

# CP Initiatives Workplan Template

## 2023 Updated 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.

In 2023, WorkSafeBC gathered feedback from the CPs on the Initiatives Workplan Template. We appreciate your feedback and have reviewed and analyzed the challenges and recommendations raised. The goals of this revised CP Initiatives Workplan Template are to:

- Address major challenges that the CPs have identified in the current CP Initiatives Workplan Template
- Align the CP Initiatives Workplan Template format with other WorkSafeBC templates (e.g. HSA Workplan Template) to ensure consistency
- Improve reporting on initiative outcomes

Effective from May 2023, the revised CP Initiatives Workplan Template will be used by the CPs. The CP Initiatives Workplan Template will help you:

- **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 by identifying the
  - Outcome Indicators
  - Compare year-over-year results
  - Outcomes achieved at the end of the fiscal year

WorkSafeBC expects the CP Initiatives Workplan will reflect the scope and cost of your initiatives and assist 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. You will explain what you are going to emphasize in the coming year.

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## Section A: CP Overview

<b>CP Name</b>	AgSafe BC
<b>Year of Workplan</b>	2024

### CP Vision (if not applicable type N/A)

Agriculture in BC free from workplace injury, illness and death.

### CP Mission (if not applicable type N/A)

AgSafe strives to create a safe and healthy work environment in BC agriculture through outreach and an active program of education, training and consultation in all regions of the province.

## 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>
<b>Activities:</b>	<i>Outline the plan to achieve the objectives/initiatives and include detailed information on resources, finances, and KPIs.</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
1	Increase awareness of the benefits of the COR program with all B.C. agricultural employers and naturally aligned commodity employers.	Increase awareness of the AgSafe COR brand recognition within the agriculture sector and naturally aligned industries.	Ongoing	
2	Ensure employers participating in the COR program are guided and provided with timely exceptional resources to support program participation.	Verify qualification of employers and provide efficient means for registration and appropriate support throughout the certification process.	Ongoing	
3	Provide a comprehensive internal auditor training program for small and large employers in current and newly developed audit tool for agriculture and naturally aligned industries.	Develop updated online and in-person training suitable for employers in each classification unit.	Quarterly	
4	Recruit, train, qualify, and monitor performance of external auditors using AgSafe's current and newly developed audit tool.	Provide training to qualified external auditors in various regions of the province specific to AgSafe's audit tool.	Quarterly as needed	
5	Ensure all auditing processes are maintained and verifiable per record-keeping requirements and periodic verification audits.	Ensure all audits are verified for completeness and reviewed for quality	Ongoing Annual	

## Section D: Workplan Templates

Based on the objectives and initiatives you have identified in [Section C](#), indicate the **key activities you will undertake for the objectives/initiatives created for each Mandate** (focus on activities that will incur high budget/cost). Below are the workplan templates for mandates 1 to 5 pre-copied for you and a blank workplan to add more activities, if applicable. Each mandate has one workplan template with initiatives/activities and a measurement template to track the expected outcomes/KPIs. Please click on the “expanding sign” on the left of the heading to expand the template and fill out one or more for each mandate or objective. Please add additional rows or work plans as needed and update the template numbers accordingly. **Please complete one workplan for each initiative.**

### Workplan Template Mandate 1.0

Mandate	<i>Mandate 1. Set objectives to develop and implement a marketing strategy to promote the COR Program. Reference: S&amp;G 1.2 and Agreement 2.(c)(ii)</i>
Objective	Increase awareness of the benefits of the COR program with all B.C. agricultural employers and naturally aligned commodity employers.
Initiative Goal/ Expectation	Increase awareness of the AgSafe COR brand recognition within the agriculture sector and naturally aligned industries.

