

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	2021

HSA Vision
<i>Click here to enter text.</i>
HSA Mission
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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 Expand, deliver, and evaluate the ongoing impact of the Tailored Outreach Program (TOP).	Apr - Dec	100% of 2021 enrollees complete their gap analyses and develop action plans. 90% of 2021 enrollees access two or more SafeCare BC resources to further their action plans 90% of TOP enrollee sponsors report making

				<p>changes to their organization's operations in response to the program (note – this refers to the signatories on the TOP Charter, which must include a senior leader and the JOHSC worker rep co-chair (where JOHSC are required by law)).</p> <p>2018, 2019 TOP cohorts see a 10% improvement in the number of time-loss claims, workdays lost, and injury rates as compared to baseline.</p> <p>2019 TOP cohorts see a 10% improvement in Organizational Performance Metric survey scores, as compared to baseline.</p>
		1.2 Enhance, deliver, and evaluate the ongoing impact of the Peer Resource Network.	<p>Jan - June (cohort 1)</p> <p>June - Dec (cohort 2)</p>	<p>80% of 2021 Peer Resource Network participants report acquiring new workplace safety knowledge as a result of the program.</p> <p>70% of 2021 Peer Resource Network participants report changes in either their own work behaviours or their organization's practices as result of the program.</p>

		1.3 Share examples of safety innovations/practices in action	Jan - Dec	<p>The click-through rate on success stories is 25%; the open rate on success story eblasts is 28%.</p> <p>Web traffic to the Safety Innovations Database subpage increases by 10% as compared to previous years.</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 knowledge/ideas as a result 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>
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 member communication channels to raise the profile of key workplace health and safety issues and flag emerging issues.	Jan - Dec	70% of member survey respondents report being more aware of workplace health and safety issues because of SafeCare BC

				<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>
		2.2 Plan and execute two awareness campaigns on musculoskeletal injury prevention and infection prevention and control.	Jan - Nov	<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>We obtain an open-rate of 27% on campaign e-blasts.</p> <p>Campaign-related resources feature in the top-three downloaded items for that month's web traffic.</p>
3	Increase education, training, access to equipment and other safety resources throughout BC.	3.1 Deliver in-person and online training across high-priority topic areas. Develop supplementary resources to support these initiatives.	Jan - Dec	90% of training participants surveyed indicate they've learned something new with regards to workplace health and safety.

			<p>85% of training participants surveyed indicate they will incorporate what they've learned into their work practices.</p> <p>90% of training participants indicate they are satisfied with the training resources.</p>
		3.2 Support the ongoing delivery of <i>Care to Speak</i> and <i>Care for Caregivers</i> , in cooperation with the Canadian Mental Health Association – BC Division	<p>Jan - May</p> <p>90% of users report being satisfied with the <i>Care for Caregivers</i> resources and education</p> <p>70% of webinar participants report they will modify their practices in response to what they've learned.</p>
		3.3 Continue to update and expand COVID-19-specific resources, as knowledge evolves.	<p>Jan - Dec</p> <p>80% of member survey respondents indicate our COVID-19-specific resources are useful.</p> <p>60% of member survey respondents indicate using our COVID-19-specific resources at their organization or within their own practice.</p> <p>90% of training participants surveyed indicate they've learned something new</p>

				<p>with regards to workplace health and safety.</p> <p>85% of training participants surveyed indicate they will incorporate what they've learned into their work practices.</p> <p>90% of training participants indicate they are satisfied with the training resources.</p>
4	Enhance relationships with continuing care sector partners.	4.1 Maintain and build on existing relationships with key sector stakeholders.	Jan - Dec	<p>60% of the files in question see positive policy shifts.</p> <p>70% of goals outlined in our stakeholder mapping exercise are achieved.</p>
		4.2 Conduct regional member outreach.	Jan - Dec	<p>70% of member survey respondents indicate they are aware of SafeCare BC.</p> <p>All health authority regions are represented within the member survey responses.</p> <p>The percentage of home care respondents increases by 5% from the previous year.</p>
		4.3 Plan and host a three-location Hearts and Hands conference for Health Care Assistants (HCAs).	Jan - Nov	<p>95% of participants have a good or very good experience;</p>

