

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	2021-22

HSA Vision
The health and safety of workers is a priority in all tourism and hospitality businesses across British Columbia. ¹
HSA Mission
To elevate BC's tourism and hospitality workplace OHS practices that support a culture of health and safety and continual improvement. ¹

1. The vision and mission will be revisited at our strategic planning session later this month, and at our advisory committee meeting, before being finalized.

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	Increase the visibility and use of health and safety association resources and activities across tourism and hospitality industry via targeted outreach	Source, secure and implement a database management system (DBMS)/customer relationship management (CRM) system to develop and build comprehensive employer contact information in order to increase our effectiveness and expand our industry reach.	April 21 – March 22	CRM/DBMS in place, with existing CU data validated and migrated to it

		Revamp website, including user interface, organization and accessibility and further build on communication strategy to promote key health and safety information to industry employers, encouraging wider use of website.	April 21 – March 22	<p>Publication of redeveloped content and redesigned H&S section of website will lead to increased awareness of and uptake in HSA resources, demonstrated, in part, by:</p> <p>Target of 30,000 visits to the health and safety section of the website.</p> <p>Target of 10,000 resource library downloads.</p> <p>Target of 150 completions of Safety Basics Assessment.</p> <p>Creation of a clear communication strategy to promote the content and website</p> <p>Launch four targeted campaigns during the FY</p>
		Expand health and safety training offering to help promote higher standards of health and safety in the industry	April 21 – March 22	<p>Enhanced LMS to streamline the existing training suite.</p> <p>Existing courses are enhanced/updated.</p>

				<p>Foundations of Workplace Safety course registrations: 100</p> <p>New learning centre landing page views: 1000</p> <p>Addition of two new H&S training courses to existing suite by end of FY.</p>
		<p>Continue with outreach efforts, including increased online offerings, attendance at conferences and events, hosting advisory committee meetings and roundtables and involvement in regional initiatives (Biosphere) and Canadian Associations for Safe Hospitality (CASH), BC Tourism Resiliency program. Continue to support industry with COVID-19 recovery efforts via targeted outreach and resources.</p>		<p>Further exposure of HSA through outreach efforts.</p> <p>Host four advisory committee meetings with input provided into all key initiatives by committee members.</p> <p>Hold two roundtables.</p> <p>An increase in membership of Biosphere program, leading to further opportunities to provide health and safety support to businesses.</p> <p>A greater awareness of the national landscape and opportunities to collaborate on health and safety projects with CASH.</p> <p>Industry support during COVID-19 recovery as a part of the tourism resiliency network.</p>

2	<p>Increase employer understanding of claims management from injury occurrence to return to work</p>	<p>Identify and drill down on the specific challenges that employers are facing with regard to claims (furthering the work undertaken in 20-21). Constitute a panel of industry professionals and experts to provide inputs and lay the groundwork for initiatives to help support employers with</p> <p>Understanding significant claims cost drivers</p> <p>Navigating the claims process</p> <p>Facilitating timely RTW</p>	<p>April 21 – March 22</p>	<p>Priorities identified in the area of claims management</p> <p>Shortlist of possible initiatives to address needs</p> <p>Implement development of new initiatives</p>
		<p>Develop and publish content for injury management section on website, based on recommendations from technical advisory committee</p>		<p>The addition of a dedicated section on the website to house key content to support employers with injury management.</p> <p>Increased employer awareness and utilization of injury management resources on website.</p>

