

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.

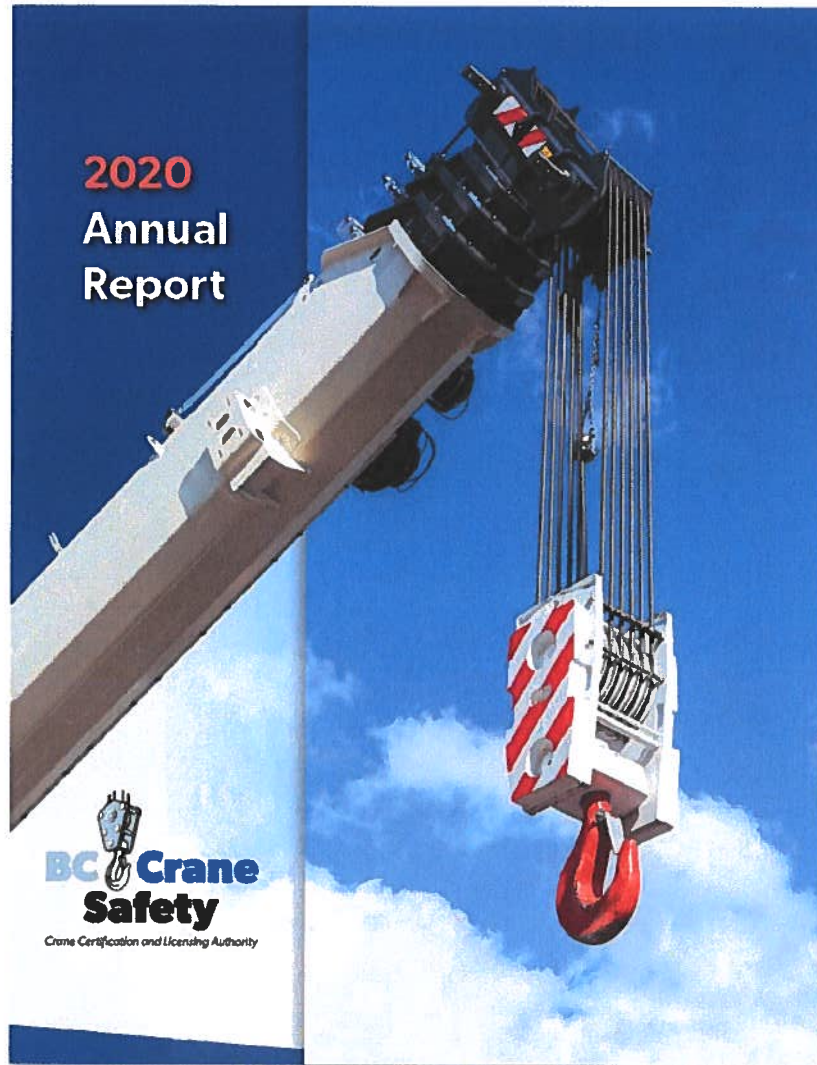
In 2020, WorkSafeBC conducted a survey to gather feedback from the HSAs on the Initiatives Workplan Template. We appreciate your feedback and have reviewed and analyzed the challenges and recommendations raised. The goals of this revised HSA Initiatives Workplan Template are to:

- 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.



For additional information on the British Columbia Association for Crane Safety, please [click](#) to obtain a copy of this 2020 Annual Report.

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Section A: HSA Overview

HSA Name	BC Association for Crane Safety
Year of Workplan	2022 Workplan
HSA Vision	
Vision:	Safe and effective crane, hoisting, and rigging operations throughout British Columbia.
HSA Mission	
Mission:	To engage with stakeholders concerned with cranes, hoisting, and rigging; including workers and employers, across multiple sectors to support safe crane, hoisting, and rigging operation in British Columbia.

Section B: Summary of Strategic Objectives and Initiatives

#	Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
1.0	Injury reduction	Identify connections between required occupational competencies, certification/licensing, and injuries/claims within and outside BC jurisdictions.	Q2 – 2021 to Q4 – 2023	Reported data to identify impact of certification on injuries/claims within the crane operator occupation
2.0	Injury reduction	Implement certification renewal program for crane operators and certification of telehandlers and other occupations to an ISO/IEC 17024 standard, policies, and communications.	Q1 – 2021 to Q4 – 2023	Renewal/recertification system aligned with ISO 17024
3.0	Injury reduction	Build crane-related occupational standards, field evaluations and safe work practices, based on statistical incident and OHSR order research related to crane operations.	Q2 – 2021 to Q4 – 2023	Developed and published occupational standards, field evaluations and safe work practices