				95% of exhibitor/sponsor report good or very good experience
5	Strengthen organizational responsiveness, resiliency, and growth.	5.1 Conduct a quality improvement evaluation of our online offerings and approach to project implementation.	Jan - Dec	<p>We observe a 5% improvement in user satisfaction survey scores, as compared to baseline.</p> <p>We observe a 5% improvement in completion rates, as compared to baseline.</p>
		5.2 Conduct a sector-wide member survey and injury rate evaluation to assess our market penetration and impact, and identify priorities/key issues for our members.	Apr - Sept	<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>

				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.
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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	Expand, deliver, and evaluate the ongoing impact of the Tailored Outreach Program (TOP).
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 incorporate pandemic-specific resources that have been developed over the course of 2020.</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 2021 TOP candidates using the TOP selection matrix.	Research Other type:	2 staff; WorkSafeBC employer data	Fixed cost	Jan - Feb	15 long-term care and 10 home care organizations identified	
Secure leadership and JOHSC commitment to enroll in TOP	Consultation Services Other type:	2 staff; videoconference technology	Fixed cost	Feb - Apr	10 long-term care and 3 – 5 home care organizations enrolled in TOP	

Conduct gap analyses with 2021 TOP participants	Consultation Services	2 staff	\$2,500	Apr - July	100% completion rate.	
Action plans developed for all 2021 TOP participants	Consultation Services	2 staff	Fixed cost	Apr - Sept	90% completion rate.	
2021 TOP participants connected with additional supportive services to take action on their plans	Consultation Services	2 staff	Fixed cost	May - Dec	90% participants access a minimum of two resource supports via SafeCare BC	
Follow-up contact made with the 2019 and 2018 cohorts	Consultation Services	2 staff; videoconference technology	\$2,000	Mar - Nov	100% of active program participants contacted; 75% of past cohort participants receive a follow-up visit (either virtual or in-person)	
Enhance TOP supplementary resources, based on data and feedback gleaned from gap analyses and prior cohort interactions	Other, please specify Other type: Resource development	3 staff; Technical Advisory Committee	Fixed cost	Jan - Dec	Adapt and incorporate one tool from each of the following streams into TOP: COVID-19 safety audit; violence prevention; MSIP; psychological health and safety; recover-at-work/return-to-work	
Evaluate the ongoing impact of TOP on previous cohorts (2018, 2019)	Research Other type:	Programs Manager; evaluation data results; survey platform	Fixed cost	Aug - Sept	One evaluation report completed	
Publish the results of the TOP evaluation	Marketing/ Outreach	2 staff; e-news tech platform	Fixed cost	Nov	One 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 <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: Organizations are aware of the gaps in their safety management systems</p> <p>Indicator: 100% of 2021 enrollees complete their gap analyses and develop action plans</p>	<p>Knowledge-Based Outcomes</p> <p>Other outcome type:</p>	<p>Short Term <1 year</p>	<p>Apr - July</p>	<p>Completion rate on gap analyses.</p>	
<p>Outcome: Organizations take action to address the gaps identified in the gap analyses</p> <p>Indicator: 90% of 2021 enrollees access two or more SafeCare BC resource to further their action plans</p>	<p>Behaviour-Based Outcomes</p> <p>Other outcome type:</p>	<p>Short Term <1 year</p>	<p>May - Dec</p>	<p>Audit of organization engagement with SafeCare BC resources</p>	
<p>Outcome: Organizations take action to address the gaps identified in the gap analyses.</p> <p>Indicator: 90% of 2021 TOP enrollee sponsors report making changes to their organization's operations in response to the program.</p>	<p>Behaviour-Based Outcomes</p> <p>Other outcome type:</p>	<p>Short Term <1 year</p>	<p>Oct - Dec</p>	<p>Survey of participating organizations</p>	
<p>Outcome: Organizations take steps to create safer workplaces.</p> <p>Indicator: 2018, 2019 TOP cohorts see a 10% improvement in the number of time-loss claims, workdays lost,</p>	<p>Behaviour-Based Outcomes</p> <p>Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>Aug - Sept</p>	<p>WorkSafeBC injury data</p>	

and injury rates as compared to baseline.					
<p>Outcome: Organizations take steps to improve their workplace safety cultures.</p> <p>Indicator: 2019 TOP cohorts see a 10% improvement in their Organizational Performance Metric survey scores, as compared to baseline.</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Medium Term 1~3 years</p>	<p>Aug - Oct</p>	<p>Follow-up administration of OPM survey</p>	