3	Support tourism and hospitality employers in addressing sexual harassment/violence in the workplace	Conduct an environment scan, and solicit feedback from key stakeholders to inform the development of initiatives to reduce sexual harassment/violence in the workplace. (In conjunction with proposed Justice Canada initiative, subject to approval)		<p>Obtaining intelligence related to sexual harassment/violence related issues and challenges in tourism and hospitality workplaces</p> <p>Framework for necessary resource development and communications strategy</p>
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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	Source, secure and implement a database management system (DBMS)/customer relationship management (CRM) system to develop and build comprehensive employer contact information in order to increase our effectiveness and expand our industry reach.
Initiative Goal/ Expectation	<p>Reach and educate more employers on a range of health and safety topics and resources offered by go2HR in order to help influence behaviour and increase knowledge of occupational health and safety.</p> <p>Maintain accurate contact information for employers to increase effectiveness of future communication efforts.</p> <p>To become known for the timely dissemination of key industry updates and information pertaining to occupational health and safety, which will be facilitated by the addition of an effective database/CRM.</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
Research and secure a DBMS/CRM to meet HSA needs and import existing contact information and update	Marketing/Outreach Other type:	Staff and new technology	\$3000	End of August	Contract to secure DBMS/CRM	

as current information becomes available						
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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
Employers across BC have a greater understanding of HSA and health and safety	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 21 – March 22 – ongoing	Volume of enquiries received, use of go2HR resources, anecdotal information	<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 becoming more engaged with HSA and utilizing the range of resources available to them	Behaviour-Based Outcomes Other outcome type: general awareness and engagement with HSA	Medium Term 1~3 years	April 21 – March 22 – ongoing	Resource downloads, online feedback, employer visits, roundtables, webinars	
Timeliness and frequency of health and safety updates and information being shared due to ongoing	Knowledge-Based Outcomes Other outcome type: building a reliance on HSA	Short Term <1 year	April 21 – March 22 – ongoing	Open rate of newsletters and eblasts, attendance at	

maintenance on DBMS/CRM	for the latest updates			events and surveys	
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▶ 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	Revamp website (user interface, organization and accessibility) and further build on communication strategy to promote key health and safety information to industry employers, encouraging wider use of website.
Initiative Goal/ Expectation	Enhance quality of resource offerings and relevance of marketing and communication efforts with employers across the province. This will be achieved via improved web content and showcasing our program offerings in a more appealing way.

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
Contract consultant to design and develop website	Marketing/Outreach Other type:	Web developer, staff	\$5000	December	Improved user experience as they navigate our website	
Acquire new images, content and graphic design for website and	Marketing/Outreach Other type:	Graphic designer, photographer	\$2,000	September	New images and content	

for inclusion in outreach activities						
Plan and execute outreach campaign to promote new website content, in addition to an ongoing communication strategy, with tailored campaigns targeted to different industry employers and associations	Marketing/Outreach Other type:	Marketing consultant, staff	\$3,000	January	Clear, concise messaging to connect employers with relevant information, resulting in more enquiries and requests for support Ability to reach qualified industry stakeholders, via DBMS/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
There is greater awareness of the HSA and employers are accessing more resources.	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 21 – March 22 - ongoing	Website visits, newsletter and eblast open rate achieved, enquiries received, reports pulled from DBMS/CRM	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.

<p>More employers are utilizing our suite of resources and tools because they are easier to find and there is more awareness</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>April 21 – March 22 - ongoing</p>	<p>Monitoring of usage of website tools and resources</p>	
<p>Knowledge of health and safety is increasing as more and more employers access the resources and tools</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>April 21 – March 22 - ongoing</p>	<p>Nature of conversations, complexity of information requested, data analysis on resources and online training</p>	

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.**

Initiative	Expand health and safety training offering to help promote higher standards of health and safety in the industry and establish HSA as a valuable resource for online health and safety courses
Initiative Goal/ Expectation	<p>The addition of an enhanced learning management system to house suite of online course offerings.</p> <p>The identification of key gaps in health and safety related learning for tourism and hospitality businesses.</p> <p>Source course content to fill the gaps and create/personalise third party courses for industry, leading to addition of two new courses.</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
Conversion of existing courses to enhanced LMS platform and ongoing costs to	Training Other type:	Staff, consultant and technology	\$9000	September	3 existing courses converted	

