

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	SafeCare BC Health and Safety Association
Year of Workplan	2022

HSA Vision
<i>Safe, healthy, and injury-free workplaces in continuing care.</i>
HSA Mission
<i>To empower those connected to the continuing care sector to create a culture of safety through evidence-based education, advocacy for safer workplaces, leadership, and collaboration.</i>

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	Promote and advocate for a culture of workplace health, wellness, and safety improvement	1.1 Deliver and evaluate the ongoing impact of the Tailored Outreach Program to support organizations with a reduction injury rates and health and safety program compliance	January- December	90% of 2022 TOP enrolees complete their gap analyses and develop action plans. 90% of TOP enrolees from 2022 access 1-2 SafeCare BC resources to further their action plans.

				<p>90% of TOP enrolees report making changes to their organization's operations in response to the program (note – this refers to the signatories on the TOP program Charter that must include signatures from a senior leader and the JOHSC worker rep or co-chair, where JOHSCs are required by law).</p> <p>TOP enrolees from previous years see a 10% improvement in the number of time-loss claims, workdays lost, and injury rates as compared to baseline.</p>
		1.2 Share examples of safety innovations and practices in action	January - December	<p>Web traffic to the Safety Innovations Database increases by 10% compared to the previous year</p> <p>90% of Safety Den participants and attendees rank the Safety Den as "good" or "excellent".</p> <p>80% of Safety Den attendees report acquiring new safety</p>

				<p>knowledge/ideas because of the Safety Den.</p> <p>70% of Safety Den attendees indicate they are inspired to make changes at their organization based on their experience at Safety Den.</p>
		1.3 Plan and execute a mental health/infection control related awareness campaign	January– December	<p>70% of member survey respondents report being more aware of workplace health and safety issues because of SafeCare BC</p> <p>60% of member survey respondents report changes in their organization’s practices or their own behavior in response to SafeCare BC.</p> <p>We obtain an open rate of 27% on campaign-related e-news.</p> <p>Campaign-related resources feature in the top-three downloaded items for that month’s web traffic.</p>
		1.4 Support the ongoing delivery of Care for Caregivers and Care to speak, in cooperation with the Canadian Mental	January– December	90% of users report being satisfied with the Care for Caregivers resources and education

		Health Association – BC Division, and the Ministry of Health		70% of webinar participants report they will modify their practices in response to what they've learned.
2	Enhance the profile and recognition of SafeCare BC as the leading health and safety association in BC, and across Canada.	2.1 Leverage mass media and other communications channels to raise the profile of key workplace health and safety issues and flag emerging issues	January – December	<p>70% of member survey respondents report being more aware of workplace health and safety issues because of SafeCare BC</p> <p>We obtain a click-through rate of 25% on issues alerts sent to members.</p> <p>Web traffic to the SafeCare BC website increases by 5% as compared to last year.</p> <p>60% of member survey respondents indicate using our infection prevention and control specific resources at their organization or within their own practice.</p>
		2.2 Plan and host the Hearts and Hands Conference for Healthcare Assistants (HCAs)	April – November	<p>95% of participants have a good or excellent experience</p> <p>95% of exhibitor/sponsor report good or very good experience</p>
3	Increase education, training, access to equipment and other	3.1 Deliver in-person and online training across high-priority topic areas. Develop	January – December	90% of training participants surveyed indicate they've learned something new

	safety resources throughout B.C..	supplementary resources to support these initiatives.		with regard to workplace health and safety. 85% of training participants surveyed indicate they will incorporate what they've learned into their work practices. 90% of training participants indicate they are satisfied with the training resources.
		3.2 Explore additional avenues for increasing access to education and training for specific audiences throughout B.C..	January – July	10% increase in resource downloads by the end of 2022 70% of managers/supervisors indicate that they have changed the way they work because of SafeCare BC
4	Enhance relationships with continuing care sector partners	4.1 Maintain and build on existing relationships with key sector stakeholders	January – December	60% of the files in question see positive policy shifts. 70% of goals outlined in our stakeholder mapping exercise are achieved.
		4.2 Conduct regional member outreach	January – December	70% of member survey respondents indicate they are aware of SafeCare BC. 100% of health authority regions are represented

				within the member survey responses.
5	Strengthen organizational responsiveness, resiliency, and growth	5.1 Conduct a sector-wide member survey and injury rate evaluation to assess our impact, identify priorities, and key issues for our members	April – July	<p>70% of member survey respondents report being more aware of workplace health and safety issues because of SafeCare BC.</p> <p>60% of member survey respondents report either changes in their organization’s practices or their own behaviour in response to SafeCare BC.</p> <p>The total number of survey respondents increases by 5% as compared to the previous year.</p> <p>The number of home care respondents increases by 5% as compared to the previous year.</p> <p>Overall sector injury rates for long-term care and home care decrease by 0.1 per 100 person-years, as compared to the previous year.</p>
		5.2 Conduct a quality improvement evaluation of our education offerings and targeted audiences	January – May	10% increase in resource downloads by the end of 2022

