

# 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

<b>HSA Name</b>	go2HR
<b>Year of Workplan</b>	24-25

### 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	<b>Support employers and workers in creating psychologically safe workplaces</b>	Psychological health and safety awareness building	April 24 – March 25	<p>Mental health landing page views and resource downloads (600)</p> <p>Stakeholder conferences &amp; events, including presentations, sponsorships and attendance (4)</p> <p>Employer events and wellness fairs (4)</p> <p>Social media posts (12)</p> <p>Articles/eblasts/newsletter content opportunities achieve open rate above the industry baseline standard of 15% (4)</p>
		Psychological health and safety coaching	April 24 – March 25	1:1 sessions with coaches (100)
		Psychological health and safety training and education	April 24 – March 25	CARE level 1, 2 and 3 training course enrolments (400)

				Webinars and educational sessions (4)
2	<b>Expand and increase industry participation in occupational health and safety</b>	Expand employer engagement in high priority topic areas	April 24 – March 25	<p>Drive engagement with employers on the following high priority topics areas:</p> <ul style="list-style-type: none"> <li>• Managing heat stress</li> <li>• Managing musculoskeletal injuries</li> <li>• Joint health and safety committees</li> <li>• First aid regulatory changes</li> <li>• Return to work</li> <li>• Occupational health and safety management system development</li> </ul> <p>Priority topic landing page views (250)</p> <p>Articles/eblasts/newsletter content opportunities per initiative/ high priority topic area (4)</p> <p>General engagement KPIs will demonstrate increasing employer participation in health and safety:</p>

				<p>Health and safety main landing page views (55,000)</p> <p>Health and safety resource downloads (1,800)</p> <p>Eblasts on general health and safety topics, according to content calendar, achieve open rate above the industry baseline standard of 15% (12)</p> <p>Utilize industry association and go2HR job board digital ad space to promote HSA program offerings (4)</p> <p>Advisory service requests/targeted employer 1:1s (100)</p> <p>Safety Basics Assessment landing page views (1,300)</p> <p>Safety Basics Assessment Tool completions (80)</p> <p>Webinars (4)</p> <p>Expanded Community of Communicators network helps HSA to amplify information (3 new members)</p> <p>Social media posts (12)</p>
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				<p>Increased Indigenous tourism business connection and engagement</p> <p>Sponsorship of events and conferences</p> <p>CASH participation at meetings (3 meetings)</p> <p>Active participation and constructive inputs offered by H&amp;S advisory committee members (4 meetings)</p>
		Expand worker engagement in health and safety	April 24 – March 25	<p>Worker focused content in eblasts and newsletters achieves open rate above the industry baseline standard of 15% (12)</p> <p>Grow career newsletter subscription by 1,000</p> <p>Worker specific content on health and safety is added to website</p> <p>Views of worker focused content on website (500)</p> <p>Worker survey number of completions (50)</p>
		Evaluate viability of adding additional CUs (golf courses and casinos) to HSA	April 24 – March 25	Research conducted for two new CUs to ascertain viability and next steps

3	<b>Promote health and safety awareness and knowledge growth through expanded health and safety training offerings</b>	Maintain ongoing delivery and quality of current suite of health and safety training	April 24 – March 25	<p>Main training landing page views (2,250)</p> <p>Occupational Health and Safety Program Fundamentals enrolments (175)</p> <p>Safer Spaces worker course enrolments (300)</p> <p>Safer Spaces employer and supervisor course enrolments (500)</p> <p>Health and safety orientation training course enrolments (600)</p> <p>Joint health and safety committee training enrolments (250)</p> <p>Maintain and enhance current training courses (quality assurance)</p> <p>Results of post completion evaluations indicate growing awareness and knowledge among participants</p>
		Expand current offerings to include two new health and safety courses	April 24 – March 25	<p>Two new courses are launched</p> <p>Course enrolments (100)</p>



				Positive survey feedback
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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.**

<b>Initiative</b>	Support employers and workers in creating psychologically safe workplaces through <b>awareness building</b>
<b>Initiative Goal/ Expectation</b>	<p><i>The profile of psychological health and safety in the workplace is raised through the promotion of psychological health and safety offerings</i></p> <p><i>Employers are accessing psychological health and safety resources through The Hub website and sharing these with their employees</i></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.