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	Impact of Occupational Certification: Crane Operators
Initiative Goal/ Expectation	<p>BC Crane Safety was established to make it possible for WorkSafeBC to implement and enforce a regulation requiring certification. An underlying objective was to address risk factors that could lead to incidents and injuries associated with crane incidents caused by contributing factors in their operation. BC Crane Safety's key mandate is to mitigate these specific risk factors through its certification program.</p> <p>To date, BCACS has certified over 15,000 crane operators and demonstrably improved safety. A review of WorkSafeBC statistics reveals that of the 1963 incidents reported during the period 2004 – 2018, 535 occurred in the four-year period from 2009 – 2013 and 568 in the four-year period of 2014 – 2018. The four-year period pre-certification period from 2004 to 2008 saw 860 incidents. This represents an approximate 35% reduction in crane-related incidents reported to WorkSafeBC after competency assessments were first implemented (in 2009). This has directly contributed to reductions in injuries to employees working across the entire range of industry classifications that employ crane operators.</p> <p>BC Crane Safety is developing an investigative research paper to describe connections between required occupational competencies/certification/licensing and injuries/claims within and outside BC jurisdictions.</p> <p>BC Crane Safety will examine injury statistics from all crane operators and determine:</p> <ul style="list-style-type: none"> • Factors related to competency and certification • Injuries and claims related to crane operations. <p>As well, BC Crane Safety aims to continue to compile statistics on claims and incident investigation information to identify how certification (cranes, rigging, etc.) contributes reductions in time-loss incidents and document the positive contributions resulting from certification.</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 (2022)	Time Frame/ Completion Date	Anticipated Output	Actual Output
<p>BC Crane Safety has requested updated statistics through CES including injuries/claims 2004 – 2018.*</p> <p>An additional statistics request includes data on Part 13, 14, 15, 16 Orders by Year (1991 to 2019 April), Part 13, 14, 15, 16 Regulation Break Down by Year (1991 to 2019 April) and serious injuries claims data.*</p>	<p>Research Other type:</p>	Detailed data request to WorkSafeBC CES representative	0 k (Internal staff salary cost)	Q2 – 2021 to Q3 – 2021	Research data provided by WorkSafeBC CES as requested	
<p>BC Crane Safety has requested similar types of statistics through the AWCBC and Statistics Canada.*</p>	<p>Marketing/ Outreach Other type:</p>	Detailed data request to AWCBC and Statistics Canada representatives	10 k	Q4 – 2021 to Q3 – 2022	Research data provided by AWCBC, and Statistics Canada as requested	
<p>Conduct interviews with crane stakeholders on OHS responsibilities and challenges and document results.</p>	<p>Marketing/ Outreach Other type:</p>	Research data, findings, interview results	10 k	Q4 – 2022 to Q2 – 2023	Communication collateral (white papers, fact sheets, etc.) to crane-related stakeholders on impact of occupational certification/licensing	

* (Data Requests were originally made in 2020-2021, however due to COVID-related data requests, Association statistical requests were delayed until 2021 and are currently underway).

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
Communication collateral targeted to stakeholders	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31 2023	<ul style="list-style-type: none"> Statistical research, in-depth interviews
				Evaluate Outcomes Achieved <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year

Below are blank templates pre-copied for you. Please click on the "expanding sign" on the left of the heading **Section C:** to expand the template and fill out one for each initiative indicated in Section B. Please update initiative numbers accordingly.

Section C: Workplan Template – Initiative 2.1

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>Certification Renewal Alignment with ISO 17024</p> <p>WorkSafeBC's OHS Guideline 14.34.1 states the following:</p> <p><i>"Crane operator certification is administered through the British Columbia Association for Crane Safety (BC Crane Safety). As the administrator, BC Crane Safety is responsible for the certification process, including application, assessment, quality assurance, and maintenance of the certification scheme. BC Crane Safety has the authority to issue crane operator certification in B.C."</i></p> <p>The overall objective of the crane operator certification renewal project is to develop a path forward to implement a crane operator recertification process that enhances the crane operator certification program's integrity and sustainability and meets International Standard ISO 17024: Conformity assessment – General requirements for bodies operating certification of persons.</p>
Initiative Goal/ Expectation	<p>BC Crane Safety will upgrade current policies, procedures and systems supporting the certification process obligations and identify the current roles and responsibilities of all certification process partners (BCACS, ITA, Fulford Certification). Process will include:</p> <ul style="list-style-type: none"> • Application reviews/ processing • Records management • Credential recognition process • Training requirements • Assessment and examination processes • Quality Assurance processes • Issuing of certificates • Final certification approval • Client contact (communication).