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
Media Outreach	Choose an item. Marketing / Outreach	Key messaging	12,000	Ongoing	One editorial for each publication in the agriculture subsector and aligned industries



Website	Choose an item. Marketing / Outreach	Value proposition, GAP analysis	Staff cost	Ongoing	Regular highlight feature promoting new and current COR participation			
Social Media / Advertising	Choose an item. Marketing / Outreach	Key content/image Industry-specific media	10000	Ongoing	Industry specific images incorporated with ad creative to reflect key messages			
Industry events / conferences / tradeshow	Choose an item. Marketing / Outreach	Signage, brochures, in-person attendance	21000	As available	Increased employer engagement of the awareness of the benefits of the COR program			

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. We have provided a number of applicable KPIs for each Mandate. The rows highlighted in gray are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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							Evaluate Outcomes Achieved
Outcome Indicator (e.g. KPI)	2022 Actuals	2023 Estimate	2024 Forecast	Year End Results	For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>		
# of certifications*	9	9	10				
# of registrations*	13	18	10				

\*The KPIs in the white cells were moved from the budget template to the Workplan Template

\*\*Formula: (Total CP employers in year of measure – Prior year) / (Total CP employers in year of measure)

# Workplan Template: Mandate 2.0

<b>Mandate</b>	Mandate 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)
<b>Objective</b>	Ensure employers participating in the COR program are guided and provided with timely exceptional resources to support program participation.
<b>Initiative Goal/ Expectation</b>	Verify qualification of employers and provide efficient means for registration and appropriate support throughout the certification process.

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
Ensure that COR webpage and other resources are easily accessible and provide useful information	Choose an item. Program Development	Review and test the website	Staff	quarterly	Error free online registration and COR resources	
Populate and track through CRM and database activities of new or current COR employers	Choose an item. Program Development	Continue to populate and monitor COR activity	Staff	ongoing	Verification if service delivery and support was provided to facilitate the program	
Provide exceptional customer service to employers requesting COR program information	Choose an item. Program Development	Maintain current knowledge of program by all staff	Staff	Ongoing	Employer satisfaction assurance through positive feedback	



	Choose an item.					
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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. We have provided the applicable KPIs for each Mandate. The rows highlighted in gray are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator (e.g. KPI)	2022 Actuals	2023 Estimate	2024 Forecast	Year End Results	Evaluate Outcomes Achieved • For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year
Employer experience survey results (if applicable)					

\*# of CP employees / # of certified employers



# Workplan Template: Mandate 3.0

Mandate	Mandate 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)
Objective	Provide a comprehensive internal auditor training program for small and large employers in current and newly developed audit tool for agriculture and naturally aligned industries.
Initiative Goal/ Expectation	Develop an updated online and in-person training suitable for employers in each classification unit.

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
Review and update online internal auditor training program	Choose an item. Program Development	Work with software developer to update training program	11000	Second quarter 2024	Updated online internal auditor training program	
Review and update supporting print material	Choose an item. Program Development	Regulatory and other information	3000	Quarterly	Up to date and readily available material	
Review and update in-person internal auditor training material	Choose an item. Program Development	Work with software developer to update	5000	Second quarter 2024	Updated in-person internal auditor training material	

		training program				
Review and update internal auditor refresher training program	Choose an item. Program Development	Review internal auditor refresher training program	3000	Third quarter 2024	Updated internal auditor refresher training program	

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. We have provided the applicable KPIs for each Mandate. The rows highlighted in gray are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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						
Outcome Indicator* (e.g. KPI)	2022 Actuals	2023 Estimate	2024 Forecast	Year End Results	Evaluate Outcomes Achieved • For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>	
# of Internal Auditors Trained for the First Time (Initial) - Large Employers*	2	3	2			
# of Internal Auditors Recertified - Large Employers*	1	4	4			
# of Internal Auditors Trained for the First Time (Initial) - Small Employers*	6	6	7			
# of Internal Auditors Recertified - Small Employers*	5	6	5			

\*The KPIs in the white cells were moved from the budget template to the Workplan Template

\*\* # of internal auditors that did not recertify / Total internal auditors



## Workplan Template: Mandate 4.0

<b>Mandate</b>	<i>Mandate 4. Set objectives to train, qualify, and monitor performance of external auditors to meet the demands of COR program participation. Reference: S&amp;G 1.10 &amp; Agreement 2.(c)(iv)&amp;(x)</i>
<b>Objective</b>	Recruit, train, qualify, and monitor performance of external auditors using AgSafe's current and proposed newly developed audit tool.
<b>Initiative Goal/ Expectation</b>	Recruit and provide training to qualify additional external auditors in various regions of the province specific to AgSafe's audit tool.