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 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	Enhance, deliver, and evaluate the ongoing impact of the Peer Resource Network.
Initiative Goal/ Expectation	<p>Support organizations in furthering their workplace safety cultures through the provision of education and connection with resources to support organizational change.</p> <p>Enhance the Peer Resource Network structure and resources to address areas of need that have emerged as a result of the pandemic.</p> <p>Use the outcome of the evaluation process to increase the effectiveness of the Peer Resource Network.</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 and recruit two cohorts into the Peer Resource Network	Marketing/Out reach Other type:	3 staff	Fixed cost	Jan – Feb (cohort 1); June – Sept (cohort 2)	Two cohorts recruited	
Run the 2021 Peer Resource Network cohorts	Training Other type:	3 staff; 1 external consultant; materials	\$1,260	Mar – May (cohort 1) Sept – Nov (cohort 2)	Two cohorts run (three structured sessions per cohort, followed by the establishment of one Convo Club per cohort)	
Reactivate the 2019/2020 Convo Club cohorts	Training Other type:	3 staff; 1 external consultant	Fixed cost	Feb – May	Two Convo Club sessions run per cohort	
Enhance the Peer Resource Network resources, including the addition of pandemic-specific resources	Other, please specify Other type: Resource development	3 staff; Technical Advisory Committee	Fixed cost	Jan - Aug	Three new educational resources created in two of the following streams: COVID-19; psychological health and safety; safety culture skills for leaders	

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: Peer Resource Network participants acquire new skills/knowledge to improve the safety culture at their organization.</p> <p>Indicator: 80% of 2021 Peer Resource Network participants report acquiring new workplace safety knowledge as a result of the program.</p>	<p>Knowledge-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>June (cohort 1) Dec (cohort 2)</p>	<p>Participant survey</p>	
<p>Outcome: Peer Resource Network participants make changes to either their own work practices or their organization's policies/procedures to improve workplace safety.</p> <p>Indicator: 70% of 2021 Peer Resource Network participants report changes in either their own work behaviours or their organization's practices as result of the program.</p>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>June (cohort 1) Dec (cohort 2)</p>	<p>Participant survey</p>	

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.**

<p>Initiative</p>	<p>Share examples of safety innovations/practices in action</p>
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Initiative Goal/ Expectation	Organizations share examples of safety innovations with their peers via an online forum. Individuals have an opportunity to learn of other organizations' safety innovations as part of the Safety Den.
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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
Design the branding for the 2021 Safety Den competition	Marketing/Out reach Other type:	2 staff	Fixed cost	Jan	One refreshed brand completed	
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	\$1,000	Feb	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	Mar - May	Communications plan executed	
Review Safety Den submissions; select event participants	Marketing/Out reach Other type:	5 staff	Fixed cost	Apr	20 submissions received; four 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	\$8,500	Feb - May	One event plan created, including COVID-19 contingency; one event hosted	
Cross-post successful Safety Den submissions	Marketing/ Outreach	Digital Media and Communications	Fixed cost	May	3 submissions cross-posted	

via the Safety Innovations Database		Coordinator; consultant				
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.	
Identify and publish stories of positive organizational and individual safety practices ("success stories")	Marketing/ Outreach	Digital Media and Communications Coordinator	\$1,000	Jan - Dec	Six success stories published, two of which will feature home care/ community care organizations	
Expand the repertoire of the Safety Innovations Database with new examples of real-life safety innovations	Other, please specify Other type: Resource development	Digital Media and Communications Coordinator	Fixed cost	Jan - Dec	Five new innovations added to the database.	

