

HSA 2016 Initiatives Workplan Template

AgSafe 2018

HSA Mission / Vision Statement

AgSafe is committed to creating a safer working environment for British Columbia's agricultural and associated industries.

Our mandate is to develop and provide health and safety services. With the help of our Safety Consultants and Advisors across the province, we provide site-specific health and safety programs, training courses, resource materials and advice.

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: Slip/Trip/Fall

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:	
<i>Incidents involving Slip/Trip/Fall accounted for 134 time-loss claims in 2016.</i>	<i>To reduce the number of injuries resulting from slip/trip/fall by 2%.</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 is increased risk of incidents involving slip/trip/fall</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>Supervisors are educated and trained to identify slip/trip/fall hazards, assess the risk, and eliminate or minimize the risk. Supervisors are trained to educate and train workers on a continuing basis.</i>
	<i>Workers are educated and trained to identify slip/trip/fall hazards and ways to replace high risk activities 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
<i>Training</i>	<i>Deliver education and training regarding hazards that may lead to slip/trip/fall incidents</i>	<i>50 sessions</i>	<i>Click here to enter text.</i>
<i>Site visits</i>	<i>Follow up visits to ensure supervisors are performing post-training activities</i>	<i>50 visits</i>	

(Add additional rows as required)

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

Initiative #2: Duration

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:	
<i>STD Duration in Agriculture continues to be consistently higher than the overall BC average (44 days in 2016).</i>	<i>Reduce the STD Duration in Agriculture by 2% (from 44 days to 43 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.	<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>Employers understand the cost and implications of the lack of a Disability Management Program in their workplace. Upon understanding the implications, employers are prepared to develop a Disability Management Program at their workplace. 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.	<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
<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>	<i>Click here to enter text.</i>
<i>Consultation</i>	<i>Assist employers to identify jobs suitable for modified duty at each site with photographs for clarity (if permissible)</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>Presentation</i>	<i>Deliver presentation to commodity associations clearly explaining the cost of claims in agriculture</i>	<i>One per commodity association</i>	

(Add additional rows as required)

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

Initiative #3: Equipment Safety

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>Of the 558 time-loss injuries in 2016, approximately 30 involved mobile equipment.</i>	<i>Reduce time-loss injuries related to the use of mobile equipment by 2%.</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 increased risk of incidents involving mobile equipment.</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>Supervisors are educated and trained to identify mobile equipment hazards, assess the risk, and eliminate or minimize the risk.</i> <i>Workers are educated and trained on high risk mobile equipment operation and ways to replace high risk operation 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
<i>Training programs</i>	<i>Deliver education and training regarding safe operation of mobile equipment</i>	<i>100 sessions</i>	<i>Click here to enter text.</i>
<i>Site visits</i>	<i>Follow up visits to ensure supervisors are performing post-training activities</i>	<i>100 visits</i>	

(Add additional rows as required)

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

Initiative #4: Ladder 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>Falls from a height involving a ladder accounted for 47 time-loss injuries in agriculture in 2016.</i>	<i>Falls from a height involving a ladder resulting in a time-loss injury decreased by 2%.</i>
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(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 increased risk of falls – specifically (but not exclusively) in orchards.</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>Supervisors are educated and trained to identify ladder hazards (worksite and job-related), assess the risk, and eliminate or minimize the risk. Supervisors are trained to educate and train workers on a continuing basis.</i>
	<i>Workers are educated and trained on high risk ladder work and ways to replace high risk ladder work 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
<i>Training programs</i>	<i>Deliver education and training regarding safe use of ladders.</i>	<i>25 sessions</i>	<i>Click here to enter text.</i>
<i>Site visits</i>	<i>Follow up visits to ensure supervisors are performing post-training activities</i>	<i>25 visits</i>	

(Add additional rows as required)

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

Initiative #5: Classification Unit Specific

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

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

Approximately 50% of the time-loss claims in agriculture in 2016 are from 4 classification units.

Reduce time-loss injuries in each of the identified classification units by 2%.

(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 injury due to identified hazards.

- *Ornamental Nursery or Floral Field Producers – ergonomic hazards*
- *Orchard – ladder hazards*
- *Ranching – interactions with horses*
- *Dairy – interactions with cow*

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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 hazards specific to the classification unit, assess the risk, and eliminate or minimize the risk. Supervisors are trained to educate and train workers on a continuing basis.

Workers are educated and trained on hazards specific to their industry and ways to replace high risk 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.

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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>Training programs</i>	<i>Deliver training and education regarding safe work in specific industry settings</i>	<i>100 sessions</i>	<i>Click here to enter text.</i>
<i>Site visits</i>	<i>Follow up visits to ensure supervisors are performing post-training activities</i>	<i>100 visits</i>	

(Add additional rows as required)

D (iii) [For WSBC use only]

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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
Maintain 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
Update our online training platform	Expand our online training platform to include some general courses applicable to all agriculture employers	1-3 programs
Review and update our existing educational and training programs	Ensure our educational and training programs are current with regards to regulations, 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 – ongoing.

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
Publications	Produce brochures	Quarterly
Site visits	Attend sites as requested by our members	Daily
Presentations	Make presentations at commodity and other meetings	Quarterly and as requested
Marketing	e-newsletter and social media	Daily, weekly, monthly dependent on platform
Brand	Continue to promote AgSafe brand	Daily
Tradeshow information	Provide booth/presentation at commodity industry events	Per commodity industry calendar

F (ii) [For WSBC use only]

Click here to enter text.

G: Overall Assessment

G (ii) [For WSBC use only]

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Board Chair Approval

Ralph McGinn



Sept 13,
2017
Date

Name

Signature

Date