<b>Part 1: Workplan Details</b> List the key activities you will undertake in this initiative.						
Activity Description	<b>Activity Category</b> <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Promote workplace psychological health and safety and highlight specific areas of support via targeted campaigns and exposure at events and conferences	Marketing/Outreach Other type:	Staff, industry partners		2024-25	Increased awareness of the importance of psychological health and safety	
Create, maintain and promote psychological health and safety resources	Marketing/Outreach Other type:	Staff		2024-25	Employers will become more familiar with the Workplace Mental Health Hub, know what resources	

					are available and how to locate them Employers will use the resources to help support/train their workers	
Keep abreast of regulation changes around mental health and make changes to existing content, as required (website, training, collateral etc.)	Research Other type:	Staff, consultants		2024-25	Information will be maintained up to date and accurate	
Communicate regulatory changes to industry	Marketing/Outreach Other type:	Staff		2024-25	Employers will be aware of regulatory changes in the field of mental health and how this may impact them	

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.

<b>Part 2: Workplan Measurement</b> 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	<b>Evaluate Outcomes Achieved</b> <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>
Awareness of the topic of psychological health and safety is increasing as more employers are accessing and consuming resources and information	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Anecdotal information  Volume of enquiries received  Employer and industry feedback  Requests for presentations on the topic	
Employers are more familiar with resources and how to access them  The resource library and the Hub continue to be populated with relevant resources and templates	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 24 – March 25 - ongoing	Landing page views of the Hub  Downloads of various resources on the Hub  Mentions of the Hub in presentations  Demand for new and updated resources	

## 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	Support employers and workers in creating psychologically safe workplaces through <b>coaching</b>
Initiative Goal/ Expectation	Requests for 1:1 support from the Psychological Health and Safety Coaches continues to grow  Employers have greater awareness of workplace responsibilities, best practices and risk management

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
Promote the services of the psychological health and safety coaches to employers and industry associations	Marketing/Outreach Other type:	Staff		2024-25	Greater awareness and growing knowledge among employers of the coaching service  More employers are requesting support through 1:1 sessions with psychological health and safety coaches  Industry associations are promoting the availability of the coaches to their members, increasing awareness and contact
					Actual Output

Offer coaching sessions to employers across the province	Consultation Services Other type:	Staff		2024-25	Coaches are growing relationships with individual employers  More employers across the province are requesting psychological health and safety supports when they need assistance addressing psychological health and safety issues  Coaches are supporting employers through psychological health and safety audit framework pilot  Workplace psychological health and safety knowledge is improving	
Continue to integrate psychological health and safety within larger context of occupational health and safety during coaching sessions and promote through presentations, webinars, newsletter articles etc.	Marketing/Outreach Other type:	Staff		2024-25	Psychological health and safety will be more integrated within the context of overall workplace health and safety, making it easier to implement and manage  Access to psychological health and safety resources increases, as employers find it easier to integrate within their existing frameworks instead of viewing as a standalone responsibility	

					Understanding of employer responsibilities and specific topics will increase, organically affecting the overall psychological health and safety culture and worker experience	
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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 <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>
Psychological health and safety coaches have 1:1 interactions with more employers across the province to coach them on psychological health and safety best practices	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	The number of 1:1 coaching interactions  The information being requested and shared	
Psychological health and safety coaches are supporting employers in integrating psychological health and safety considerations into their existing programs	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 24 – March 25 - ongoing	Number of employers requesting support  Landing page and resource views/downloads Psychological risks are incorporated into health and safety programs	



## Section C: Workplan Template – Initiative 1.3

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.**

<b>Initiative</b>	Support employers and workers in creating psychologically safe workplaces through <b>training and education</b>
<b>Initiative Goal/ Expectation</b>	<p><i>Increase participation in suite of Compassionate and Respectful Employee/Employer (CARE) training courses to help workplaces recognize, understand and manage psychological health and safety risks in the workplace</i></p> <p><i>Increase participation in educational webinars and information sessions that promote psychological health and safety</i></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.