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: Member organizations learn about safety ideas from other organizations. Indicator: The click-through rate on success stories is 25%; the open rate on success story eblasts is 28%.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	Dec	Average click-through rate, as calculated at year-end; average open rate, as calculated at year-end	<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: 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>Dec</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>Indicator: 80% of Safety Den attendees report acquiring new safety knowledge/ideas as a result of the Safety Den.</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 come away from the Safety Den inspired to make positive changes at their own organization.</p> <p>Indicator: 70% of Safety Den attendees report they are inspired to make changes at their organization based on</p>	<p>Behaviour-Based Outcomes</p>	<p>Short Term <1 year</p>	<p>May</p>	<p>Post-event survey</p>	

their experience at Safety Den.					
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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 member communication channels to raise the profile of key workplace health and safety issues and flag emerging issues.
Initiative Goal/ Expectation	Continuing care and member organizations are regularly informed of emerging issues. 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.

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	Jan - Dec	5 story pitches circulated to media outlets; 3 stories picked up and run by media outlets	

Conduct ongoing scans of emerging legislative or practice changes that may impact workplace safety. Communicate these changes to members.	Research Other type:	2 staff; e-news tech platform	Fixed cost	Jan - Dec	4 issues alerts drafted and circulated via e-blast to members.	
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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
Outcome: Members are aware of workplace health and safety issues. Indicator: 70% of member survey respondents report being more aware of workplace health and safety issues because of SafeCare BC	Knowledge-Based Outcomes Other outcome type:	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
Outcome: Members are alerted in a timely fashion to emerging issues/legislative or regulation changes and engage with us on that content. Indicator: We obtain a click-through rate of 25% on issues alerts sent to members.	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	Dec	Average click-through rate, as calculated at year-end	

<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>Dec</p>	<p># page views; # unique visits as calculated at year-end, compared to previous year</p>	
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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 execute two awareness campaigns on musculoskeletal injury prevention and infection prevention and control.
Initiative Goal/ Expectation	Two awareness campaigns are 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</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output

	<i>align with info from your budget template)</i>					
Develop communications plan for the campaign. Includes identifying the target audience, tone, and call-to-action.	Marketing/Out reach Other type:	3 staff; Technical Advisory Committee; Frontline Communications Working Group	Fixed cost	Campaign #1: Jan; Campaign #2: Aug.	2 plans developed (1 per campaign)	
Develop the campaign brand and slogan.	Marketing/Out reach Other type:	3 staff; Technical Advisory Committee; Frontline Communications Working Group	Fixed cost	Campaign #1: Feb; Campaign #2: Sept.	2 brands/slogans developed (1 per campaign)	
Establish the campaign platform (e.g. landing page).	Marketing/Out reach Other type:	2 staff; website	Fixed cost	Campaign #1: Feb; Campaign #2: Sept.	Campaign landing page developed for each campaign	
Develop (or repurpose existing) resources to support the campaign's call-to-action.	Marketing/Out reach Other type:	3 staff; design software licenses; supplies	\$1,000	Campaign #1: Mar; Campaign #2: Oct.	3 resources featured in each campaign's call-to-action	
Execute the campaign.	Marketing/Out reach Other type:	3 staff; external trainer; publication supplies; videoconferencing technology	\$2,500	Campaign #1: Apr; Campaign #2: Oct.	Campaign executed	
Evaluate campaign impact.	Research Other type:	2 staff	Fixed cost	Campaign #1: May; Campaign #2: Nov.	Post-campaign evaluation report completed for each campaign	

