

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.,  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.



2022 Annual Report

For additional information on the British Columbia Association for Crane Safety, please [click](#) to obtain a copy of this 2022 Annual Report.

Table of Contents

Contents

Section A: HSA Overview.....	4
Section B: Summary of Strategic Objectives and Initiatives.....	5
Section C: Workplan Template – Initiative 1.1.....	6
Section C: Workplan Template – Initiative 2.1.....	9
Section C: Workplan Template – Initiative 3.1.....	12
Section C: Workplan Template – Initiative 4.1.....	14
WorkSafeBC Management Comments	18
Board Chair Approval	18

Section A: HSA Overview

HSA Name	BC Association for Crane Safety
Year of Workplan	2023 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	 Data Visualization and Analytics <i>Based on the foundational work to identify connections between required crane operator certification and injuries/claims and the prototype dashboard (developed in 2022), implement a crane-industry data dashboard for data access and analytics.</i>	Q4 – 2022 to Q4 – 2023	Dashboard implementation, feedback, and usage by industry stakeholders.
2.0	Injury reduction	 Standards and Regulations <i>Implement a series of webinars, stakeholder interviews (possible in-person townhall meetings, as warranted) discussing upcoming zoning devices, NOP-T, Plan for 10, and certification renewal program for crane operators.</i>	Q3– 2021 to Q4 – 2023	Consultation of stakeholders with changing regulations and crane operator recertification system
3.0	Injury reduction	 Safety Management Systems <i>Develop and implement crane equipment maintenance program practices in support of the EGBC Guidelines and OHS regulations.</i>	Q4 – 2022 to Q3 – 2023	Developed and published equipment maintenance program practices and systems for cranes and related equipment
4.0	Injury reduction	 Industry Tools and Resources <i>BC Crane Safety will publish its common core standard of crane operator competencies (2022);</i>	Q3 – 2022 to Q4 – 2023	Published crane operator core competency

		and will make further updates to the SkillRecord Passport platform to collect competency/evaluation data.		
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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	 Data Visualizations and Analytics 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. To meet this objective, BC Crane Safety plans to implement an industry Data Dashboard on its newly published website – using filtered Tableau data (available through WorkSafeBC and under a data sharing agreement) as well as related data (i.e., SkillRecord) to provide a system of data for risk identification and trend analysis that covers cranes, crane operators, crane employers/contractors. The Data Visualization and Analytics Dashboard will be used for BC Crane Safety staff to conduct ongoing analysis and for external stakeholders to obtain more definitive data about risks, hazards, and incidents unique to their operations.
Initiative Goal/ Expectation	BC Crane Safety is developing a dashboard prototype to identify the types of reports and requests that have been requested and as well as those that staff and stakeholders have been seeking to carry out injury and incident preventive work. This initiative will be carried out by: • Understanding the source data’s foundation, availability, and reliability • Building a proof-of-concept report(s) using the tools available and the source data • Determining all the queries and requests to be answered through the report data (using stakeholder feedback) • Building out stakeholder reports (most frequently asked as well as deeper analytical versions).

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
BC Crane Safety has requested updated statistics through CES including injuries/claims 2004 – 2018. * <i>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. *</i>	Research Other type:	Detailed data request to WorkSafeBC CES representative	0 k (Internal staff salary cost)	Q2 – 2022 to Q3 – 2023	Research data provided by WorkSafeBC CES as requested Analytics and visualizations on crane-related data	
BC Crane Safety has requested similar types of statistics through the AWCBC and Statistics Canada. *	Marketing/ Outreach Other type:	Detailed data request to AWCBC and Statistics Canada representatives	10 k	Q4 – 2021 to Q3 – 2023	Research data provided by AWCBC, and Statistics Canada as requested	
Conduct interviews with crane stakeholders on OHS responsibilities and challenges and document results.	Marketing/ Outreach Other type:	Research data, findings, interview results	10 k	Q4 – 2022 to Q2 – 2023	Published 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 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	Evaluate Outcomes Achieved For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year
Communication collateral targeted to stakeholders	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31 2023	Survey feedback from in- depth interviews, published articles	

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	Standards and Regulations Implement a series of webinars, stakeholder interviews (possible in-person townhall meetings, as warranted) discussing upcoming zoning devices, NOP-T, Plan for 10, and recertification program for crane operators. The overall objective of the crane operator recertification 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.
Initiative Goal/ Expectation	BC Crane Safety will work with industry subject matter experts, partners (Fulford Certification, etc.) and WorkSafeBC representatives to develop concise, short and focused webinars on new regulations and requirements like zoning devices and NOP-T (notice of project – tower crane work), Plan for 10 (electrical safety, when contact is made), crane operator recertification requirements through a system of webinars (or as travel permits, through regional townhall meetings or annual conference, or stakeholder interviews). Webinars will comprise of 15-30 minute hosted by BC Crane Safety and other partners, to inform listeners about key regulatory and Association topics, happening in real-time and where the host has can receive instant feedback and questions from the participants, providing feedback or additional topics that will need to be covered. Development and hosting of webinars will include: ▪ Planning the webinar development process ▪ Developing a proof-of-concept format and implementing a prototype ▪ Identifying the topics and schedule for webinar topics ▪ Hosting webinars on zoning, NOP-T, Plan for 10 (electrical safety – when contact is made) and operator recertification