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 (2022)	Time Frame/ Completion Date	Anticipated Output	Actual Output
Ensure revised certification policies and systems meet the requirements of ISO/IEC 17024.	Other, please specify Other type: Program Development & Implementation	Researched policies, procedures, and requirements of ISO 17024	10K	Q1 – 2021 to Q4 – 2023	Completed policies and procedures, operational systems, and records management system in place	
Revisions and updates to the current Skill Record system software.	Consultation Services Other type:	ISO 17024 alignment needs	15k	Q4 – 2021 to Q4 – 2023	Updated SkillRecord software system in alignment with ISO 17024 requirements	
Reach out to Standards Council of Canada to prepare for ISO 17024 audit.	Consultation Services Other type:	Current certification documents, systems, and records	10K	Q1 – 2021 to Q3 – 2023	Aligned documents, systems, and records to ISO 17024	

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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
Aligned certification policies and procedures	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2023	<ul style="list-style-type: none"> Completed internal audit against ISO 17024 standard (staff and stakeholders complying with any revised policies and procedures) 	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year.
Revised SkillRecord software	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2023	<ul style="list-style-type: none"> Software systems report on usage of the SkillRecord, including logbook User survey on logbook benefits 	
Audit by Standards Council of Canada	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2023	<ul style="list-style-type: none"> Scheduled/completed audit by the Standards Council of Canada 	

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.**

<p>Initiative</p>	<p>Create provisional crane operator competency management system</p> <p>Statistics gathered by WorkSafeBC about crane and equipment incidents identified that 61% of these incidents resulted from operator error, highlighting the need for focus on operator certification, qualification, and training (Crane and Mobile Equipment Inspection Industry Initiative, 2020).</p> <p>Separately in 2020, WorkSafeBC conducted a survey of crane misadventures on 54 incidents, illustrating several issues:</p> <p>Results by equipment type:</p> <ul style="list-style-type: none"> • Tower Crane – 37 (69%) • Mobile Crane – 9 (17%) • Boom Truck – 4 (7%) <p>Results by failure type:</p> <ul style="list-style-type: none"> • Operator error – 33 (61%) • Mechanical failure – 15 (28%).
<p>Initiative Goal/ Expectation</p>	<p>Crane Operator (Competency) Evaluation Check, Provisional Crane Operator Competency Standard, and Crane Supervisor Tool</p> <p>Reduce the number of incidents related to crane operator competency by ensuring all employers have a system in place to:</p> <ul style="list-style-type: none"> • Ensure crane operators are evaluated regularly to ensure operators are provided with adequate training, instruction, and supervision to ensure the safe operation of cranes at the workplace. (Crane operator competency assessments) • Ensure provisional crane operators can demonstrate competency and are familiar with machine operator instructions, based on a provisional crane operator (training) curriculum standard • Monitor provisional crane operators' competency with regards to safe assembly, operation, inspection, and maintenance of the machine through provisional crane operator supervision, based on a crane supervisor tool for indirect and direct supervision. • Demonstrated effective use of inspectional tools for mobile and boom trucks.

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 (2022)	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop crane operator field evaluation check lists.	Consultation Services Other type:	WCB Crane team and stakeholder provided checklists	5k	Q2 – 2021 to Q4 – 2022	Field evaluation for crane operators	
Develop provisional crane operator training (curriculum) standard.	Consultation Services Other type:	Existing crane operator standard	10k	Q3 – 2021 to Q4 – 2022	Provisional crane operator training standard	
Develop associated support materials including tower crane and mobile crane safe work practice manuals.	Consultation Services Other type:	Existing WCB tower crane and mobile crane publications	40K	Q3 – 2021 to Q4 – 2023	Safe work practice books on tower and mobile cranes	
Develop a provisional crane supervisory tool defining roles and responsibilities.	Consultation Services Other type:	Interviews with crane stakeholders: officers, industry representatives	15K	Q3 – 2021 to Q2 – 2023	Crane Supervisor Tool defining roles and responsibilities for indirect and direct supervision	
Develop an inspection tool for mobile cranes and boom trucks.	Consultation Services Other type:	Mobile crane inspection tool	30K	Q1 – 2022 to Q3 – 2022	Mobile Crane/Boom Truck Inspectional Tool	

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
Employers/supervisors will use crane operator field evaluation checklist (forms) for crane operator types (mobile, tower, provisional) to monitor ongoing evaluations.	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2023	<ul style="list-style-type: none"> Surveys or interviews of supervisors, employers and WCB Crane officers 	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year.
Employers/supervisors will use provisional crane operator competency standards.	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 30, 2023	<ul style="list-style-type: none"> Surveys: supervisors, employers, operators, and WCB Crane officers 	
Crane stakeholders' access and use safe work practice booklets for tower and mobile cranes.	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2023	<ul style="list-style-type: none"> Statistics on website downloads or hardcopies requested 	
Provisional crane supervisors will use the supervisory tool defining roles and responsibilities.	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2023	<ul style="list-style-type: none"> Downloads from website, surveys from stakeholders on usage 	
Develop an inspection educational tool for mobile cranes and boom trucks.	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	April 30, 2023	<ul style="list-style-type: none"> Survey results from inspectional tool use 	

WorkSafeBC Management Comments

Board Chair Approval

Jason Gilmer

Name



Signature

12/12/20

Date