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</p> <p>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</p> <p>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</p> <p>Other outcome type:</p>	<p>Short Term <1 year</p>	<p>May, Nov</p>	<p>Average open-rate, as calculated at end of each 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, Nov</p>	<p>Website download statistics, as calculated at the end of each campaign</p>	
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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	<p>3.1 Deliver in-person and online training across high-priority topic areas. Develop supplementary resources to support these initiatives.</p>
Initiative Goal/ Expectation	<p>Explore the interest in establishing a peer facilitator peer-to-peer forum (conduct an environmental scan) to better support peer facilitators providing safety training within their organizations.</p> <p>Modify core in-person workshop content to allow for a COVID-friendly version / mixed delivery options for each workshop stream.</p> <p>Deliver training across core topic areas to 3,450 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.</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 a project plan to guide the feasibility assessment of establishing a peer-to-peer facilitator support forum.	Research Other type:	2 staff	Fixed cost	Jan	1 project plan created	
Conduct an environmental scan of peer facilitators to assess demand for a peer-to-peer support forum. Identify potential barriers, facilitating factors to accessing such a resource.	Research Other type:	2 staff; 6 current peer facilitators	\$1,000	Feb - May	1 environmental scan conducted	
Synthesize findings of environmental scan; draft recommendations for Technical Advisory Committee; SafeCare BC staff	Research Other type:	3 staff; Technical Advisory Committee	Fixed cost	June	1 draft report prepared	
Develop action plan for peer facilitator support forum based on recommendations.	Research Other type:	3 staff; Technical Advisory Committee	Fixed cost	July - Aug	1 action plan created	
Create 1 – 2 supplementary bite-sized learning resources in any two of the following: MSIP, dementia, violence prevention, psychological health and safety, JOHSC, infection prevention and control, or supervisor safety leadership (RN/RPN/LPN Safety Leadership courses).	Training Other type:	3 staff; Technical Advisory Committee	\$1,200	Feb - Nov	2 – 4 supplementary resources created	

Establish COVID-friendly versions of GPA, LPN/RN/RPN Safety Leadership	Training Other type:	3 staff; learning management system; course development software	Fixed cost	Jan - Apr	COVID-19-friendly versions of GPA, RN/RPN, and LPN Safety Leadership courses created. (3 modified versions in total)	
Deliver live virtual, self-paced, and in-person violence prevention training (1-day version)	Training Other type:	3 staff; 4 contracted facilitators; learning management system; venue	\$15,659	Jan - Dec	720 participants trained.	
Deliver violence prevention training (train-the-trainer version)	Training Other type:	3 staff; 2 contracted facilitators; learning management system; venue	\$9,560	Jan - Dec	12 new peer facilitators trained.	
Deliver live virtual, self-paced, and in-person safe resident/client handling training (1-day version)	Training Other type:	3 staff; 2 contracted facilitators; learning management system; venue	\$7,330	Jan - Dec	140 participants trained.	
Deliver safe resident/client handling training (train-the-trainer version)	Training Other type:	2 staff; 2 contracted facilitators; learning management system; venue	\$7,360	Jan - Dec	10 new peer facilitators trained.	
Deliver Gentle Persuasive Approach training (dementia training)	Training Other type:	2 staff; 2 contracted facilitators; learning management system; venue	\$6,440	Jan - Dec	48 participants trained.	
Deliver live virtual, self-paced, and in-person dementia training (Creating Connections)	Training Other type:	2 staff; 1 contracted facilitator; learning	\$2,680	Jan - Dec	80 participants trained.	

		management system; venue				
Deliver self-paced training on MSIP (not related to safe resident/client handling) and ergonomics	Training Other type:	1 staff; learning management system	\$695	Jan - Dec	110 participants trained.	
Deliver self-paced training on infection prevention and control (IPC) (PPE donning/doffing, basics of IPC, COVID-19 basics)		3 staff; learning management system	\$6,355	Jan - Dec	1,190 participants trained.	
Deliver live virtual and/or in-person dementia training on working with individuals with intellectual disabilities	Training Other type:	2 staff; learning management system; venue	\$645	Jan - Dec	16 participants trained.	
Deliver live virtual or self-paced training on psychological health and safety and workplace incivility	Training Other type:	2 staff; learning management system	\$1,485	Jan - Dec	330 participants trained.	
Deliver self-paced learning on impairment in the workplace	Training Other type:	1 staff; learning management system	\$265	Jan - Dec	25 participants trained.	
Deliver either live virtual or in-person safety leadership training for LPNs, RNs, and RPNs	Training Other type:	2 staff; learning management system; venue	\$5,308	Jan - Dec	64 participants trained.	
Deliver self-paced training on return-to-work/recover-at-work	Training Other type:	1 staff; learning management system	\$590	Jan - Dec	65 participants trained.	
Deliver self-paced training on slips, trips, and falls	Training Other type:	1 staff; learning management system	\$235	Jan - Dec	45 participants trained.	
Deliver self-paced training on WHMIS	Training Other type:	1 staff; learning management system	\$400	Jan - Dec	60 participants trained.	
Deliver live virtual or in-person training on safety systems auditing	Training Other type:	2 staff; learning management	\$5,380	Jan - Dec	16 participants trained.	