<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
Promote CARE Level 1 training for workers through targeted campaigns to the worker community	Marketing/Outreach Other type:	Staff		April 24 – March 25	Course promotion leads to higher participation rates and growing awareness about psychological health and safety among worker population	
Promote CARE Level 1, 2 & 3 training through targeted campaigns to employers	Marketing/Outreach Other type:	Staff		April 24 – March 25	Generate awareness of the suite of training and the progression	

					from level 1 through to level 3  Encourage participation in levels 2 and 3, among those who have already taken level 1 training	
Contribute to the review and updating of the CARE training courses and supplementary learning materials, led by the Canadian Mental Health Association (CMHA)	Training Other type:	Staff, CMHA		April 24 – March 25	Course content is maintained up to date, optimizing course participant experience Any identified content gaps or dated information are filled and/or updated	
Host training sessions and educational webinars on timely psychological health and safety topics	Training Other type:	Staff, panelists, guest speakers		April 24 – March 25	Providing additional webinars on how to implement psychological health and safety topics within the workplace will help employers to build upon their existing knowledge, elevate the importance of psychological health and safety and integrate it within existing training 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.

<b>Part 2: Workplan Measurement</b> 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	<b>Evaluate Outcomes Achieved</b> <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>
There is greater interest in the CARE suite of training among workers and employers	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Enrolments and completions of CARE training  Downloads of CARE resources  Views of promotional eblasts that highlight the courses	
There is growing interest in the topic of psychological health and safety and supporting resources that complement the courses	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Views of the Hub website  Resource downloads  Anecdotal information-questions about the training courses  Views of the promotional eblasts that highlight the resources  Comparison of baseline and post-completion survey results indicate a growing awareness and understanding	

Providing additional training webinars on how to implement psychological health and safety within the workplace will help to build upon existing awareness of the topic and encourage employers to elevate their programs by incorporating elements of psychological health and safety	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Attendance at presentations and webinars  Follow up enquiries received from participants  Demand for psychological health and safety topics at conferences and events	
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Below are blank templates pre-copied for you. Please click on the "expanding sign" on the left of the heading **Section C:** 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 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.**

<b>Initiative</b>	Expand employer engagement in high priority topic areas
<b>Initiative Goal/ Expectation</b>	Awareness of key health and safety topic areas increases, leading to positive action that promotes workplace health and safety and reduces workplace injuries

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 <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop and launch a restaurant focused initiative around managing heat stress, including content enhancement and development (website, resources, educational tools etc.) for promotional and outreach purposes	Marketing/Outreach Other type:	Staff	\$4000	April 24 – March 25	Employers will be more aware of and better equipped to address heat stress in kitchens and other areas of the workplace  Resources will be available to help employers manage the risk of heat stress	

					Awareness of the risk of heat stress will increase	
Develop and launch a hotel focused initiative around managing musculoskeletal injuries (MSIs) including content development and enhancement (website, resources, educational tools etc.) for promotional and outreach purposes	Marketing/Outreach Other type:	Staff, consultants,	\$4000	April 24 – March 25	There will be more awareness around MSIs and how to prevent the risk of injury  Employers will have access to relevant resources to support their prevention efforts  Efforts will be amplified via direct communication to employers through BCHA	
Develop and launch an industry wide initiative around joint health and safety committees including content development and enhancement (website, resources, educational tools etc.) for promotional and outreach purposes	Marketing/Outreach Other type:	Staff	\$4000	April 24 – March 25	Employers, committees, Worker Safety Reps and workers will better understand the role of joint health and safety committees, leading to greater engagement and participation  Committee members will be able to access the information and resources that they need to support the committee	
Develop and launch an industry wide initiative to promote first aid regulatory changes including content development and enhancement (website, resources, educational	Marketing/Outreach Other type:	Staff	\$3000	April 24 – March 25	Employers will be prepared for the regulation change in November 2024 and will be able to access all of the support tools	