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
Recruit external auditors currently working with other CP's	Choose an item. Auditor Training	Review and reach out to currently qualified other CP external auditors	1000	Quarterly	Additional external auditors in various regions of the province for easier access

Provide theory and practical training specific to AgSafe's large employer tool	Choose an item. Auditor Training	Audit tool instruction and training to successfully perform an AgSafe audit	2000	As needed	Qualify external auditors to perform audit services for agriculture and aligned industries	
Provide information regarding common hazards found in agriculture operations	Choose an item. Auditor Training	Commodity specific details regarding hazards commonly found on site	staff	As needed	Knowledgeable external auditors for agriculture and related industries	
External Auditor performance monitoring	Choose an item. Auditor Training	Perform CPIVA for quality assurance	1000	Annually	Assurance that AgSafe recommended external auditors are qualified and current	

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. We have provided the applicable KPIs for each Mandate. The rows highlighted in gray are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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						
Outcome Indicator (e.g. KPI)	2022 Actuals	2023 Estimate	2024 Forecast	Year End Results	Evaluate Outcomes Achieved • For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>	
# of CPIVAs* for Auditor Quality Assurance	1	1	1			
# of CPIVAs as a percentage of total external auditors (S&G Requirement: 10%)	1	1	1			
# of External Auditors Recertified**	1	2	1			



# of external auditors trained for the first time (Initial) <i>(if applicable)**</i>	1	0	2	
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\* CPIVA Definition: Certifying Partner Initiated Verification Audits

\*\*The KPIs in the white cells were moved from the budget template to the Workplan Template

\*\*\* # of external auditors that did not recertify / Total external auditors

# Workplan Template: Mandate 5.0

Mandate	Mandate 5. Set objectives to maintain processes to provide verification and quality assurance oversight. Reference: S&G 1.11 & Agreement 2.(c)(xi)
Objective	Ensure all auditing processes are maintained and verifiable per record-keeping requirements and periodic verification audits.
Initiative Goal/ Expectation	Ensure all audits are verified for completeness and reviewed for quality

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
CRM record-keeping and desktop review of every audit received	Choose an item. Desktop QA	Review of student audit, internal audit and external audits	5000	Ongoing	Every audit received is error-free prior to going to external consultant	
Quality assurance review of every audit received	Choose an item. Desktop QA	Student audit, internal audit and external audit submissions	5000	Ongoing	Every audit is thoroughly reviewed for compliance with audit standard	
Perform WorkSafeBC Initiated Verification Audit(s) (WIVAs)	Choose an item. WIVA	External audit as determined by WSBC	10000	Annually	WSBC verification that an employer is eligible to be COR Certified	



Perform Auditor verification audit for 10% of auditors	Choose an item. Audit QA	Perform auditor verification audits	2000	Annually	Verification of a % of internal auditors are qualified and current
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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. We have provided the applicable KPIs for each Mandate. The rows highlighted in gray are optional KPIs. If you choose, additional blank rows can be added to track more outcomes. 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					
Outcome Indicator (e.g. KPI)	2022 Actuals	2023 Estimate	2024 Forecast	Year End Results	Evaluate Outcomes Achieved • For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
# of WIVAs	1	2	2		

Workplan Template: Mandate 6.0 (Optional)

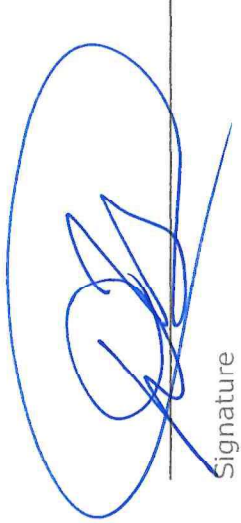


WorkSafeBC Management Comments

Board Chair Approval

David Nguyen

Name



Signature

2023-09-11

Date