		system; venue				
Deliver live virtual or in-person training for JOHSC	Training Other type:	1 staff; learning management system; 2 contracted facilitators	\$7,280	Jan - Dec	32 participants trained.	
Develop 2 new huddle resources on addressing workplace incivility, with a focus on rebuilding team dynamics post-COVID	Other, please specify Other type: Resource development	2 staff; Frontline Communications Working Group; Technical Advisory Committee; Consultant	\$4,700	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 regards 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 this fiscal year.

<p>Outcome: Training participants apply newly-acquired skills or 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>Behaviour-Based Outcomes Other outcome type:</p>	<p>Short Term <1 year</p>	<p>Dec</p>	<p>Workshop/e-learning participant survey</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	<p>Support the ongoing delivery of <i>Care to Speak</i> and <i>Care for Caregivers</i>, in cooperation with the Canadian Mental Health Association – BC Division</p>
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</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>

Support the ongoing delivery of peer-to-peer mental health supports via *Care to Speak*. This includes providing onboarding training for new peer support volunteers and marketing the service.

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	\$10,000	Jan - Dec	490 participants trained.	
Enhance the <i>Care for Caregivers</i> microsite	Other, please specify Other type: Resource Development	2 staff	\$4,000	Jan - Dec	Site traffic increases by 15% as compared to the previous year.	
Market <i>Care to Speak</i>	Marketing/Out reach Other type:	2 staff	\$4,000	Jan - Dec	Usage of the service increases by 15% as compared to the previous year.	
Train new peer support volunteers for <i>Care to Speak</i>	Training Other type:	1 staff	Fixed cost	Jan - Dec	5 new peer support volunteers trained.	

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>	Choose an item. Other outcome type:	Short Term <1 year	May	Webinar participant survey; website user survey; <i>Care to Speak</i> satisfaction survey	
<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>	Choose an item. Other outcome type:	Short Term <1 year	May	Webinar participant survey; website user survey; <i>Care to Speak</i> satisfaction survey	

Section C: Workplan Template – Initiative 3.3

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	Continue to update and expand COVID-19-specific resources, as knowledge evolves.
Initiative Goal/ Expectation	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.

The Alternative Suppliers subpage is expanded to include new options, including any new provincial or federal government initiatives to provide emergency PPE support to organizations whose supply lines have failed.

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
The COVID-19 subpage is kept up-to-date and relevant; resources and instructions housed there are modified as new practices are developed.	Other, please specify Other type: Resource Development	3 staff	Fixed cost	Jan - Dec	Twice-monthly reviews of all content conducted and weekly updates are posted. Web traffic increases by 10% as compared to the previous year.	
The Alternative Suppliers page is maintained and expanded to include new supply options for PPE.	Other, please specify Other type: Resource Development	3 staff	Fixed cost	Jan - Dec	Twice-monthly reviews of all content conducted. Listing expands by 10% as compared to the previous year.	
Online learning course content related to COVID-19 is kept up-to-date as guidance and evidence evolves.	Other, please specify Other type: Resource Development	2 staff	Fixed cost	Jan - Dec	Twice-monthly reviews of all content conducted. Course usage increases by 10% as compared to the previous year.	
Conduct two PPE snapshot surveys	Research	3 staff; survey	Fixed cost	Jan - Dec	2 PPE surveys conducted; results posted.	

		software license				
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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
Outcome: Members are more informed on current COVID-19 safety practices. Indicator: 80% of member survey respondents indicate our COVID-19-specific resources are useful	Knowledge-Based Outcomes Other outcome type:	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 fiscal year</u>
Outcome: Members incorporate COVID-19-specific safety practices at their work site. Indicator: 60% of member survey respondents indicate using our COVID-19-specific resources at their organization or within their own practice.	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	June	Member survey	
Outcome: Members learn new skills/knowledge with regards to COVID-19 safety practices	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	Dec	Training/e-learning participant survey	