		5.3 Strengthen the organizational capacity and wellbeing of the SafeCare BC team	January - December	SafeCare BC implements 1 tool to assess and address psychosocial factors that impact wellbeing at work.
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Section C: Workplan Template – Initiative 1.1

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	Deliver and evaluate the ongoing impact of the Tailored Outreach Program to support organizations with a reduction injury rates and health and safety program compliance
Initiative Goal/ Expectation	<p>Work with outlier organizations (those with high injury rates, dramatic changes in injury trends, etc.) to bring down their injury rates.</p> <p>Maintain contact with previously enrolled organizations to support them in making lasting culture shifts.</p> <p>Enhance the existing TOP resources to fill in gaps in the program as identified through participant feedback and the results of the TOP gap analyses. Also add new resources that have been developed over the past year.</p>

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
Identify 2022 TOP candidates, using the TOP selection matrix	Research Other type:	2 staff; WorkSafeBC employer data	Fixed costs	January - February	10 long-term care and 5 Home Care organizations identified	
Secure leadership and JOHSC commitment to enroll in TOP	Consultation Services Other type:	2 staff; video conference technology	Fixed costs	February - April	10 total organizations enrolled in TOP	

Conduct gap analyses, action plans, and connect supportive services to 2022 TOP participants	Consultation Services Other type:	2 staff	\$4500	April – July	90% completion rate	
Enhance TOP resources based on feedback	Other, please specify Other type: Resource Development	2 staff; Technical Advisory Committee	Fixed cost	January – December	1-3 tools developed/enhanced for enrollees	
Develop templated resources that organizations can easily implement	Other, please specify Other type: Resource Development	2 staff; Technical Advisory Committee	Fixed cost	January – December	1-3 templates developed	
Evaluate the impact of TOP	Research Other type:	2 staff	Fixed cost	August - September	1 evaluation report completed	
Publish results of TOP evaluation	Marketing/Outreach Other type:	2 staff; e-news; technology platforms	Fixed cost	November	1 publication released	

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
Outcome: Organizations are aware of the gaps in their safety programs Indicator: 90% of enrollees complete their gap analyses and develop action plans	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	April – July	Completion rate on gap analyses	

<p>Outcome: Organizations take action to address the gaps identified in the gap analyses</p> <p>Indicator: 90% of 2022 enrollees access one or two SafeCare BC resources to further their action plans.</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>May – December</p>	<p>Audit of organization engagement with SafeCare BC resources</p> <p>Evaluation report</p>	
<p>Outcome: Organizations take steps to create safer workplaces</p> <p>Indicator: Previous enrollees see a 10% improvement in the number of time-loss claims, workdays lost, and injury rates as compared to baseline</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Long term >3 years</p>	<p>August - September</p>	<p>WorkSafeBC injury data</p>	

Section C: Workplan Template – Initiative 1.2

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	Share examples of safety innovations/practices in action
Initiative Goal/ Expectation	<p>Organizations share examples of safety innovations with their peers via an online forum.</p> <p>Individuals have an opportunity to learn of other organizations' safety innovations as part of the Safety Den.</p>

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
Establish a call for Safety Den submissions, including the development of targeted communications plan to encourage JOHSC engagement	Marketing/Out reach Other type:	2 staff, supplies	\$3250	February	Call for submissions created; communications plan created	
Execute the Safety Den communication plan	Marketing/Out reach Other type:	2 staff; e-news tech platform	Fixed cost	March - May	Communications plan executed	
Review Safety Den submissions; select event participants	Marketing/Out reach Other type:	5 staff	Fixed cost	April	10-20 submissions received; 3 finalists selected	
Plan the day-of logistics for Safety Den, including any necessary pandemic contingencies; execute the plan	Conference/Convention/Meeting	4 staff, venue, event sponsor, supplies	\$9000	February - May	One event plan created, including COVID-19 contingency; one event hosted	
Conduct a post-event debrief of the Safety Den and establish a quality improvement plan for next year.	Research	4 staff	Fixed cost	June	One debrief conducted, quality improvement plan created.	
Share good news and success stories to promote a culture of workplace health and safety	Research Other type:	2 staff	Fixed Cost	January - December	3-5 success stories shared	