host/associated technology costs						
Licence new training content that may be personalized to meet our industry needs. Training content will support industry employers and employees on key topic areas and needs identified	Training Other type:	Staff, consultant and technology	\$2,500	December	2 new courses licenced and personalized and published within LMS	
Create new Learning Centre on website to house access to LMS and associated training and educational resources	Training Other type:	Staff, consultant	\$2,500	December	New Learning Centre is published, with suite of training and educational resources	
Develop new webinar, podcast and article content to add to Learning Centre	Training Other type:	Staff, facilitators to deliver webinars and podcasts	\$2,500	March	4 webinars/podcasts and 4 articles created and published	
Launch marketing campaign to promote enhanced LMS, Learning Centre and suite of courses	Marketing/Outreach Other type:	Staff, marketing supplies	\$1,250	March	Marketing campaign leads to 100 course registrations and clicks on new Learning Centre	

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
The two new courses within LMS fill gap in current learning content	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	April 21 – March 22	Anecdotal information, surveys, feedback provided after completing courses	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
More employers are aware of and using health and safety courses	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	Ongoing	Monitor metrics for the courses to ascertain audience	
Knowledge of health and safety in the workplace has increased due to more uptake for online courses	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	Ongoing	Expectation that an increase in knowledge will lead to greater awareness and responsibility – evidenced via	

				conversations, range of enquiries received, level of employer comfort with regard to key health and safety issues.	
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Section C: Workplan Template – Initiative 1.4

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	Continue with outreach efforts, including online offerings, attendance at conferences and events, hosting advisory committee meetings and roundtables and involvement in regional initiatives (Biosphere) and Canadian Associations for Safe Hospitality (CASH).
Initiative Goal/ Expectation	<p>Raise profile of HSA and maximize opportunities to meet with and influence businesses across the province.</p> <p>Raise profile of health and safety through award sponsorship, rewarding individuals and organizations who go above and beyond to promote and practice safety in the workplace.</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
Attend conferences, meetings and events during the year, to promote health and safety across the industry and encourage engagement	Conference/ Convention/ Meeting Other type:	Staff, Industry association partners	\$11,000	October 21 to March 22	Presence at all industry and safety conferences, meetings and industry engagement activities	

Hold advisory committee meeting during the year (1)	Conference/ Convention/ Meeting Other type:	Staff	\$1,500	By March 22	Facilitation of one in person meeting. Other meetings will be virtual	
Devise plan and deliver roundtables/virtual forums for partner associations	Consultation Services Other type:	Staff	\$2,500	By March 22	2 roundtables/ forums 2 Biosphere sessions	

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
Continue to raise awareness of HSA via outreach	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	Ongoing	Information gathered during conferences and events	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
Information and insights shared at advisory committee meeting will help to	Knowledge-Based Outcomes	Short Term <1 year	By March 22	Information provided by committee will be documented in	

<p>shape some future initiatives and help validate some of the ongoing projects</p> <p>Regional committee representation helps ensure that we capture all the “top of mind” issues for businesses across the province</p>	<p>Other outcome type:</p>			<p>meeting notes and used to help guide future initiatives</p>	
<p>Knowledge sharing, relationship building and general exposure to different regions, via roundtables and forums</p> <p>Feedback obtained via Survey Monkey, to gauge the value of such outreach efforts</p>	<p>Knowledge-Based Outcomes</p> <p>Other outcome type</p>	<p>Medium Term 1~3 years</p>	<p>By March 22</p>	<p>Analyze Survey Monkey feedback from event attendees</p> <p>Review metrics around uptake for the events and subsequent follow up contact from those who attended</p>	
<p>Determine the perceived value of expanding CUs that we serve, whether there is demand and support for this and make an informed</p>	<p>Knowledge-Based Outcomes</p> <p>Other outcome type</p>	<p>Medium Term 1~3 years</p>	<p>By March 22</p>	<p>Information from associations representing other CUs will help to inform the direction that we take</p>	

decision regarding whether to proceed					
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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	Identify and drill down on the specific challenges that employers are facing with regard to claims (furthering the work undertaken in 20-21), to provide inputs and lay the groundwork for initiatives to help support employers with understanding significant claims cost drivers, navigating the claims process, and facilitating timely RTW
Initiative Goal/ Expectation	Employers will have easier access to relevant, straightforward resources to help them manage worker injuries, better understand the claims process and be able to encourage a more timely return to work following an injury Increase educational resources available to employers to help them better understand the workers compensation framework, claim cost drivers and their impact on premiums.

