

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	AgSafe Agriculture Association
Year of Workplan	2024

HSA Vision
Agriculture in BC free from workplace injury, illness, and death.
HSA Mission
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 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	Help farms reduce the number of slips, trips, and falls.	Develop education and resource material to promote hazard awareness and mitigation.	Jan 2023 - Dec 2026	The number of incidents involving slips, trips and/or falls is reduced
2	Support farmers to ensure the safety and health of their non-English speaking and guest workers.	Provide non-English speaking workforce with additional resources in language of choice for Safe Work Practices and overall safety	Jan 2023 - Dec 2026	The number of incidents and near misses involving non-English speaking workers is reduced.

		Develop and provide resources in Spanish both paper copy as well as electronically (apps). Provide information packages to Temporary Foreign Workers for local contacts and support. Identify training needs		
3	Help farmers with emergency preparedness	Develop templates for hazard analysis and risk assessments for individual locations. Develop educational tools and resources including planning kits to increase awareness.	Jan 2023 - Dec 2026	Employers demonstrate understanding of hazards specific to their farm and have plans to mitigate and/or respond to them.
4	Educate farmers on how they can identify and provide resources on workplace related mental health issues	Develop instructional tools to assist farmers with practical information about what to look for and what to say / do about it	Jan 2023 - Dec 2026	Employers demonstrate an awareness of offering practical support to individuals experiencing mental health issues.

Section C: Workplan Template – Initiative 1.0

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	Help farms reduce the number of slips, trips, and falls.
Initiative Goal/ Expectation	Employers and workers actively reduce hazards that could result in slips, trips or falls

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
Slip, Trip, and Fall considerations discussed at every visit while on sites	Choose an item. Other type: Resources	Salaries, Travel, Other Direct Project Costs	32000	Jan 2024 – Dec 2024	Documented evidence of STF conversations with employers at 100% of site visits	
Develop incentives to encourage action	Choose an item. Other type: Resources	Salaries, Travel, Other Direct Project Costs	5000	Jan 2024 – Dec 2024	Engaging visual reminders developed and distributed	
Engage with 4H and other youth organizations	Choose an item. Other type: Consultation	Salaries, Travel, Other Direct Project Costs	15000	Jan 2024 – Dec 2024	Youth will understand STF hazards and share with adults	

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
Number of incidents involving slip, trip or fall is reduced	Choose an item. Other outcome type:	Choose an item. Medium Term 1~3 years	Dec 2025	WorkSafeBC claims data	For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year.
Employers demonstrate understanding of hazards leading to potential STF incidents	Choose an item. Other outcome type:	Choose an item. Medium Term 1~3 years	Dec 2024	Feedback from AgSafe field representatives	
Workers demonstrate understanding of hazards leading to potential STF incidents	Choose an item. Other outcome type:	Choose an item. Medium Term 1~3 years	Dec 2024	Feedback from AgSafe field representatives	

Below are blank templates pre-copied for you. Please click on the "expanding sign" on the left of the heading **Section C:** 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 2.0

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 farmers to ensure the safety and health of their non-English speaking and guest workers.
Initiative Goal/ Expectation	Employers are confident in workers' understanding of safety in the workplace. Workers understand their roles in working safely and how to access support for concerns.

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
Engage with WALI, BCAC and MOSAIC to identify training needs	Choose an item. Other type: Research	Salaries, Travel, Other Direct Project Costs	17000	Jan 2024 – Dec 2024	Quarterly meetings and recommendations	
Develop education for employers/supervisors regarding cultural awareness in preventing and responding to migrant	Choose an item. Other type: Training	Salaries, Travel, Other Direct Project Costs	17000	Jan 2024 – Dec 2024	15 presentations	

workers regarding Bullying & Harassment							
Welcome packages prior to arrival with information on mobile apps/resources/contact coordinate with WALI and MOSAIC	Choose an item. Other type: Marketing and Outreach	Salaries, Travel, Other Direct Project Costs	30000	Jan 2024 – Dec 2024	Resources prepared and distributed according to needs		
Work on mobile app with resources for OHS information	Choose an item. Other type: consultation	Salaries, Travel, Other Direct Project Costs	60000	Jan 2024 – Dec 2024	Basic, essential OHS information added to app and utilized by workers		
Initiate video-based tailgate meetings	Choose an item. Other type: training	Salaries, Travel, Other Direct Project Costs	10000	Jan 2024 – Dec 2024	6 videos		

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
	Choose an item. Other outcome type: Behaviour-based Outcomes	Choose an item. 1 year	Dec 2024
Safe work procedures are implemented in multiple languages			Documentation from employers obtained by Agsafe
		Data Collection	Evaluate Outcomes Achieved
			For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year

Supervisors can identify educational and training needs	Choose an item. Other outcome type: Knowledge-based Outcomes	Choose an item. 1 year	Dec 2024	Interviews and documentation obtained from employers
Workers are educated and trained in their language of understanding	Choose an item. Other outcome type: Knowledge-based Outcomes	Choose an item. 1 year	Dec 2024	Interviews and documentation

Section C: Workplan Template – Initiative 3.0

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	Help farmers with emergency preparedness
Initiative Goal/ Expectation	Employers recognize potential emergencies for their location and understand how to respond to them

