

HSA 2016 Initiatives Workplan Template

AgSafe 2016

Farm and Ranch Safety and Health Association

HSA Mission / Vision Statement

FARSHA seeks to reduce the number of incidents on farms and ranches in British Columbia through an active program of education, training and consultation in all regions of the province.

The goal of this HSA is to assist the employers we support in reducing injuries and serious injuries and in improving return-to-work outcomes.

Instructions

A. Injury / Return-to-Work Issues: In this section, state the primary trends identified by your industry's data (normally provided by WorkSafeBC, but information from other sources may be used). This should be specific enough to be actionable, for example, primary causes of injury, location of injury, number of time loss injuries, or claim duration. You may choose a measure because it represents a large component of the injuries in your industry, or because the measure indicates some trend on a year-over-year basis (e.g., injuries of this type are increasing). Your key initiatives for the year will be focused on addressing these measures. Under "Objective", you will state the quantifiable improvement you would like to see in the measures you identified. This should state a specific improvement that can be measured at the end of the reporting year.

See the **HSA Planning and Reporting Information Package** pages 2 and 3 for more details.

B. Behaviour-Based Outcomes: In section B(i), identify the safe work behaviours or practices you are trying to create or change to address the primary trends identified in Section A. "Behaviour" may refer to a change in an individual employee, a manager, supervisor, or in the organization as a whole. In Section B(ii), provide evidence that the behaviour change has taken place.

See the **HSA Planning and Reporting Information Package** pages 4 and 11 for more details.

C. Knowledge-Based Outcomes: In this section, identify the knowledge, understanding or skills that would be required to create or change the safe work behaviours or practices identified in Section B. In Section C(ii), provide evidence that the knowledge change has taken place.

See the **HSA Planning and Reporting Information Package** pages 5 and 11 for more details.

D. Planned Activities: In this section, list the activities that you will undertake to impact the required skills, knowledge or understanding identified in Section C. Identify the number, frequency or timeline that will allow you to determine at the end of the reporting period whether you have successfully completed the activity. Focus only on the key initiatives that will help you ultimately impact the measures identified in Section A. You will track your activities throughout the reporting year and report them in the actual column.

See the **HSA Planning and Reporting Information Package** pages 6 and 11 for more details.

E. Organizational Capacity: In this section, list the activities that you will undertake to improve your organizational capacity so that you can carry out the activities identified in Section D. Identify the number, frequency or timeline that will allow you to determine at the end of the reporting period whether you have completed the activity.

See the **HSA Planning and Reporting Information Package** page 6.

F. Marketing / Outreach: In this section, list the activities that you will undertake to reach a broader audience and inform them of your products and offerings. Identify the number, frequency or timeline that will allow you to determine at the end of the reporting period whether you have completed the activity.

See the **HSA Planning and Reporting Information Package** page 6.

Initiative #1: Ladder Safety

A. Injury / Return-to-Work Issues (HSA Planning and Reporting Information Package pages 2 and 3)

A. Using data and information from the industry, we have identified the primary trends within our industry and set the following objectives:

Falls from a height involving a ladder accounted for 12 of the 125 serious injury claims in agriculture 2014 – the same ratio as in 2013.

Falls from a height involving a ladder resulting in a serious injury decreased by 2 (from 12 injuries to 10 injuries).

(Add additional rows as required)

B. Behaviour-Based Outcomes (HSA Planning and Reporting Information Package pages 4 and 11)

B (i) To meet those objectives, workplace health and safety behaviours and/or return-to-work practices need to change in the following ways:

Safe work procedures are implemented at targeted job sites where there is increased risk of falls – specifically in orchards.

B (ii) [To be completed at the end of the reporting year cycle]; Provide **evidence** that the changes described in B(i) took place by the end of the reporting year. This may be done through surveys, job site visits, interviews, audits, or any other method you feel is appropriate.

Click here to enter text.

B (iii) [For WSBC use only]

C. Knowledge-Based Outcomes (HSA Planning and Reporting Information Package pages 5 and 11)

C (i) This requires knowledge, understanding or skills to be changed in the following ways:

Supervisors are educated and trained to identify ladder hazards (worksites and job-related), assess the risk, and eliminate or minimize the risk.

Workers are educated and trained on high risk ladder work and ways to replace high-risk ladder work with lower risk alternatives.

C (ii) [To be completed at the end of the reporting year cycle]; Provide **evidence** that the changes described in C(i) took place by the end of the reporting year. This may be done through surveys, post-session testing, focus groups, interviews, or any other method you feel is appropriate.

Click here to enter text.

