Marketing/Out reach Other type:	Staff, graphic designers		April 23 – March 24	Awareness increases and demand for resources is heightened	

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
More employers are using sector specific landing pages	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Monitor metrics for website views, downloads, calls received, emails, to demonstrate how many businesses are accessing the new content and using HSA services	
Industry associations rely on CU landing pages to provide accurate health and safety content for their members	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Monitor communications and analyze data through association outreach activities	
Information and insight shared at advisory committee meetings, including from workers and regional members, will help to shape some future initiatives and help validate ongoing projects	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Information from committee meetings will be documented in minutes to help guide future initiatives. This helps us to stay attuned to the current challenges and regional differences, tailoring our support tactics accordingly	

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	Enhance Safer Spaces suite of sexual harassment training and associated communications materials: Evaluate and update online training suite for employers, supervisors and workers.
<u>Initiative Goal/ Expectation</u>	<p>Safer Spaces training for employers, supervisors and workers is maintained up to date, ensuring it remains relevant</p> <p>User experience is maintained at a high level</p> <p>The Safer Spaces brand continues to grow</p>

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
Periodic quality assurance performed on training course content and any required changes are made	Consultation Services Other type:	Staff, consultants		April 23 – March 24	Course audit is undertaken and any required changes are actioned to ensure the content remains relevant	

Monitor and analyze Safer Spaces training course evaluation results, surveys and anecdotal feedback regarding the user experience	Marketing/Out reach Other type:	Staff, consultants, graphic designers		April 23 – March 24	Evaluation results concerned with the user experience are actioned in order to maintain a high-quality course delivery	
Evaluate the Safer Spaces communications activities to understand how the campaigns have been received and where adjustments in approach might be needed	Research Other type:	Staff, evaluators		April 23 – March 24	Findings enable us to refine aspects of the communications campaigns, where needed, to increase the effectiveness of future campaigns	

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
Course participation rates continue to grow	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Training participation rates	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Knowledge of workplace sexual harassment is consistently increasing as training	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Pre and post training survey results show how awareness and knowledge has shifted	

participation levels continue to rise					
Survey results indicate that there is ongoing value in the training	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Survey and evaluation results, anecdotal information, testimonials	
The Safer Spaces brand continues to grow, as more businesses participate in the training and are aware of the initiative through the ongoing communications activities	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Brand recognition assessed via evaluation tactics	

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	Awareness and education: Raise awareness among employers, supervisors and workers around the topic of preventing bullying and harassment, including sexual harassment, as part of enhancing overall workplace safety culture. Highlight roles and responsibilities and identify how to obtain support.
Initiative Goal/ Expectation	Awareness of the topic of bullying and harassment, including sexual harassment, increases within the tourism and hospitality industry Employers, supervisors and workers know how to access credible information regarding their rights and responsibilities

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
Maintain existing website content on harassment up to date, identify and fill content gaps	Marketing/Out reach Other type:	Staff		April 23 – March 24	Content is updated and expanded	
Marketing campaigns and collateral to promote the topic of bullying and harassment and	Marketing/Out reach Other type:	Staff		April 23 – March 24	Key messaging and supporting collateral are developed and launched	

highlight roles and responsibilities						
Monitor regulatory changes concerning bullying and harassment and violence. Update materials accordingly, where needed	Research Other type:	Staff		April 23 – March 24	Existing information is updated to reflect any regulatory changes	
Scope opportunity to include a bullying and harassment focussed module in the Safer Spaces suite of training	Research	Staff		April 23 – March 24	Scoping is complete and viability of new module is determined	

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
Employers, supervisors and workers are more aware of bullying and harassment and sexual harassment, including their roles and responsibilities and how to access	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Survey results, anecdotal information, demand for resources,	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>

information on the topic					
Demand for bullying and harassment information increases following on from campaigns	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Resource downloads, requests for information	
Scoping activities around current training offerings conclude and execution plan is established for the next fiscal year	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Scoping document in place and plan developed	

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	Manage psychological risks in the workplace: Increase awareness of workplace psychological health and safety and help employers to mitigate hazards related to psychological health and safety.
Initiative Goal/ Expectation	Employers have a greater awareness and understanding of psychological health and safety in the workplace Psychological risks are better managed and time off due to mental health related claims is reduced

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 an outreach plan to promote awareness of workplace factors that may impact psychological health and safety	Marketing/Out reach Other type:	Staff		April 23 – March 24	Employers have a greater awareness of workplace factors that contribute to psychological health and safety challenges	
Support employers to better manage the psychological risks in the	Marketing/Out reach Other type:	Staff		April 23 – March 24	Psychological risks in the workplace are better	

workplace that contribute to worker injuries or illnesses by promoting CARE (Compassionate and Respectful Employer and Employee) Certificate training for employers and workers and follow up interactive workshops					managed and learning coaches support businesses across the province Employers and workers are accessing CARE level 1, 2 and 3 training on mental health and attending interactive workshops to discuss key takeaways	
Create targeted campaigns to industry CUs to promote psychological wellbeing in the workplace	Marketing/Out reach Other type:	Staff		April 23 – March 24	Campaigns raise awareness about psychological health and safety 4 targeted campaigns	

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
Awareness of the importance of psychological health and safety in the	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Website views, demand for sessions, anecdotal	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year.

workplaces is consistently increasing				information, surveys	
Psychological risks in the workplace are better managed, leading to higher levels of psychological health and safety for workers	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Fewer injuries, fewer claims, psychological risks are incorporated into health and safety programs	

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	Promote mental health best practices: provide information and supports to employers and workers on the topic of workplace psychological wellness via mental health hub (website)
Initiative Goal/ Expectation	Awareness of mental health challenges in the tourism and hospitality industry increases Awareness of mental health best practices, and how to access them, increases

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
Maintain website (hub) content up to date	Marketing/Out reach Other type:	Staff		April 23 – March 24	Content is up to date and employers access website for important mental health information, leading to an increasing number of views and downloads	
Creation of a workplace wellness checklist to support employers in	Marketing/Out reach Other type:	Staff		April 23 – March 24	Employers' familiarity with workplace mental	

implementing mental health best practices					health best practices increases and they know how to access and implement them	
Provide resources and information on how to support workplace psychological wellness across the industry	Marketing/Out reach Other type:	Staff		April 23 – March 24	Employers are aware of and embrace best practices to support psychological wellness, as part of their overall health and safety program	

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
More employers are accessing the resources via the hub	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 23 – March 24	Webpage views and downloads continue to grow, requests for information, interest in specific topics	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Knowledge of mental health is increasing due to increased uptake of resources	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Expectation that an increase in knowledge will lead to greater awareness and	

and demand for information				responsibility to prioritize workplace psychological wellness	
Psychological health and safety best practices are being incorporated into workplace health and safety management	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 23 – March 24 - ongoing	Anecdotal information, employers' growing familiarity with psychological health and safety best practices indicates they are prioritizing this	

WorkSafeBC Management Comments

Board Chair Approval

Heidi Romich



09/08/2022

Name

Signature

Date