Indicator: 90% of training participants surveyed indicate they've learned something new with regards to workplace health and safety.					
Outcome: Members apply new skills/knowledge with regards to COVID-19 safety practices Indicator: 85% of training participants surveyed indicate they will incorporate what they've learned into their work practices.	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Dec	Training/e-learning participant survey	
Outcome: The educational resources offered to members are relevant and useful. Indicator: 90% of training participants indicate they are satisfied with the training resources.	Other, please specify Other outcome type: User satisfaction	Short Term <1 year	Dec	Training/e-learning participant survey	

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	Key stakeholders, including the goal/purpose of the engagement, are identified. Relationships with key stakeholders are strengthened and the foundation for new relationships is laid.

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
Conduct a stakeholder mapping exercise to identify organizations that may support or are aligned with our mandate	Research Other type:	3 staff	Fixed costs	Jan	1 stakeholder map and stakeholder engagement strategy created.	
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	Jan - Dec	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	Jan - Dec	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						
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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: Key stakeholders have a greater awareness of the critical workplace safety issues facing our members, and they take action on those issues.</p> <p>Indicator: 60% of the files in question see positive policy shifts.</p>	<p>Other, please specify Other outcome type: Policy change</p>	<p>Medium Term 1~3 years</p>	<p>Dec 2021 (half-way milestone); Dec 2022</p>	<p>Policy evaluation</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: 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 2021 (half-way milestone); Dec 2022</p>	<p>Comparison against goals outlined as part of the stakeholder mapping exercise</p>	

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	Build awareness among members by conducting regional outreach visits and having a presence at industry events. Build awareness among frontline workers of SafeCare BC by conducting regional coffee breaks.

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
Host regional coffee breaks to connect with frontline workers.	Marketing/Outreach Other type:	2 staff; supplies	\$1,400	Jan – Dec	5 – 7 regional coffee breaks held.	
Conduct member outreach visits (either in-person or virtually).	Marketing/Outreach Other type:	3 staff; videoconferencing platform; supplies	\$4,500	Jan - Dec	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	\$4,100	Jan - Dec	Presence at 3 industry events.	
Host the 2021 AGM	Conference/Convention/Meeting Other type:	4 staff; supplies; venue	\$2,100	By Jun 2021	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 • For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year.
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	
Outcome: Members are aware of SafeCare BC and the supports we offer. Indicator: All health authority regions are represented within the member survey responses. Indicator: The percentage of home care respondents to the member survey	Other, please specify Other outcome type: Outreach and engagement	Short Term <1 year	June	Member survey	

increases by 5% from the previous year.					
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Section C: Workplan Template – Initiative 4.3

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 host a three-location Hearts and Hands conference for Health Care Assistants (HCAs).
Initiative Goal/ Expectation	Three conference events are successfully held.

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	Conference/ Convention/ Meeting Other type:	2 staff; 3 working groups	Fixed cost	Jan - Apr	3 working groups established	

WorkSafeBC and other key sector stakeholders						
Market the event	Marketing/Out reach Other type:	4 staff; supplies; contact lists	\$1,000	Mar - Sept	1 marketing plan created, executed	
Conduct a call for presenters	Conference/Convention/Meeting Other type:	4 staff; contact lists	Fixed cost	Mar - May	10 presenter submissions received	
Create a sponsorship prospectus and disseminate the sponsorship opportunities	Marketing/Out reach Other type:	4 staff	Fixed cost	Feb - Apr	1 sponsorship package created, disseminated	
Host the conference	Conference/Convention/Meeting Other type:	6 staff; 2 consultants; 9 presenters; venue; AV; conference app	\$91,250	Oct	3 conferences hosted	
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
Outcome: Participants have a positive conference experience.	Other, please specify	Short Term <1 year	Nov	Participant survey	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>

Indicator: 95% of participants have a good or very good experience;	Other outcome type: Outreach and engagement				
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 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.**

Initiative	Conduct a quality improvement evaluation of our online offerings and approach to project implementation.
Initiative Goal/ Expectation	Online tools developed in 2019/20 are assessed for their accessibility, user-friendliness, and impact. The results are used to identify areas for improvement. New tools/protocols are developed (and evaluated) to streamline our approach to project management/implement.