C (iii) [For WSBC use only]

D. Planned Activities (HSA Planning and Reporting Information Package pages 6 and 11)

D (i) Therefore, we will undertake the following activities:

Activity	Description	Number / frequency / timeline	
		Planned	D(ii) Actual
<i>Education and training</i>	<i>Sessions will be held throughout the Okanagan Region</i>	<i>20 sessions</i>	<i>Click here to enter text.</i>
<i>Materials</i>	<i>Posters will be displayed</i>	<i>100 posters</i>	
<i>Information sessions</i>	<i>Session will be held prior to picking season for employers regarding high-risk work</i>	<i>2 sessions</i>	

(Add additional rows as required)

D (ii) [For WSBC use only]

Click here to enter text.

Initiative #2: Equipment Safety

A. Injury / Return-to-Work Issues (HSA Planning and Reporting Information Package pages 2 and 3)

B. Using data and information from the industry, we have identified the primary trends within our industry and set the following objectives:

11 of the 125 serious injuries in agriculture are related to the use of mobile equipment, especially tractors

Serious injuries related to the use of mobile equipment decreased by 2 (from 11 injuries to 9)

(Add additional rows as required)

B. Behaviour-Based Outcomes (HSA Planning and Reporting Information Package pages 4 and 11)

B (i) To meet those objectives, workplace health and safety behaviours and/or return-to-work practices need to change in the following ways:	Safe work procedures are implemented at targeted job sites where there is increased risk of incidents involving mobile equipment.
B (ii) [To be completed at the end of the reporting year cycle]; Provide evidence that the changes described in B(i) took place by the end of the reporting year. This may be done through surveys, job site visits, interviews, audits, or any other method you feel is appropriate.	Click here to enter text.
B (iii) [For WSBC use only]	

C. Knowledge-Based Outcomes (HSA Planning and Reporting Information Package pages 5 and 11)

C (i) This requires knowledge, understanding or skills to be changed in the following ways:	Supervisors are educated and trained to identify mobile equipment hazards, assess the risk, and eliminate or minimize the risk Workers are educated and trained on high risk mobile equipment operation and ways to replace high-risk operation with lower risk alternatives.
C (ii) [To be completed at the end of the reporting year cycle]; Provide evidence that the changes described in C(i) took place by the end of the reporting year. This may be done through surveys, post-session testing, focus groups, interviews, or any other method you feel is appropriate.	Click here to enter text.
C (iii) [For WSBC use only]	

D. Planned Activities (HSA Planning and Reporting Information Package pages 6 and 11)

D (i) Therefore, we will undertake the following activities:			
Activity	Description	Number / frequency / timeline	
		Planned	D(ii) Actual
Material	Develop a supervisor orientation checklist	One	Click here to enter text.
Material	Develop a supervisor competency checklist	One	
Training programs	Develop and deliver education and training for PTO guarding and hookups	70 sessions	
Training	Deliver education and training regarding safe operation of mobile equipment	100 sessions	
Site visits	Follow up visits to sites to ensure supervisors are performing post-training activities	100 visits	

(Add additional rows as required)

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

Initiative #3: Injury Duration

A. Injury / Return-to-Work Issues (HSA Planning and Reporting Information Package pages 2 and 3)

C. Using data and information from the industry, we have identified the primary trends within our industry and set the following objectives:	
<i>STD Duration in Agriculture continues to be consistently higher than the overall BC average (70 days vs 55 days)</i>	<i>Reduce the STD Duration in Agriculture by 2% (from 70 days to 68.5 days)</i>

(Add additional rows as required)

B. Behaviour-Based Outcomes (HSA Planning and Reporting Information Package pages 4 and 11)

B (i) To meet those objectives, workplace health and safety behaviours and/or return-to-work practices need to change in the following ways:	<i>Specific employers are engaged in the process of implementing an effective Work Disability Management program.</i>
B (ii) [To be completed at the end of the reporting year cycle]; Provide evidence that the changes described in B(i) took place by the end of the reporting year. This may be done through surveys, job site visits, interviews, audits, or any other method you feel is appropriate.	Click here to enter text.
B (iii) [For WSBC use only]	

C. Knowledge-Based Outcomes (HSA Planning and Reporting Information Package pages 5 and 11)

C (i) This requires knowledge, understanding or skills to be changed in the following ways:	<i>Employers understand the cost and implications of the lack of a Disability Management Program in their workplace.</i> <i>Upon understanding the implications, employers are prepared to develop a Disability Management Program at their workplace.</i> <i>Employers understand how to communicate Stay-At-Work and Return to Work opportunities with workers in an effective manner.</i>
C (ii) [To be completed at the end of the reporting year cycle]; Provide evidence that the changes described in C(i) took place by the end of the reporting year. This may be done through surveys, post-session testing, focus groups, interviews, or any other method you feel is appropriate.	Click here to enter text.
C (iii) [For WSBC use only]	

D. Planned Activities (HSA Planning and Reporting Information Package pages 6 and 11)

D (i) Therefore, we will undertake the following activities:			
Activity	Description	Number / frequency / timeline	
		Planned	D(ii) Actual
<i>Consultation</i>	<i>Cooperatively engage 2 employers within a large classification unit to decrease rate of injury, decrease number of time loss claims, and increase successful RTW</i>	<i>2 large employers</i>	Click here to enter text.