tools etc.) for promotional and outreach purposes					to help them transition in a gradual way	
Develop and launch an industry wide initiative to promote Return to Work best practices including content development and enhancement (website, resources, educational tools etc.) for promotional and outreach purposes	Marketing/Outreach Other type:	Staff	\$3000	April 24 – March 25	Employers will have a greater awareness of the best practices around re-integrating injured workers within the workplace  Employers will have access to resources to support RTW efforts	
Develop and launch an industry wide initiative to promote occupational health and safety management system (OHSMS) development including content development and enhancement (website, resources, educational tools etc.) for promotional and outreach purposes.	Marketing/Outreach Other type:	Staff	\$3000	April 24 – March 25	Employers will have a greater awareness about the importance of developing an OHSMS and their legal responsibilities  Employers will have access to the support tools to establish an OHSMS within their workplace  Employers will have a growing awareness of how psychological health and safety considerations fit within an OHSMS  Employers are aware of Safety Basics content and Assessment and are using the tool	
Develop an outreach plan for Indigenous tourism businesses to promote health and safety topics and increase engagement with individual employers	Marketing/Outreach Other type:	Staff	\$3000	April 24 – March 25	Increased awareness among Indigenous employers about how go2HR can assist them with health and safety	

<p>Collaborate with industry partners to promote health and safety program offerings:</p> <ul style="list-style-type: none"> <li>- provide articles for association newsletters and publications</li> <li>- deliver webinars and presentations on timely topics</li> <li>- develop and enhance resources to share with members</li> <li>- continue to build relationships with industry associations and RDMOs</li> <li>- utilize Community of Communicator channels and ad space to promote health and safety initiatives</li> </ul>	<p>Marketing/Outreach Other type:</p>	<p>Staff, associations, consultants, designers, guest speakers</p>		<p>April 24 – March 25</p>	<p>There is growing awareness among partners across the province about go2HR's health and safety program offerings</p> <p>Awareness of sector specific resources continues to build through support of industry associations</p>	
<p>Offer health and safety advisory services to employers (virtual and in person) to support program development and improvement</p>	<p>Consultation Services Other type:</p>	<p>Staff</p>	<p>\$5000</p>	<p>April 24 – March 25</p>	<p>Employers are utilizing the advisory services to expand their health and safety knowledge and develop their program</p> <p>Employers are accessing specific expertise related to topics of interest and concern</p>	
<p>Resource and website management:</p> <ul style="list-style-type: none"> <li>- Conduct QA review of resource library, identify content gaps and verify links</li> <li>- Audit webpages, identify gaps and provide content to</li> </ul>	<p>Consultation Services Other type:</p>	<p>Staff, consultants</p>	<p>\$3000</p>	<p>April 24 – March 25</p>	<p>Employers can access current, credible information and a positive user experience is maintained</p>	



reflect updates, including regulatory changes						
Regional HR consultants and psychological health and safety coaches promote health and safety as part of their employer engagement activities, maximizing opportunities to attend meetings, present and contribute to partner publications	Marketing/Outreach Other type:	Staff, partner associations		April 24 – March 25	An increase in referrals by regional HR consultants and psychological health and safety coaches for health and safety support  General awareness of HSA increases through province wide engagement, including website views, resource downloads, training enrolments and enquiries about health and safety	
Maintain communications tools- content calendar and Customer Relationship Management (CRM) system, to facilitate effective outreach	Marketing/Outreach Other type:	Staff and maintenance of technology/ subscription	\$6000	April 24 – March 25	Ongoing management of contact information  Ability to reach qualified industry stakeholders via CRM  Analysis of open rates and click through rates helps inform future activities	
Sponsorship of industry events, awards and conferences	Other Other type: Sponsorship	Staff, industry partners	\$8000	April 24 – March 25	Promote the importance of health and safety, build relationships and raise awareness of HSA activities  Sponsorship opportunities are	

					maximized throughout the year	
Attendance at industry events and Canadian Associations for Safe Hospitality (CASH) participation	Conference/ Convention/ Meeting Other type:	Staff	\$2000	April 24 – March 25	Opportunities for collaboration on common areas of interest are identified and maximized	
Engage with and solicit feedback from Health and Safety Advisory Committee through quarterly meetings	Conference/ Convention/ Meeting Other type:	Staff, employers, industry partners and stakeholders	\$1000	April 24 – March 25	Meetings are facilitated and meeting notes captured  Committee insight is factored into future work activities	