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 <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
<p>Outcome: Member organizations learn about safety ideas from other organizations.</p> <p>Indicator: The click-through rate on success stories is 25%; the open rate on success story eblasts is 28%.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>December</p>	<p>Average click-through rate, as calculated at year-end; average open-rate, as calculated at year-end</p>	
<p>Outcome: Member organizations learn about safety ideas from other organizations.</p> <p>Indicator: Web traffic to the Safety Innovations Database subpage increases by 10% as compared to previous years.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>December</p>	<p># of page visits; #unique views at year-end</p>	
<p>Outcome: Member organizations learn about safety innovations in a way that is fun and engaging.</p> <p>Indicator: 90% of Safety Den participants and attendees rank the Safety Den as "good" or "excellent".</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>May</p>	<p>Post-event survey</p>	
<p>Outcome: Member organizations learn about safety innovations in a way that is fun and engaging.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>May</p>	<p>Post-event survey</p>	

Indicator: 80% of Safety Den attendees report acquiring new safety knowledge/ideas as a result of the Safety Den.					
Outcome: Member organizations come away from the Safety Den inspired to make positive changes at their own organization. Indicator: 70% of Safety Den attendees report they are inspired to make changes at their organization based on their experience at Safety Den.	Behaviour-Based Outcomes	Short Term <1 year	May	Post-event survey	

Section C: Workplan Template – Initiative 1.3

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	Plan and execute a mental health/infection control related awareness campaign
Initiative Goal/ Expectation	Awareness campaign is executed and as a result, members report increased awareness on the issues highlighted in the campaign and take steps to engage with the campaign’s call-to-action.

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
Develop communications plan for the campaign. Includes identifying the topic (i.e. mental health or infection control), target audience, tone, call-to-action, brand, and slogan.	Marketing/Out reach Other type:	3 staff; Technical Advisory Committee; Frontline Communications Working Group	Fixed cost	January - February	1 plan developed	
Establish the campaign platform (e.g. landing page).	Marketing/Out reach Other type:	2 staff; website	Fixed cost	January - February	Campaign landing page developed	
Develop (or repurpose existing) resources to support the campaign's call-to-action.	Marketing/Out reach Other type:	3 staff; design software licenses; supplies	\$500	March	1-3 resource featured in the campaign's call-to-action	
Execute the campaign.	Marketing/Out reach Other type:	3 staff; external trainer; publication supplies; videoconferencing technology	\$1000	April	Campaign executed	
Segregate campaign messaging to target frontline workers and supervisor/managers separately	Marketing/Out reach Other type:	3 staff; e-news communication platform	\$500	January - February	3-6 segregated messages sent out to each target audience	
Evaluate campaign impact.	Research Other type:	2 staff	Fixed cost	November	1 post-campaign evaluation report completed	

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 <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
<p>Outcome: Members are more aware of workplace safety issues.</p> <p>Indicator: 70% of member survey respondents report being more aware of workplace health and safety issues because of SafeCare BC.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>June</p>	<p>Member survey</p>	
<p>Outcome: Members change their work practices or the policies/procedures within their organizations to create safer workplaces.</p> <p>Indicator: 60% of member survey respondents report either changes in their organization's practices or their own behaviour in response to SafeCare BC.</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>June</p>	<p>Member survey</p>	
<p>Outcome: The awareness campaigns elevate the profile of the featured workplace safety issue among our members.</p> <p>Indicator: We obtain an open-rate of 27% on campaign e-blasts.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>May, November</p>	<p>Average open-rate, as calculated at end of the campaign.</p>	

<p>Outcome: Members take action to address the workplace safety issue featured in the awareness campaigns.</p> <p>Indicator: Campaign-related resources feature in the top-three downloaded items for that month's web traffic.</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>May, November</p>	<p>Website download statistics, as calculated at the end of the campaign</p>	
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Section C: Workplan Template – Initiative 1.4

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 the ongoing delivery of Care for Caregivers and Care to speak, in cooperation with the Canadian Mental Health Association – BC Division, and the Ministry of Health and Addictions.
Initiative Goal/ Expectation	<p>Deliver psychological health and safety education via live webinars to continuing care workers via <i>Care for Caregivers</i>.</p> <p>Establish the <i>Care for Caregivers and Care to Speak</i> resource hub as the go-to resource for psychological health and safety for continuing care workers/organizations. This includes enhancing content, marketing the site, and actively monitoring user feedback to improve offerings for usability and relevance.</p> <p>Support the delivery of <i>Leading from the Inside Out</i>, a program aimed at leaders in the sector to support them with their mental health while providing leadership.</p>

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
Source and deliver live virtual training on psychological health and safety.	Training Other type:	2 staff; external contractor facilitators; learning management system	Fixed Costs	Jan - March	At least 100 participants take part in training	
Enhance the <i>Care for Caregivers</i> microsite	Other, please specify Other type: Resource Development	2 staff	\$1000	Jan - March	Site traffic increases by 15% as compared to the previous year.	
Enhance marketing for <i>Care to Speak</i>	Marketing/Out reach Other type:	2 staff	\$1000	Jan - March	Usage of the service increases by 15% as compared to the previous year.	
Deliver <i>Leading from the Inside Out</i> to support leaders to be resilient and effective with the intention to learn how to take care of themselves and others, and navigate uncertainty effectively	Consultation Services Other type:	1 staff; 1 consultant	\$10,000	January - December	2 cohorts established; 12 sessions	

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
					<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.