<i>Consultation</i>	<i>Assist employers to identify jobs suitable for modified duty at each site with photographs for clarity</i>	<i>25 employers</i>	
<i>Education</i>	<i>Assist employers to develop a RTW policy and educate them on the cost of claims of long duration</i>	<i>50 employers</i>	
<i>Education</i>	<i>Develop injury management road map</i>	<i>One</i>	
<i>Presentation</i>	<i>Develop and deliver presentation for commodity associations clearly explaining the cost of claims in agriculture</i>	<i>One per commodity association</i>	

(Add additional rows as required)

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

Initiative #4: Animal Safety

A. Injury / Return-to-Work Issues (HSA Planning and Reporting Information Package pages 2 and 3)

D. Using data and information from the industry, we have identified the primary trends within our industry and set the following objectives:	
<i>25 of the 125 serious injuries in agriculture in 2014 involved interaction with large animals compared to 16 of the 118 serious injuries in 2013</i>	<i>Animal related serious injuries decreased by 3 (from 25 injuries to 22 injuries)</i>

(Add additional rows as required)

B. Behaviour-Based Outcomes (HSA Planning and Reporting Information Package pages 4 and 11)

B (i) To meet those objectives, workplace health and safety behaviours and/or return-to-work practices need to change in the following ways:	<i>Safe work procedures are implemented at targeted job sites where there is high risk interaction with animals.</i>
B (ii) [To be completed at the end of the reporting year cycle]; Provide evidence that the changes described in B(i) took place by the end of the reporting year. This may be done through surveys, job site visits, interviews, audits, or any other method you feel is appropriate.	<i>Click here to enter text.</i>
B (iii) [For WSBC use only]	

C. Knowledge-Based Outcomes (HSA Planning and Reporting Information Package pages 5 and 11)

C (i) This requires knowledge, understanding or skills to be changed in the following ways:	<i>Receptive supervisors are educated and trained to identify animal related hazards, assess the risk, and eliminate or minimize the risk.</i> <i>Workers at receptive sites are educated and trained on high risk animal work and ways to replace this with lower risk alternatives.</i>
C (ii) [To be completed at the end of the reporting year cycle]; Provide evidence that the changes described in C(i) took place by the end of the reporting year. This may be done through surveys, post-session testing, focus groups, interviews, or any other method you feel is appropriate.	<i>Click here to enter text.</i>
C (iii) [For WSBC use only]	

D. Planned Activities (HSA Planning and Reporting Information Package pages 6 and 11)

D (i) Therefore, we will undertake the following activities:			
Activity	Description	Number / frequency / timeline	
		Planned	D(ii) Actual
Video	Depiction of safe work procedures in a milking parlour	1	<i>Click here to enter text.</i>
Material	Develop and distribute a handout detailing safe work procedures in a variety of milking parlour configurations	1 per configuration	
Training	On-site training regarding safe horse handling for workers	10	
Material	Develop checklist for supervisors to determine horse handling competency of workers	1	
Training	On-site training of supervisors to evaluate competency of workers for handling horses	10	

(Add additional rows as required)

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

E. Organizational Capacity (HSA Planning and Reporting Information Package page 7)

To support us in providing the activities outlined in these initiatives, we will undertake the following activities designed to increase our organizational capacity:

(E) Activity	Description	Number / frequency
Update our website	Ensure our website is up to date with information and educational material	monthly
Contract consultants	Contract with consultants with specific areas of expertise as appropriate	As needed
Develop an online training platform	Expand our online training platform to include some general courses applicable to all agriculture employers	3-5 programs
Review our internal policies and procedures	Review governance documents and HSA policies to ensure alignment with each other and with all applicable regulation	Once
Review and update our existing educational and training programs	Ensure our educational and training programs are current with regards to regulation, etc.	All programs – once each
Communication with WorkSafeBC ILS and Prevention representatives	Regular communication with WSBC ILS and prevention staff to ensure we are current with identified compliance needs	as needed

(Add additional rows as required)

F. Marketing / Outreach Activities (HSA Planning and Reporting Information Package page 7)

To reach a broader audience within our industry, we will undertake the following marketing / outreach activities:

(F) Activity	Description	Number / frequency
<i>Publications</i>	<i>Produce brochures</i>	<i>quarterly</i>
<i>Site visits</i>	<i>Attend sites as requested by members</i>	<i>daily</i>
<i>Presentations</i>	<i>Make presentations at commodity meetings</i>	<i>quarterly</i>
<i>Marketing</i>	<i>E-newsletter and social media</i>	<i>monthly</i>
<i>Brand</i>	<i>Change brand to AgSafe to better represent what we do and who we serve</i>	<i>once</i>

(Add additional rows as required)

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

G. Overall Assessment

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

Board Chair Approval

Rodney W. McGinnis
Name

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Signature

Aug 27/15
Date