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
Work with employers to drill for a greater variety of potential emergencies	Choose an item. Other type: consultation	Salaries, Travel, Other Direct Project Costs	35000	Jan 2024 - Dec 2024	At least one tabletop drill per commodity	

Develop educational video to increase awareness	Choose an item. Other type: training	Salaries, Travel, Other Direct Project Costs	17000	Jan 2024 - Dec 2024	One video produced	
Educate employers and workers regarding emergency evacuation information	Choose an item. Other type: consultation	Salaries, Travel, Other Direct Project Costs	15000	Jan 2024 - Dec 2024	Employers and workers understand the potential for emergencies and what their role is in the event of evacuation	
Work with employers to establish strategies to address hazards and identified risks	Consultation services	Salaries, Travel, Other Direct Project Costs	15000	Jan 2024 - Dec 2024	Documented plans to mitigate hazards where possible and respond to identified risks	
Work with employers to educate farm workers to prepare for potential emergencies and respond where/when appropriate	Consultation services	Salaries, Travel, Other Direct Project Costs	75000	Jan 2024 - Dec 2024	Workers are involved in emergency preparedness plan and understand their respective roles	

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	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
		Please specify date	Data Collection

Employers understand hazards and potential risks to their farms	Choose an item. Other outcome type: Knowledge-based Outcomes	Choose an item. 2 years	Dec 2026	Feedback from AgSafe field representatives
Employers complete risk assessments	Choose an item. Other outcome type: Knowledge-based Outcomes	Choose an item. 2 years	Dec 2026	Feedback from AgSafe field representatives
Employers and farm workers understand the roles in emergency preparedness and response	Choose an item. Other outcome type: Knowledge-based Outcomes	Choose an item. 2 years	Dec 2026	Feedback from AgSafe field representatives

Section C: Workplan Template – Initiative 4.0

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	Educate farmers on how they can identify and provide resources on workplace related mental health issues
Initiative Goal/ Expectation	Employers are aware of signs of mental health challenges and can address workers in a practical and effective 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 <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output

Create awareness with apps, posters, decals, webinars and presentations	Choose an item. Other type: marketing and outreach	Salaries, Other Travel, Other Direct Project Costs	20000	Jan 2024 – Dec 2024	Continue updating the mental health section of the AgSafe website providing resources to both workers and employers
Training sessions with employers covering warning signs and proactive measures to dealing with mental health concerns	Choose an item. Other type: training	Salaries, Other Travel, Other Direct Project Costs	17000	Jan 2024 – Dec 2024	Promote sessions with owners, offer on-site “train the trainer” sessions with management and ownership
Provide Spanish, Punjabi, French and other language resources for mental health	Choose an item. Other type: resources	Salaries, Other Travel, Other Direct Project Costs	85000	Jan 2024 – Dec 2024	Creation of at least one dozen resources, contact lists all with app capabilities
Videos and articles, social media promoting normalcy of mental health being a priority for all and dealing with struggles	Choose an item. Other type: marketing and outreach	Salaries, Other Travel, Other Direct Project Costs	20000	Jan 2024 – Dec 2024	3-5 presentations
Provide resources promoting proactive steps to prevent mental health issues such as healthy lifestyle	Choose an item. Other type: marketing and outreach	Salaries, Other Travel, Other Direct Project Costs	30000	Jan 2024 – Dec 2024	Media releases through social media and website. Posters for the workplace.
Develop AgSafe field representative knowledge in responding to disclosure of mental health concerns/issues	Choose an item. Other type: training	Salaries, other direct project costs	5000	Jan 2024 – Dec 2024	AgSafe individuals in contact with employers and workers will have resources to respond to concerns

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
Employers and supervisors become engaged and educated regarding mental health issue recognition and how to handle different situations	Choose an item. Knowledge-Based Outcomes	Choose an item. Short Term <1 year	Dec 2024	Data analysis from in the field and through apps	
Employers and supervisors are educated to receive concerns regarding mental health and understand the implications of their actions or inactions addressing these concerns	Choose an item. Other outcome type: Behaviour-based outcomes	Choose an item. 1 year	Dec 2024	Data analysis from in the field and through apps	

Section C: Workplan Template – Initiative 5.0

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	<i>Click here to enter text. This should be initiative 3.1 stated in Section B</i>
Initiative Goal/ Expectation	<i>Click here to enter text.</i>

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
	Choose an item. Other type:					
	Choose an item. Other type:					
	Choose an item. Other type:					
	Choose an item. Other type:					
	Choose an item. Other type:					
	Choose an item. Other type:					
	Choose an item. Other type:					

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 this fiscal year.

	Choose an item. Other outcome type:	Choose an item.		
	Choose an item. Other outcome type:	Choose an item.		
	Choose an item. Other outcome type:	Choose an item.		

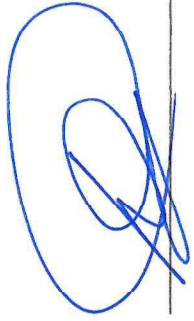
Section C: Workplan Template – Initiative 6.0

WorkSafeBC Management Comments

Board Chair Approval

David Nguyen

Name



Signature

2023-09-11

Date