<p>Outcome: Users of the service/resources see value and applicability in those resources.</p> <p>Indicator: 90% of users report being satisfied with the <i>Care for Caregivers</i> resources and education</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>May</p>	<p>Webinar participant survey; website user survey; <i>Care to Speak</i> satisfaction survey</p>	
<p>Outcome: Users of the resources adopt new practices to enhance their own or their organization's psychological health, wellness, and safety.</p> <p>Indicator: 70% of webinar participants report they will modify their practices in response to what they've learned.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>May</p>	<p>Webinar participant survey; website user survey; satisfaction survey</p>	
<p>Outcome: Participants of Leading from the Inside Out will improve their leadership skills because of the program</p> <p>Indicator: 70% of participants report they will modify their practices in response to what they've learned.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>January - December</p>	<p>Program participant survey</p>	

Section C: Workplan Template – Initiative 2.1

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	Leverage mass media and other communications channels to raise the profile of key workplace health and safety issues and flag emerging issues
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Initiative Goal/ Expectation	<p>Continuing care and member organizations are regularly informed of emerging issues.</p> <p>Continuing care and member organizations are informed in a timely fashion on upcoming legislative changes/changes to the Occupational Health and Safety Regulations and/or Workers Compensation Act.</p> <p>Resources housed on the existing COVID-19 sub-page and SafeCare BC LEARNING[SPACE] are kept up-to-date and modified as the knowledge about COVID-19 evolves.</p>
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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
Conduct ongoing scans of current issues and leverage mass media to raise the profile of key workplace health and safety issues	Marketing/Out reach Other type:	3 staff	Fixed Cost	January - December	5 story pitches circulated to media outlets; 3 stories picked up and run by media outlets	
Conduct ongoing scans of emerging issues that may impact workplace safety. Communicate these changes to members.	Research Other type:	2 staff; e-news platform; tech support	Fixed Cost	January - December	3 emerging issues raised, addressed, and circulated via existing platforms	
Support the sector to learn from the lessons of COVID-19 and move from a model of emergency response to emergency preparedness (considering infection disease and other potential hazards)	Research Other type:	3 staff	\$1000	January - December	1-3 webinars hosted	

COVID-19 resources generalized to become communicable disease resources which can be embedded into 'business as usual' safety culture	Research Other type:	3 staff	Fixed Cost	January – December	10% increase to the infection control page on the website, as compared to the previous year.	
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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. 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
<p>Outcome: Members are aware of workplace health and safety issues.</p> <p>Indicator: 70% of member survey respondents report being more aware of workplace health and safety issues because of SafeCare BC</p>	<p>Knowledge-Based Outcomes</p> <p>Other outcome type:</p>	<p>Short Term <1 year</p>	<p>June 2022</p>	<p>Member Survey</p>	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
<p>Outcome: Members are alerted in a timely fashion to emerging issues/legislative or regulation changes and engage with us on that content.</p> <p>Indicator: We obtain a click-through rate of 25% on issues alerts sent to members.</p>	<p>Knowledge-Based Outcomes</p> <p>Other outcome type:</p>	<p>Short Term <1 year</p>	<p>December</p>	<p>Average click-through rate, as calculated at year-end</p>	

<p>Outcome: Members are alerted in a timely fashion to emerging issues/legislative or regulation changes and engage with us on that content.</p> <p>Indicator: Web traffic to the SafeCare BC website increases by 5% as compared to last year.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>December</p>	<p># page views; # unique visits as calculated at year-end, compared to previous year</p>	
<p>Outcome: Members incorporate infection prevention and control specific safety practices at their work site.</p> <p>Indicator: 60% of member survey respondents indicate using our infection prevention and control specific resources at their organization or within their own practice.</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>December</p>	<p>Member survey</p>	

Section C: Workplan Template – Initiative 2.2

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	Plan and host the Hearts and Hands Conference for Healthcare Assistants.
Initiative Goal/ Expectation	<i>Hearts and Hands Conference is successfully organized and held</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
Establish conference logistics, including format, keynote speaker, locations (3), registration processes, special guests, and presenter requirements. Includes developing a COVID-19 contingency plan.	Conference/ Convention/ Meeting Other type:	4 staff; 2 consultants; 3 venues; conference registration system	Fixed cost	Jan - Apr	3 conference locations and conference format established	
Establish the conference working groups, including representation from WorkSafeBC and other key sector stakeholders	Conference/ Convention/ Meeting Other type:	2 staff; 3 working groups	Fixed cost	Jan - Apr	1-3 working groups established	
Market and sell out the event	Marketing/Out reach Other type:	4 staff; supplies; contact lists	\$1,000	Mar - Sept	1 marketing plan created, executed Event sold out	
Conduct a call for presenters	Conference/ Convention/ Meeting Other type:	4 staff; contact lists	Fixed cost	Mar - May	1 program agenda developed	
Create a sponsorship prospectus and secure sponsorship	Marketing/Out reach Other type:	4 staff	Fixed cost	Feb - Apr	1 sponsorship package created, disseminated \$25,000 in sponsorship received	
Host the conference	Conference/ Convention/ Meeting Other type:	6 staff; 2 consultants; 9 presenters; venue; AV;	\$76,900	Oct	3 conferences hosted	