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"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year</li> </ul>
Outreach leads to greater engagement and awareness of HSA, promoting relationship growth with employers, associations and other industry partners	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	<p>Volume of enquiries received from new and existing connections</p> <p>Growing number of requests from employers for 1:1 consultations through advisory services initiative to discuss health and safety challenges</p> <p>Use of go2HR resources</p> <p>Anecdotal information received</p> <p>Landing page views</p> <p>Regular coverage in partners newsletters</p>	

				Requests for support and specific services (webinars, wellness and career fairs, presentations etc.) increases	
Knowledge sharing, relationship building and general exposure to different associations and regions, via targeted outreach activities, event attendance and sponsorship	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Conversations and questions asked by event attendees  Review metrics to assess uptake for events  Interaction during sessions and follow up requests	
Regional presence, and understanding of specific challenges, enables us to more effectively target audiences with appropriate resources	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Anecdotal information received, survey results, feedback regarding event and meeting participation	
Information and insight provided at H&S committee meetings will help to shape future initiatives and validate ongoing projects  Regional and worker representation on the committee helps to ensure diverse ideas and opinions are captured and considered, including those representing the worker community  Opportunities to engage with committee between quarterly meetings increases, with	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Information shared is documented in meeting notes and considered when planning future initiatives	

information sharing, surveys and requests for expertise to help guide 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 24 – March 25	Open rates and subscribers are increasing  Increasing follow up opportunities and growing 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.**

<b>Initiative</b>	Expand worker engagement in health and safety
<b><u>Initiative Goal/ Expectation</u></b>	<p>Worker understanding of key workplace health and safety topics is growing</p> <p>Workers are completing health and safety training to increase awareness and understanding</p> <p>Worker understanding of workplace rights, roles and responsibilities</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.

<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
Conduct research into worker understanding of workplace health and safety in order to help shape the direction of future activities:  - Develop and promote a survey to engage workers on topics	Research Other type:	Staff, advisory committee members, consultants	\$3000	April 24 – March 25	go2HR will have a better understanding of worker knowledge of workplace health and safety topics to help direct future activities	

including general H&S understanding, workplace challenges, and barriers to worker participation in joint health and safety committees - Utilize the data to inform future activities						
Engagement mapping - develop contact list for workers to facilitate future outreach efforts  - Consolidate existing contacts in CRM - Establish direct channels with new audiences	Marketing/Outreach Other type:	Staff		April 24 – March 25	Enhanced contact information facilitates more effective outreach to the worker community	
Develop and promote health and safety information for worker audience, including worker rights, roles and responsibilities  - Develop e-blasts, career newsletters articles and social media posts curated for workers - Curate website content for workers - Hand out information to workers at wellness and career fairs	Marketing/Outreach Other type:	Staff, advisory committee members	\$5000	April 24 – March 25	Workers will have more awareness about workplace health and safety and how go2HR can support them  Workers are consuming more health and safety content and information  Future activities can be more targeted according to the most popular channels of communication	
Promote worker health and safety training (please also reference initiative 3.1 and 3.2) - Promote specific training through newsletters and	Marketing/Outreach Other type:	Staff		April 24 – March 25	Workers will have more awareness of training options and their knowledge of workplace health and safety will increase	

website content directed at workers - Promote training suite through ads on go2HR job board and at career and wellness fairs					Interest and participation in training is growing	
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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 <ul style="list-style-type: none"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u></li> </ul>
The development of robust contact information facilitates direct communication with workers on important health and safety information, leading to more engagement with workplace health and safety	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Landing page visits  Eblast open rates and clicks from workers on topics that are shared  Career newsletter open rates  Resource downloads for worker resources  Anecdotal information about interactions with committee cochairs & worker safety reps	
There is an increasing awareness of workplace health and safety among the worker community, including roles, rights and responsibilities	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Eblast open rates and clicks by workers  Career newsletter engagement/views  Career newsletter clicks through to website pages	