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
Data analysis conducted of online user behaviour with self-paced educational resources housed on the current learning management system.	Research Other type:	2 staff; online survey tool	Fixed cost	Jan - May	1 analysis conducted	
Outreach conducted with system users to understand user experience with the learning management system/online resources.	Research Other type:	2 staff	Fixed cost	Jan - May	Outreach summary findings drafted	
Data analysis conducted of user surveys to understand potential impact of the online resources on knowledge transfer and behaviour change.	Research Other type:	2 staff; learning management system	Fixed cost	Jan - May	1 analysis conducted	
Report on findings and recommendations drafted	Research Other type:	3 staff; Technical Advisory Committee	Fixed cost	May - June	1 report generated	
Develop a project management quick-start checklist; evaluate it for uptake/impact	Other Other type: Quality Improvement	3 staff	Fixed cost	Jan - Aug	1 quick-start tool created; 1 post-implementation evaluation conducted	
Develop an internal communications plan template; evaluate it for uptake/impact	Other Other type: Quality Improvement	2 staff	Fixed cost	Jan - Aug	1 template created; 1 post-implementation evaluation conducted	

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: Users have access to online learning content that is relevant and user-friendly. Indicator: We observe a 5% improvement in user satisfaction survey scores, as compared to baseline.	Other, please specify Other outcome type: Quality improvement	Short Term <1 year	Dec	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: Users have access to online learning content that is relevant and user-friendly. Indicator: We observe a 5% improvement in completion rates, as compared to baseline.	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	Dec	E-learning participant survey	

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	Conduct a sector-wide member survey to assess our market penetration and impact, and identify priorities/key issues for our members.
Initiative Goal/ Expectation	The survey is conducted and the results are communicated out to our members. The findings are then incorporated into the 2022 workplan development process.

Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Communications plan is developed	Research Other type:	2 staff	\$500	Apr	1 plan developed	
Draft member survey created	Research Other type:	2 staff; Technical Advisory Committee	Fixed cost	Apr	1 survey developed	
Survey is conducted	Research Other type:	2 staff; marketing supplies; survey tool	Fixed cost	May – June	Survey launched	
Survey data is analyzed	Research Other type:	2 staff	Fixed cost	June	1 report developed	
Survey results are communicated out to our members; findings are incorporated into the 2022 workplan	Marketing/Out reach Other type:	2 staff	Fixed cost	June	1 infographic, e-blast sent out	
Conduct an analysis of sector injury rate trends; communicate out the results	Research Other type:	2 staff	Fixed cost	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 safer</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: The total number of survey respondents increases by 5% as compared to 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>	

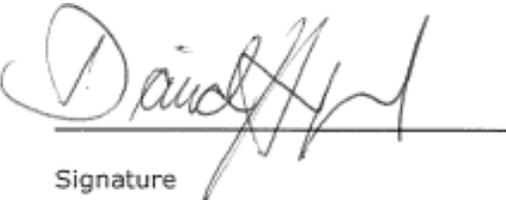
<p>Outcome: SafeCare BC's areas of focus are relevant and aligned with our members' needs.</p> <p>Indicator: The number of home care respondents increases by 5% as compared to the previous year.</p> <p>Indicator: All health authority regions are represented within the survey responses.</p>	<p>Other, please specify Other outcome type: Outreach and engagement</p>	<p>Short Term <1 year</p>	<p>June</p>	<p>Member survey</p>	
<p>Outcome: Members make positive changes both individually and within their organization to promote safer workplaces.</p> <p>Indicator: 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>	<p>Behaviour-Based Outcomes Other outcome type:</p>	<p>Long term >3 years</p>	<p>Annual, repeat measures every Aug/Sept</p>	<p>WorkSafeBC data</p>	

WorkSafeBC Management Comments

Board Chair Approval

Dough Hurford

Name



Signature

Oct. 9/20

Date