		conference app				
Conduct a post-conference review to identify areas for improvement	Other Other type: Quality Improvement	6 staff; participant/sponsor survey	Fixed cost	Nov	1 review conducted; 1 quality improvement plan drafted	

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.
Outcome: Participants have a positive conference experience. Indicator: 95% of participants have a good or very good experience;	Other, please specify Other outcome type: Outreach and engagement	Short Term <1 year	Nov	Participant survey	
Outcome: Exhibitors/sponsors have a positive conference experience. Indicator: 95% of exhibitor/sponsor report good or very good experience	Other, please specify Other outcome type: Outreach and engagement	Short Term <1 year	Nov	Conference survey	

Section C: Workplan Template – Initiative 3.1

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	Deliver in-person and online training across high-priority topic areas. Develop supplementary resources to support these initiatives.
Initiative Goal/ Expectation	<p><i>Provide quality training to members to support the workplace health and safety needs of the sector, improve mental health and wellbeing, increase awareness of hazards at the workplace, and obtain regular feedback to improve course offerings.</i></p> <p><i>Deliver training across core topic areas to 3,000 people. Topic areas to cover include: MSIP, violence prevention/dementia care, infection prevention and control, psychological health and safety, workplace incivility, impairment in the workplace, WHMIS, JOHSC training, safety systems auditing, supervisor safety leadership, and return-to-work/recover-at-work.</i></p> <p><i>Develop resources to support the delivery of these courses.</i></p>

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
Deliver violence prevention training (1-day version; in-person, live virtual)	Training Other type:	3 staff; 4 contracted facilitators; learning management system; venue	\$23,700	Jan - Dec	456 participants trained; 57 workshops held.	
Deliver 4-day violence prevention training	Training Other type:	3 staff; 2 contracted facilitators; learning	\$11,380	Jan - Dec	18 new peer facilitators trained; 3 workshops held.	

(train-the-trainer version)		management system; venue				
Deliver Safe Resident/Client Handling training (blended, in-person; 1-day version)	Training Other type:	3 staff; 2 contracted facilitators; learning management system; venue	\$12,720	Jan - Dec	96 participants trained; 12 workshops held.	
Deliver Safe Resident/Client Handling Train-the-Trainer (in-person; 2-day version)	Training Other type:	2 staff; 2 contracted facilitators; learning management system; venue	\$8,580	Jan - Dec	32 peer facilitators trained; 4 workshops held.	
Deliver Gentle Persuasive Approach (in-person, online; dementia training)	Training Other type:	2 staff; 2 contracted facilitators; learning management system; venue	\$6,280	Jan - Dec	80 participants trained; 8 workshops held.	
Deliver Creating Connections (in-person; dementia training)	Training Other type:	2 staff; 1 contracted facilitator; learning management system; venue	\$1,000	Jan - Dec	75 participants trained; 3 in-person workshops held.	
Deliver Mental Health First Aid (blended; mental health training)	Training Other type:	2 staff; learning management system	\$16,400	Jan - Dec	60 participants trained; 4 blended workshops held.	
Deliver Joint Occupational Health and Safety Committees (in-person, live virtual; OH&S training)	Training Other type:	1 staff; learning management system; 2	\$8140	Jan - Dec	72 participants trained; 3 workshops held.	

		contracted facilitators				
Deliver Safety Systems Auditing (in-person, live virtual; OH&S training)	Training Other type:	2 staff; learning management system; venue	\$1800	Jan - Dec	8 participants trained; 1 workshop held	
Deliver LPN and RN Safety Leadership (blended; safety leadership training)	Training Other type:	2 staff; learning management system; venue	\$3,070	Jan - Dec	60 participants trained; 10 workshops held.	
Deliver Working with Individuals with Intellectual Disabilities (in-person; dementia training)	Training Other type:	2 staff; learning management system; venue	\$520	Jan - Dec	16 participants; 2 workshops held.	
Deliver self-paced training on health and safety topics (i.e.: MSIP, IPC, PPE, COVID-19, Auditor Training, WHMIS, Recover at Work, PVPC Refresher, etc.)	Training Other type:	1 staff; learning management system	\$6000	Jan - Dec	450 participants completed training	
Deliver self-paced training on dementia care topics (i.e.: Care and Connections, etc.)	Training Other type:	1 staff; learning management system	\$1110	Jan - Dec	185 participants enrolled; 83 participants completed	
Deliver self-paced training on mental and physical wellbeing topics (i.e.: Enhancing Psychological Health, Wellness & Resilience, Mental Health, Psychologically Healthy Workplaces, etc.)	Training Other type:	1 staff; learning management system	\$1110	Jan - Dec	185 participants enrolled; 83 participants completed	