				<p>Worker focused landing page views</p> <p>Worker training course enrolments</p> <p>Anecdotal information</p>	
go2HR has a better understanding of worker knowledge, workplace challenges, and committee involvement/barriers to participation through analysis of survey results	<p>Knowledge-Based Outcomes</p> <p>Other outcome type:</p>	Short Term <1 year	April 24 – March 25	<p>Anecdotal information from conversations with workers</p> <p>Data provided in worker surveys</p> <p># of surveys completed</p>	
Workers will be aware of training course offerings, leading to higher enrolments, more informed and empowered workers and fewer workplace injuries	<p>Knowledge-Based Outcomes</p> <p>Other outcome type:</p>	Medium Term 1~3 years	April 23 – March 25 - ongoing	<p># of worker enrolments and course completions</p> <p># of landing page views</p> <p>Open rates for eblasts and newsletters</p> <p>Anecdotal information suggests a growing level of knowledge among workers</p> <p>Injury data suggests fewer workplace injuries</p>	

## 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.**

<b>Initiative</b>	Evaluate viability of adding additional CUs to HSA
<b>Initiative Goal/ Expectation</b>	<i>Research conducted will help HSA to determine viability of pursuing golf course, driving range, pitch and putt or lawn bowling facility (761031) and casino or other gaming operations (761054) CUs as HSA members, including financial considerations and anticipated level of support among these CUs</i>

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

<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
Exploratory research into Casinos (761054) and Golf Courses (761031) to determine feasibility of adding to HSA	Research Other type:	Staff		April 24 – March 25	An understanding of challenges impacting the CUs and an assessment of the viability in moving forward to request support for HAS  Course of action is determined based on research gathered	

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"> <li>For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u></li> </ul>
There is a clear understanding of whether to move forward and request official support and next steps are initiated	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Positive 1:1 interactions with the industry associations representing the CUs  Positive 1:1 interactions with employers in the two CUs of interest  # of overlapping pre-existing resources and supports and potential gaps are identified  Anecdotal information	

## 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.**

<b>Initiative</b>	Maintain ongoing delivery and quality of current suite of health and safety training
<b><u>Initiative Goal/ Expectation</u></b>	<p><i>Employers are aware of legal obligations regarding health and safety training and are able to access high quality, relevant health and safety training courses</i></p> <p><i>Employers are aware of go2HR's training offerings and can access courses that support workplace health and safety</i></p> <p><i>Workplaces are safer and there are fewer injuries</i></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.

<b>Part 1: Workplan Details</b> List the key activities you will undertake in this initiative.						
Activity Description	<b>Activity Category</b> <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Maintain training course offerings, Learning Management System (LMS) and associated customer service	Training Other type:	Staff, LMS user fees	\$4000	April 24 – March 25	LMS is maintained to facilitate enrolment  User experience is optimized and participant enquiries are attended to promptly	

Periodic quality assurance performed on training course content and any required changes are made, including to reflect regulatory updates	Consultation Services Other type:	Staff, consultants	\$4000	April 24 – March 25	Course audits are undertaken and any required changes are actioned to ensure the content remains relevant  Surveys are reviewed periodically and feedback is captured and acted upon	
Audit go2HR website landing page training content & LMS landing pages and update information as necessary	Other, please specify Other type: Staff	Staff		April 24 – March 25	Consistency of information across website and LMS will enhance user experience	
Monitor and analyze training course evaluation results and surveys regarding the user experience	Marketing/Outreach Other type:	Staff		April 24 – March 25	Evaluation results concerned with the user experience are actioned in order to maintain a high-quality course delivery	
Promotion campaigns to support training courses and drive enrolments, including as part of other initiatives and outreach efforts: (Please also see initiatives 2.1 and 2.2)  <ul style="list-style-type: none"> <li>- Promote through eblasts, newsletters, industry partner publications and social media posts</li> <li>- Promote during 1:1 interactions, sponsorships at tradeshow and presentations at events and conferences</li> </ul>	Marketing/Outreach Other type:	Staff, consultants, designers	\$1000	April 24 – March 25	Regular promotion raises awareness of health and safety training courses  Monitoring of metrics such as page views, course registrations and open rates of eblasts and newsletters promoting health and safety training courses  Active engagement in industry events and conferences raises awareness of our training courses, leading to an increase in enrolments	

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.