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

<p>Analyze results of employer survey and focus group, commissioned in previous FY, in order to identify key employer challenges and prioritize the required action items</p> <p>Constitute a panel of industry representatives and injury management experts to provide guidance and direction on the development of initiatives to help address the need</p> <p>Identify key priorities in the area of claims management, create shortlist of possible initiatives to address the needs and begin implementation of initiatives to address the needs. This could include collating/developing appropriate resources to help fill gaps in knowledge and information</p>	<p>Consultation Services</p> <p>Other type:</p>	<p>Consultant, staff</p>	<p>\$2,000</p>	<p>By December 2021</p>	<p>Priorities identified in the area of claims management</p> <p>Shortlist of possible initiatives to address needs</p> <p>Implement development of new initiatives</p>	
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Marketing campaign to launch newly developed/collated resources	Marketing/Outreach Other type:	Consultant and staff	\$750	January 22	Awareness created through marketing initiative to promote new claims initiatives will demonstrate the need for this information. Metrics will include open rate of marketing emails and subsequent website views	
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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"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year

Employers have a greater understanding of claims and feel like their knowledge gaps have been addressed	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	By March 22	Solicit information via interviews and anecdotal information, as well as inputs from industry and experts	
Employers are able to easily access relevant information	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	By March 22	Monitor metrics for website to demonstrate how many businesses are accessing the new content	

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	Develop and publish content for injury management section on website, based on recommendations from technical advisory committee
Initiative Goal/ Expectation	Up to date information that is easy to access, in order to support employers in understanding injury 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 <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
<p>Review existing information, gathered through technical advisory committee research, and identify gaps in resources related to injury management.</p> <p>Work with graphic designer to update existing content and create new materials to enhance resources and publish on website</p>	<p>Marketing/Outreach</p> <p>Other type:</p>	<p>Graphic designer, staff, consultant</p>	\$750	End of August	<p>Updated inventory of resources and content gaps identified</p> <p>Resources are streamlined via graphic design elements and published on website</p> <p>Content gaps are filled and resources are updated</p>	
<p>Marketing campaign to promote new resources</p>	<p>Marketing/Outreach</p> <p>Other type:</p>	<p>Consultant</p>	\$1,250	End of September	<p>Eblast/ communication to promote and launch new resources</p>	

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

Part 2: Workplan Measurement

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

Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved
Increased employer understanding of injury management and how to access helpful information	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	By end of March 22 and ongoing	Monitor awareness of injury management best practices (questions received and website views) and anecdotal information received	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
Resources are appropriate and being utilized	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	By end of March 22	Monitor website metrics on an ongoing basis	
Ultimately, injuries are better managed resulting in less time off work	Behaviour-Based Outcomes Other outcome type:	Long term >3 years	Ongoing	Long term analysis of injury and claims data	

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	Support tourism and hospitality employers in addressing sexual harassment/violence in the workplace
Initiative Goal/ Expectation	To increase tourism and hospitality employers' understanding of their responsibilities and providing them with necessary resources to address workplace sexual harassment/violence.

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
Conduct an environment scan, and solicit feedback from key stakeholders to inform the development of initiatives to reduce sexual harassment/violence in the workplace	Research Other type:	Staff, consultant	\$1,000	End of June 21	Framework for necessary resource development and communications strategy	

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 • For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.	

Increased understanding of employer needs leading to development of action plan	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	By end of March 22 and ongoing	Industry stakeholders-survey, interviews	
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WorkSafeBC Management Comments

Board Chair Approval

__Ian Powell Approval in Principle__

Name



Signature

Nov 6, 2020

Date