

HSA 2016 Initiatives Workplan Template

[BC Association for Crane Safety 2018]

HSA Mission / Vision Statement

1. To promote accident-free crane operations throughout British Columbia.
2. To promote the establishment in British Columbia of a cost-effective crane operator qualification regime that:
 - involves documented proof of competency
 - includes theoretical and practical assessments
 - is accessible and available at all levels of the industry
3. To promote the attractiveness of the industry to prospective entry level crane operators and the timely achievement of their qualifications.
4. To serve as an industry advisory body to agencies in a position to oversee qualifications and standards.
5. To serve as an advisory body to the Workers' Compensation Board of British Columbia (WorkSafeBC) regarding regulatory matters and other matters related to occupational health and safety as they impact the crane industry.
6. BC Crane Safety understands the importance of impartiality in carrying out its certification activities, managing conflict of interest, and ensuring the objectivity of its certification activities.

The goal of this HSA is to assist the employers we support in reducing injuries and serious injuries and in improving return-to-work outcomes.

Instructions

A. Injury / Return-to-Work Issues: In this section, state the primary trends identified by your industry's data (normally provided by WorkSafeBC, but information from other sources may be used). This should be specific enough to be actionable, for example, primary causes of injury, location of injury, number of time loss injuries, or claim duration. You may choose a measure because it represents a large component of the injuries in your industry, or because the measure indicates some trend on a year-over-year basis (e.g., injuries of this type are increasing). Your key initiatives for the year will be focused on addressing these measures. Under "Objective", you will state the quantifiable improvement you would like to see in the measures you identified. This should state a specific improvement that can be measured at the end of the reporting year.

See the **HSA Planning and Reporting Information Package** pages 2 and 3 for more details.

B. Behaviour-Based Outcomes: In section B(i), identify the safe work behaviours or practices you are trying to create or change to address the primary trends identified in Section A. "Behaviour" may refer to a change in an individual employee, a manager, supervisor, or in the organization as a whole. In Section B(ii), provide evidence that the behaviour change has taken place.

See the **HSA Planning and Reporting Information Package** pages 4 and 11 for more details.

C. Knowledge-Based Outcomes: In this section, identify the knowledge, understanding or skills that would be required to create or change the safe work behaviours or practices identified in Section B. In Section C(ii), provide evidence that the knowledge change has taken place.

See the **HSA Planning and Reporting Information Package** pages 5 and 11 for more details.

D. Planned Activities: In this section, list the activities that you will undertake to impact the required skills, knowledge or understanding identified in Section C. Identify the number, frequency or timeline that will allow you to determine at the end of the reporting period whether you have successfully completed the activity. Focus only on the key initiatives that will help you ultimately impact the measures identified in Section A. You will track your activities throughout the reporting year and report them in the actual column.

See the **HSA Planning and Reporting Information Package** pages 6 and 11 for more details.

E. Organizational Capacity: In this section, list the activities that you will undertake to improve your organizational capacity so that you can carry out the activities identified in Section D. Identify the number, frequency or timeline that will allow you to determine at the end of the reporting period whether you have completed the activity.

See the **HSA Planning and Reporting Information Package** page 6.



F. Marketing / Outreach: In this section, list the activities that you will undertake to reach a broader audience and inform them of your products and offerings. Identify the number, frequency or timeline that will allow you to determine at the end of the reporting period whether you have completed the activity.

See the **HSA Planning and Reporting Information Package** page 6.



Initiative #X: [Title]

A. Injury / Return-to-Work Issues (HSA Planning and Reporting Information Package pages 2 and 3)

A. Using data and information from the industry, we have identified the primary trends within our industry and set the following objectives:

<i>State current injury driver or return-to-work outcome.</i>	<i>State objective.</i>
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(Add additional rows as required)

B. Behaviour-Based Outcomes (HSA Planning and Reporting Information Package pages 4 and 11)

B (i) To meet those objectives, workplace health and safety behaviours and/or return-to-work practices need to change in the following ways:	<i>Click here to enter text.</i>
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B (ii) <i>[To be completed at the end of the reporting year cycle]; Provide evidence that the changes described in B(i) took place by the end of the reporting year. This may be done through surveys, job site visits, interviews, audits, or any other method you feel is appropriate.</i>	<i>Click here to enter text.</i>
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B (iii) <i>[For WSBC use only]</i>	
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C. Knowledge-Based Outcomes (HSA Planning and Reporting Information Package pages 5 and 11)

C (i) This requires knowledge, understanding or skills to be changed in the following ways:	<i>Click here to enter text.</i>
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C (ii) <i>[To be completed at the end of the reporting year cycle]; Provide evidence that the changes described in C(i) took place by the end of the reporting year. This may be done through surveys, post-session testing, focus groups, interviews, or any other method you feel is appropriate.</i>	<i>Click here to enter text.</i>
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C (iii) <i>[For WSBC use only]</i>	
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D. Planned Activities (HSA Planning and Reporting Information Package pages 6 and 11)

D (i) Therefore, we will undertake the following activities:

Activity	Description	Number / frequency / timeline	
		Planned	D(ii) Actual
Conferences	Development and delivery of message regarding the requirements and benefits of a crane operator qualification program to all stakeholders, including operators, owners, industry and the public.	2	<i>Click here to enter text.</i>
See attached 2017, 2018, and 2019 HSA Activities and Measures Charts			

(Add additional rows as required)

D (iii) <i>[For WSBC use only]</i>

Click here to enter text.

Add additional initiatives as required using the same template.



E. Organizational Capacity (HSA Planning and Reporting Information Package page 7)

To support us in providing the activities outlined in these initiatives, we will undertake the following activities designed to increase our organizational capacity:

(E) Activity	Description	Number / frequency
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>

(Add additional rows as required)

F. Marketing / Outreach Activities (HSA Planning and Reporting Information Package page 7)

To reach a broader audience within our industry, we will undertake the following marketing / outreach activities:

(F) Activity	Description	Number / frequency
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
<i>Click here to enter text.</i>	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>

(Add additional rows as required)


F (ii) [For WSBC use only]
<i>Click here to enter text.</i>

G. Overall Assessment

G (ii) [For WSBC use only]
<i>Click here to enter text.</i>

Board Chair Approval

Ryan Burton
Name


Signature

Aug. 23, 2018
Date