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
Planning the webinar development process	Other, please specify Other type: Program Development & Implementation	Develop the components of the webinar development process	10K	Q4 – 2022 to Q2 – 2022	Completed and vetted development process with defined roles, responsibilities and development steps	
Developing a proof-of-concept format and implementing a prototype	Consultation Services Other type:	Develop prototype elements and components	30k	Q1 – 2023 to Q4 – 2024	Completed webinar content including supplementary resources	
Identifying the topics and schedule for webinar topics	Consultation Services Other type:	Proposed webinar topics	30K	Q4 – 2022 to Q4 – 2024	Completed webinar content including supplementary resources	
Hosting webinars on zoning, NOP-T, Plan for 10, and operator recertification	Consultation Services Other type:	Completed webinars including attendance stats and feedback	20K	Q1 – 2023 ¹ to Q4 – 2023	Hosted webinars posted on Association website, tracking usage and feedback	

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
Hosted webinars on key regulatory and standards	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2023	Completed surveys by stakeholders providing through polling, surveys, or interviews	For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year

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	Safety Management Systems Develop and implement crane equipment maintenance program practices in support of the EGBC Guidelines and OHS regulations. In 2021 BC Crane Safety developed a series of self-inspection workbooks for tower crane, including one focusing on preventive maintenance and covering questions like: ▪ Describe the employer's system for keeping their cranes inspected, tested, and maintained in accordance with the manufacturer's instructions, the Occupational Health and Safety Regulation and the associated CSA standards? OHSR 4.3(2), CSA Z248 – 7.1 ▪ Do the owner's logbook entries contain detailed information regarding the inspection or maintenance activity carried out? CSA Z248 - 6.4.2(b) Based on the results shared by WorkSafeBC's inspections, BC Crane Safety will develop safe work practices and recommendations on crane equipment maintenance program.
Initiative Goal/ Expectation	Crane Equipment Maintenance Program Reduce the number of incidents related to crane equipment maintenance: • Ensure employers are educated on their responsibilities that crane equipment is be inspected, maintained, and documented based on elements of equipment maintenance and EGBC guidelines. • Educate employers, contractors, and stakeholders on importance of equipment maintenance programs, including qualified maintenance personnel, inspection frequency and record keeping, will assist to identify potential risks, hazards, and problems, and can contribute to the reduction of the frequency and severity of equipment-related incidents.

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 components for crane/equipment maintenance program	Other, please specify Other type: Program Development & Implementation	WCB Crane team inspection results and stakeholder research	5k	Q4 – 2022 to Q4 – 2023	Published results for crane/equipment maintenance program	
Develop crane equipment maintenance program prototype	Other, please specify Other type: Program Development & Implementation	Prototype maintenance program for crane/ equipment	20k	Q4 – 2022 to Q4 – 2023	Prototype crane equipment maintenance program	
Develop communication collateral to educate crane owners/contractors/ operators on crane/ equipment program	Consultation Services Other type:	Existing WCB Level Up results	10K	Q3 – 2023 to Q4 – 2023	Crane equipment maintenance communication collateral	

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
Crane owners/contractors and other stakeholders' awareness of maintenance safe work practices and standards	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2023	Completed surveys by stakeholders providing through polling, surveys, or interviews	For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>

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	 Industry Tools and Resources BC Crane Safety has developed a common core standard of crane operator competencies (2022); and will publish and communicate this standard to crane stakeholders including regulators, crane owners, contractors, supervisors, trainers, and others. Working from the SkillRecord Passport platform, BC Crane Safety aims to conduct expansion of this micro credential software system and offer the system to collect competency/evaluation data by employers, contractors, evaluators, and trainers and build upon the pilot work completed in the Plan for 10 (electrical safety – when contact is made). <i>For example, employers sponsoring a Provisional crane operator would be supplied common core competency standard competency (requirements) document by BC Crane Safety, so there is improved transparency and consistent understanding of what is required to be crane operator. Therefore, WorkSafeBC Prevention Officers conducting inspections confirming employers have a Provisional operator training plan developed and implemented.</i>
Initiative Goal/ Expectation	Crane Operator (Competency) Evaluation Check, Provisional Crane Operator Competency Standard, and Crane Supervisor Tool Reduce the number of incidents related to crane operator competency by ensuring all employers have a system in place to: • 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 competency 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.

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 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)	Consultation Services Other type:	BC Crane Safety Common Core Standard for provisional crane operators	5k	Q1 – 2023 to Q4 – 2023	Implementation of Field evaluation for crane operators	
Ensure provisional crane operators can demonstrate competency and are familiar with machine operator instructions, based on a provisional crane operator competency standard	Consultation Services Other type:	SkillRecord Passport expansion	50k	Q3 – 2022 to Q4 – 2023	Provisional crane operator competencies implemented in SkillRecord Passport	
Monitor provisional crane operators' competency with regards to safe assembly, operation, inspection, and maintenance of the machine through provisional crane	Consultation Services Other type:	Common core crane operator competencies	10K	Q3 – 2021 to Q4 – 2023	Results from stakeholders through surveys, polls, and interviews	

operator supervision, based on a crane supervisor tool for indirect and direct supervision.						
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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 For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
Employers/supervisors will use crane operator field evaluation checklist (forms) for crane operator types (mobile, tower, provisional) to monitor ongoing evaluations, i.e., through forms and SkillRecord Passport software	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	December 31, 2023	Results from stakeholders through surveys, polls, and interviews	

WorkSafeBC Management Comments

Board Chair Approval

Jason Gilmore

Name

[Signature]

Signature

Sept 27/21

Date