<b>Part 2: Workplan Measurement</b> 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	<b>Evaluate Outcomes Achieved</b> <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>
All health and safety courses and accurate and up to date, reflecting current regulatory landscape, consistent information across all channels leads to more interest and enrolments  Course participation rates continue to grow	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Enrolment numbers  Demographic information/profile information for course participants tells us who is taking the training  Anecdotal information  Feedback surveys  Training course landing page views	
Knowledge of health and safety is consistently increasing, as training participation levels continue to rise	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 24 – March 25 - ongoing	Survey results show how awareness and knowledge are shifting	
Workplace health and safety risks are better managed, leading to higher levels of health and safety and fewer injuries	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Enrolment numbers  Anecdotal information  Fewer injuries, fewer claims, health and safety risks are better managed	

An integrated approach, promoting training as part of other outreach and initiative efforts will help to generate additional interest and support widespread implementation of health and safety best practices within the workplace	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	# of course enrolments  # of eblast opens and clicks  # of landing page views  Anecdotal information suggests how cross promoting different initiatives adds value  Surveys and feedback from participants	
As more businesses participate in the training, go2HR's reputation for developing and delivering high quality health and safety training courses will continue to grow	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 24 – March 25 - ongoing	Brand recognition assessed via evaluations  Anecdotal information  Long term training numbers show an increase in participation rates	



## 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.**

<b>Initiative</b>	Expand current offerings to include two new health and safety courses
<b>Initiative Goal/ Expectation</b>	<p><i>To identify and fill gaps in current suite of training offerings by providing additional courses</i></p> <p><i>To increase workplace awareness and knowledge about important health and safety topics</i></p> <p><i>Employers have access to a wider selection of courses that help to support a respectful, inclusive workplace and promote a strong safety culture</i></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.

<b>Part 1: Workplan Details</b> List the key activities you will undertake in this initiative.						
Activity Description	<b>Activity Category</b> <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Identify training topic needs, using previously gathered information, survey results, current and emerging trends and H&S advisory committee inputs	Research Other type:	Staff, employers, advisory committee		April 24 – March 25	Training needs are identified and shortlisted topics are in place	
Source training course content to fill the required needs and identify customization requirements	Research Other type:	Staff, training partners		April 24 – March 25	Training courses are sourced and an analysis of the required customization is undertaken	


Customize the training to reflect our industry and target audience	Training Other type:	Staff, training partners	\$15000	April 24 – March 25	Customization is complete and courses are uploaded onto LMS	
Launch new courses, with accompanying marketing campaign and collateral and ongoing marketing activities to raise awareness	Marketing/Outreach Other type:	Staff, consultants, designer	\$1000	April 24 – March 25	New training courses are available and awareness increases  Monitor metrics for page views, enrolments and enquiries about the training	
LMS set up and maintenance to support the new training courses and associated customer service	Training Other type:	Staff, LMS user fees	\$4000	April 24 – March 25	Training content is maintained via LMS  User experience is optimized and participant enquiries are attended to promptly	

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.

<b>Part 2: Workplan Measurement</b> 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	<b>Evaluate Outcomes Achieved</b> <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>
More employers are aware of the training and are integrating it within their current training programs	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April 24 – March 25	Monitor metrics for course enrolments, eblast open rates, landing page views and requests for information	
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 24 – March 25 - ongoing	Comparison between baseline and post completion survey results  Anecdotal information suggests growing knowledge	
Training courses support a strong safety culture and help to reduce injury rates, longer term, due to increased awareness about workplace health and safety and prevention approaches	Behaviour-Based Outcomes Other outcome type:	Long term >3 years	April 24 – March 25 - ongoing	Long term analysis of injury and claims data	

**WorkSafeBC Management Comments**

**Board Chair Approval**

Craig Blize		September 22, 2023
Name	Signature	Date