Deliver webinars on high priority workplace safety topics, including those to promote mental health and wellbeing	Training Other type:	2 staff; webinar hosting platform	\$2000	Jan – December	2-5 webinars hosted; 150 participants trained	
Develop 2 new huddle resources on emerging topics	Other, please specify Other type: Resource development	2 staff; Frontline Communicati ons Working Group; Technical Advisory Committee; Consultant	Fixed costs	May - Sept	2 resources developed.	

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
Outcome: Training participants learn new skills/knowledge to work safely Indicator: 90% of training participants surveyed indicate they've learned something new with regard to workplace health and safety.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	Dec	Workshop/e-learning participant survey	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.
Outcome: Training participants apply newly-acquired skills or	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Dec	Workshop/e-learning participant survey	

<p>knowledge to their work practices.</p> <p>Indicator: 85% of training participants surveyed indicate they will incorporate what they've learned into their work practices.</p>					
<p>Outcome: Training participants see value in and the applicability of the training they've received.</p> <p>Indicator: 90% of training participants indicate they are satisfied with the training resources.</p>	<p>Other, please specify Other outcome type: Perceived relevance</p>	<p>Short Term <1 year</p>	<p>Dec</p>	<p>Workshop/e-learning participant survey</p>	

Section C: Workplan Template – Initiative 3.2

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	3.2 Explore additional avenues for increasing access to education and training for specific audiences throughout B.C..
Initiative Goal/ Expectation	<i>Increase the accessibility of SafeCare BC resources to the sector by creating easy-to-use resources with clear intended audiences.</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
Conduct an environmental scan of existing SafeCare BC training resources and determine their intended audience	Research Other type:	3 staff	Fixed costs	January - February	1 environmental scan completed	
Strike a working group with representation from the support services audience to identify workplace health and safety needs and inform SafeCare BC training options.	Marketing/Out reach Other type:	2 staff	\$500	January - March	1 working group established 2 meetings conducted	
Synthesize the findings of the environmental scan and working group findings; draft recommendations for Technical Advisory Committee and SafeCare BC staff	Research Other type:	3 staff; Technical Advisory Committee	Fixed Costs	March - April	1 draft report prepared	
Develop a roadmap of education required for specific audiences: frontline care workers, frontline support services workers; supervisors/managers	Research Other type:	2 staff; 6 current peer facilitators	Fixed Costs	April - May	1 roadmap created	
Re-develop existing education into bite-sized learning resources in any two of the following: MSIP, dementia, violence prevention, mental health, JOHSC, infection prevention and control, or supervisor safety leadership (RN/RPN/LPN Safety Leadership)	Training Other type:	3 staff; Technical Advisory Committee	Fixed costs	May - August	2-4 bite-sized learning resources created	

courses) to fill any identified gaps						
Deliver new resources to intended audiences	Training Other type:	2 staff; consultants	\$2000	September - October	50 course completions	
Evaluate feedback from learners and incorporate changes into final resources	Research Other type:	3 staff	Fixed costs	October	1 evaluation report completed; resources finalized	
Provide tailored education to managers and supervisors on any two of the following topics: leadership, facilitation skills, grief advocacy, mental health, difficult conversations, or conflict resolution	Training Other type:	3 staff; consultants	\$2000	November - December	2 learning opportunities provided 50 course completions	
Develop collateral to promote the education opportunities available to specific audiences (i.e. support services as determined by working group)	Marketing/Out reach Other type:	3 staff; consultant	\$1000	April - September	2-4 collateral items developed	
Maintain relationship with satellite training centres and provide support where needed	Marketing/Out reach Other type:	2 staff	Fixed costs	January - December	4 satellite training centres offer SafeCare BC education	
Develop a system to track education delivered by peer facilitators	Research Other type:	2 staff; technology platform	\$2000	March - September	1 system developed and implemented	

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 <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
<p>Outcome: Users became more aware of the resources and support available to them.</p> <p>Indicator: 10% increase in resource downloads by the end of 2022</p>	<p>Other, please specify Other outcome type: Awareness and Engagement</p>	<p>Medium Term 1~3 years</p>	<p>January - December</p>	<p>Course evaluation survey</p>	
<p>Outcome: Managers/supervisors report that they have changed the way they work as a result of SafeCare BC training</p> <p>Indicator: 70% of managers/supervisors indicate that they have changed the way they work because of SafeCare BC</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>January - December</p>	<p>Member Survey</p>	

Section C: Workplan Template – Initiative 4.1

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	4.1 Maintain and build on existing relationships with key sector stakeholders
Initiative Goal/ Expectation	<p>Key stakeholders, including the goal/purpose of the engagement, are identified.</p> <p>Relationships with key stakeholders are strengthened and the foundation for new relationships is laid.</p>

There is a higher level of awareness of key workplace safety issues among the stakeholders SafeCare BC engages with.

