

# CP Initiatives Workplan Template

## 2025 Condensed Version

As part of the ongoing effort to support the Certifying Partners (CPs) in planning, reporting on, and assessing activities and outcomes, WorkSafeBC has reviewed and updated the CP Initiatives Workplan Template to an abbreviated version for the 2025 funding year. The goals of this revised CP Initiatives Workplan Template are to:

- **Align** your initiatives, activities, and outcome measures with your strategic objectives/goals outlined in the Standards & Guidelines and the Agreement.
- **Plan** your initiatives or endeavours 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.

WorkSafeBC expects this Workplan will reflect the scope and cost of your initiatives by assigning a dollar value against the CP’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 contractual obligations and impact the primary trends within your industry.

The detailed CP Initiatives Workplan must be submitted to WorkSafeBC and posted to your website prior to January 2025 for transparency to stakeholders, including applicable employers and members. The activities specified in the detailed CP Initiatives Workplan, must align with the objectives, priorities, and initiatives provided below, as the abbreviated CP Initiatives Workplan will be included in the CP contracts.

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## Section A: CP Overview

<b>CP Name</b>	go2HR
<b>Year of Workplan</b>	25-26

<b>CP Vision</b> <i>(if not applicable type N/A)</i>
Our purpose is to drive strong workforces and safe workplaces that deliver world-class tourism and hospitality experiences in BC
<b>CP Mission</b> <i>(if not applicable type N/A)</i>
<p><i>Our mission is to empower employers to have a strong human resource and health &amp; safety culture that supports strong business performance.</i></p> <ul style="list-style-type: none"> <li>- <i>We offer programs, tools, information, and consulting services to elevate employers' human resources and health and safety practices</i></li> <li>- <i>We educate and train the current and future workforces</i></li> <li>- <i>We inform government, stakeholders and communities on labour market conditions and strategy</i></li> </ul>

## Section B: Summary of Mandates

This document is to be completed as you see fit within the parameters of the provided mandates. You may add as many rows as you require depending on the level of detail you wish to include. After providing the objectives and activities for each of the five pre-populated Certifying Partner mandates, you have the option to add more objectives and action plans, if applicable.

<b>Mandate:</b>	<i>The excerpts provided come directly from the Certificate of Recognition Program- Standards and Guidelines (January 2011) and funding Agreements (signed annually) and have been provided for consistency and direction.</i>
<b>Objective/Initiative:</b>	<i>The objectives should relate directly to the mandates selected from the Standards and Guidelines and Agreements (above).</i>

Objectives/initiatives are based on the following mandates:

1. Set objectives to develop and implement a marketing strategy to promote the COR Program. *Reference: S&G 1.2 and Agreement 2.(c)(ii)*
2. Set service delivery and infrastructure objectives to facilitate the certification of employers and administration of the COR program. *Reference: S&G 1.3 & Agreement 2.(c)(iii)*
3. Set objectives to train, qualify, and monitor performance of internal auditors to meet the demands of COR program participation. *Reference: S&G 1.4 & Agreement 2.(c)(iv)*
4. Set objectives to train, qualify, and monitor performance of external auditors to meet the demands of COR program participation. *Reference: S&G 1.10 & Agreement 2.(c)(iv)&(x)*
5. Set objectives to maintain processes to provide verification and quality assurance oversight. *Reference: S&G 1.11 & Agreement 2.(c)(xi)*
6. Other (optional)

## Section C: Summary of Strategic Objectives

Based on the mandates in Section B. and the information from your strategic plan, please kindly summarize (at a high level) the strategic objectives/priorities under each Mandate of your organization for the upcoming year, then add the **key initiatives** that your CP has planned out under each objective/priority. In most cases, you will have one or more objective for each mandate and one or more initiative under each objective.

Mandate #	Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI	Budget
1	<i>Develop and operationalize a marketing strategy to promote the COR program and attract program participants</i>	<b>Increase COR program participation through targeted outreach efforts and communication channels</b>	25-26	Visits to COR landing page (2,750) Eblasts/newsletter content (20) Social media posts (12) Communications open rate above the industry baseline standard (>15%) Targeted outreach campaigns to promote COR to specific audiences (4) Requests for 1:1 COR consultations (20) Sponsorship and award opportunities (4)	\$22,000
2	<i>Maintain and continually improve the quality of the COR program, through</i>	<b>Drive continual improvement of the COR program, identify opportunities for improvement and engage stakeholders in consultation efforts</b>	25-26	COR experience survey (1) Safety Basics Assessment Tool completions (75)	\$23,000

	<i>adherence to internal processes</i>			Gap analysis offered to all newly registered employers (8) New COR registrations (8) New COR certifications (5)	
3	<i>Support the ongoing training, development and certification of internal auditors</i>	<b>Provide relevant and timely support, resources and training for internal auditors to support their growth and development</b>	25-26	New internal auditors attended COR internal auditor training session (30 students) COR internal auditor training sessions: based on demand and class size (3) Active, trained COR internal auditors (certified/recertified) (75) Health and safety training course total enrolments (2,000)	\$32,000
4	<i>Maintain an adequate number of trained and certified/qualified external auditors to meet demand</i>	<b>Maintain external auditor roster and provide refresher training to support continuing professional development</b>	25-26	External auditor annual declarations (9) Update session provided for external auditors (1)	\$0
5	<i>Ensure that the quality and integrity of the COR program is maintained by providing effective</i>	<b>Provide verification and oversight through CPIVA (EAQA), WIVA and QA activities in order to maintain integrity of the COR program</b>	25-26	Desktop quality assurance (100%) CPIVA / EAQA (10% of external auditors)	\$31,000

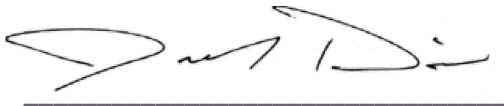
	<i>verification and quality assurance of all audits</i>			<p>WIVAs completed as directed (2)</p> <p>Audits reviewed and approved prior to being released (100%)</p> <p>QA checklists completed for all audits (100%)</p> <p>H&amp;S advisory committee meetings (4)</p>	
6	<i>Support COR program renewal according to direction provided by WorkSafeBC</i>	<b>Plan for and implement future state changes to support COR program renewal efforts</b>	25-26	To be determined	\$0
7	<i>Support continual improvement efforts of COR employers by raising the profile of emerging workplace health and safety topics</i>	<b>Implement psychological health and safety audit framework to support continual improvement efforts of COR certified employers</b>	25-26	<p>Offer optional audit to all COR employers (target of 5 audits undertaken)</p> <p>COR employer 1:1 psychological health and safety consultations (8)</p>	\$6,766

**WorkSafeBC Management Comments**

**Board Chair Approval**

Jared Davis

Name



Signature

September 12, 2024

Date