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
Review stakeholder map to ensure that it is still relevant and current stakeholders are aligned to our mandate; adjust as necessary	Research Other type:	3 staff	Fixed costs	January	1 review completed	
Maintain contact with the Ministry of Health; Ministry of Mental Health and Addictions; and federal Ministry of Health on workplace safety issues; connect with the Ministry of Advanced Education, Skills, and Training on workplace safety issues.	Marketing/Out reach Other type:	2 staff; videoconferencing technology	Fixed costs	January - December	20 interactions with these groups.	
Maintain contact with key stakeholder groups, including the National Alliance for Safety and Health in Healthcare (NASHH), health authorities, health sector unions and employer associations, Family Caregivers of BC,	Marketing/Out reach Other type:	2 staff; videoconferencing technology; travel	\$3,500	January - December	Quarterly meetings with NASHH; twice-annual meetings with all other stakeholder groups.	

Alzheimer Society of B.C., Care Aid Registry, BC health and safety associations, and Canadian Mental Health Association – BC Division						
Continue to engage the Assisted and Independent Living Sector to offer support and resources that align with those of the current membership	Marketing/Out reach Other type:	2 staff; 1 consultant	\$1000	January - December	4 interactions recorded and documented	
Support Associate Members and create Associate Member engagement strategy	Marketing/Out reach Other type:	2 staff; technology platform	\$1000		1 strategy created 4 interactions recorded and documented	

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
Outcome: Key stakeholders have a greater awareness of the critical workplace safety issues facing our members, and they take action on those issues. Indicator: 60% of the files in question see positive policy shifts.	Other, please specify Other outcome type: Policy change	Medium Term 1~3 years	Dec 2022 (half-way milestone); Dec 2023	Policy evaluation	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year

<p>Outcome: We develop a deeper relationship with key stakeholders to help further our vision of injury-free, safe workplaces in continuing care.</p> <p>Indicator: 70% of goals outlined in our stakeholder mapping exercise are achieved.</p>	<p>Other, please specify Other outcome type: Coalition-building</p>	<p>Medium Term 1~3 years</p>	<p>Dec 2022 (half-way milestone); Dec 2023</p>	<p>Comparison against goals outlined as part of the stakeholder mapping exercise</p>	
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Section C: Workplan Template – Initiative 4.2

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	4.2 Conduct regional member outreach
Initiative Goal/ Expectation	<p>Build awareness among members by conducting regional outreach visits and having a presence at industry events.</p> <p>Build awareness among frontline workers of SafeCare BC by conducting regional coffee breaks.</p>

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

Host regional coffee breaks to connect with frontline workers.	Marketing/Outreach Other type:	2 staff; collateral	\$1000	January - December	2-4 regional coffee breaks held.
Conduct member outreach visits (either in-person or virtually).	Marketing/Outreach Other type:	3 staff; videoconfer ence platform; supplies	\$4000	January - December	45 member visits conducted, of which 15 are to home care members. 30 visits conducted with OHS committee members. Connect with all current Satellite Training Centres (6).
Have a presence at industry events (either virtual or in-person)	Marketing/Outreach Other type:	4 staff; supplies	\$3500	January - December	Presence at 3 industry events.
Host the 2022 AGM	Conference/Convention/Meeting Other type:	4 staff; supplies; venue	\$2,500	June 2022	AGM held; quorum met

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
Outcome: Members are aware of SafeCare BC and the supports we offer. Indicator: 70% of member survey respondents indicate they are aware of SafeCare BC.	Other, please specify Other outcome type: Outreach and engagement	Short Term <1 year	June	Member survey	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year

<p>Outcome: Members are aware of SafeCare BC and the supports we offer.</p> <p>Indicator: All health authority regions are represented within the member survey responses.</p> <p>Indicator: The percentage of home care respondents to the member survey increases by 5% from the previous year.</p>	<p>Other, please specify Other outcome type: Outreach and engagement</p>	<p>Short Term <1 year</p>	<p>June</p>	<p>Member survey</p>	
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Section C: Workplan Template – Initiative 5.1

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.**

<p>Initiative</p>	<p><i>5.1 Conduct a sector-wide member survey and injury rate evaluation to assess our impact, identify priorities, and key issues for our members</i></p>
<p>Initiative Goal/ Expectation</p>	<p>The survey is conducted and the results are communicated out to our members. The findings are then incorporated into the 2023 workplan development process.</p>

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
Develop communications plan	Research Other type:	2 staff	Fixed cost	Apr	1 plan developed	
Create member survey	Research Other type:	4 staff; Technical Advisory Committee	Fixed cost	Apr	1 survey created	
Conduct survey	Research Other type:	2 staff; marketing supplies; survey tool	Fixed cost	May – June	Survey launched	
Analyze survey data	Research Other type:	2 staff	Fixed cost	June	1 report developed	
Survey results communicated to members; findings incorporated into 2023 workplan	Marketing/Out reach Other type:	2 staff	\$1000	June	1 infographic created and survey results communicated	
Conduct an analysis of sector injury rate trends; communicate out the results	Research Other type:	2 staff; WorkSafeBC data; 1 consultant	\$1000	Sept	1 report developed and disseminated	

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
					<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.

<p>Outcome: Members acquire new skills and safety knowledge to work more safely</p> <p>Indicator: 70% of member survey respondents report being more aware of workplace health and safety issues because of SafeCare BC.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>June</p>	<p>Member survey</p>	
<p>Outcome: Members change their work behaviours or organizational practices to promote safer work behaviours/practices.</p> <p>Indicator: 60% of member survey respondents report either changes in their organization's practices or their own behaviour in response to SafeCare BC.</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>June</p>	<p>Member survey</p>	
<p>Outcome: SafeCare BC's areas of focus are relevant and aligned with our members' needs.</p> <p>Indicator: 70% of respondents say our offerings are relevant and useful to them and their work.</p>	<p>Other, please specify Other outcome type: Outreach and engagement</p>	<p>Short Term <1 year</p>	<p>June</p>	<p>Member survey</p>	
<p>Outcome: SafeCare BC's areas of focus are relevant and aligned with our members' needs.</p> <p>Indicator: Results show a representative sample</p>	<p>Other, please specify Other outcome type: Other outcome type: Outreach and engagement</p>	<p>Short Term <1 year</p>	<p>June</p>	<p>Member survey</p>	

of both long-term care and home care membership					
Indicator: All health authority regions are represented within the survey responses.					

Section C: Workplan Template – Initiative 5.2

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	5.2 Conduct a quality improvement evaluation of our education offerings and reach to specific audiences
Initiative Goal/ Expectation	<i>Review evaluation feedback received from learners and make improvements to course offerings</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
Develop a standardized process and template for evaluating programs	Research Other type:	2 staff	Fixed costs	January - February	1 standardized report template created	
Conduct program evaluations across all primary education streams including:	Research Other type:	2 staff	Fixed costs	July - December	4 evaluation reports completed with recommendations for improvement	

violence prevention, MSIP, mental health, and leadership training						
Review website and online materials to ensure program offerings are relevant to the current needs of the sector	Research	3 staff	Fixed costs	January - April	1 internal assessment completed	
Research leading practices and how to reach target audiences	Marketing/Outreach Other type:	2 staff	Fixed costs	April - May	1 data gathering exercise completed	
Develop process and site map based on research and data gathering	Research Other type:	2 staff	Fixed costs	June - August	1 process map developed 1 site map developed	
Build pages and write content	Consultation Services Other type:	2 staff; 1 consultant	\$10,000	September - April 2023	1 detailed website plan developed with 50% of writing completed	

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
<p>Outcome: Users became more aware of the resources and support available to them.</p> <p>Indicator: 10% increase in resource downloads by the end of 2022</p>	<p>Other, please specify Other outcome type: Awareness and Engagement</p>	<p>Short Term <1 year</p>			<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year

Section C: Workplan Template – Initiative 5.3

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	5.3 Strengthen the organizational capacity and wellbeing of the SafeCare BC team
Initiative Goal/ Expectation	<i>SafeCare BC becomes a leader in creating a psychologically health and safe workplace</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
Establish a psychological health and safety committee at SafeCare BC	Research Other type:	5 staff	Fixed cost	January	1 committee established; 8 meetings held	
Implement operational changes to reflect increased emphasis on psychological wellbeing at SafeCare BC	Research Other type:	3 staff	Fixed cost	January – April	1 review of Employee Handbook completed 1 tool to assess and address psychosocial factors that impact wellbeing at work implemented	
Promote wellbeing and wellness amongst the staff at SafeCare BC	Conference/ Convention/ Meeting	10 staff; consultants	\$2000	January - December	4 events aimed at promoting wellness; 1 process implemented to	

					address workload issues	
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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. 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
<p>Outcome: SafeCare BC staff report increased support in their psychological health and safety at work</p> <p>Indicator: 100% of SafeCare BC staff complete a psychological wellness survey</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>			<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>

WorkSafeBC Management Comments

Board Chair Approval

Kerry Bowman

Name



Kerry Bowman

Signature

October 6th, 2021

Date