

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.

Table of Contents

Section A: HSA Overview	3
Section B: Summary of Strategic Objectives and Initiatives.....	3
Section C: Workplan Template – Initiative 1.1	14
Section C: Workplan Template – Initiative 1.2	16
Section C: Workplan Template – Initiative 2.1	23
Section C: Workplan Template – Initiative 2.2	31
Section C: Workplan Template – Initiative 3.1	32
Section C: Workplan Template – Initiative 3.2	41
WorkSafeBC Management Comments	43
Board Chair Approval	43

Section A: HSA Overview

HSA Name	<i>SafeCare BC Health and Safety Association</i>
Year of Workplan	<i>2025</i>

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

Section B: Summary of Strategic Objectives and Initiatives

Based on the information from your strategic plan, please kindly indicate (at a high level) the strategic objectives/priorities of your organization for the upcoming year, and the **key initiatives** that your HSA has planned out under each objective/priority. In most cases, you will have two or three key initiatives and rarely will you have more than five.

#	Strategic Objective/Priority	Key Initiative (note: there could be multiple initiatives under the same strategic objective)	Time Frame	KPI
1	Increase access to training and resources to prioritize health and safety	1.1 Support the development of a culture that prioritizes safety across BC (i.e. through leadership training, proprietary certificate).	January - December	15 on-demand videos created Grow social media channels by 12% Two new web services or subsections developed Outreach to 5-10 post-secondary institutions with 2-5 presentations delivered.

		1.2 Develop resources and deliver quality training courses through diverse learning modalities on high-risk topics to employers	January - December	<p>12-month calendar and supporting resources developed and disseminated.</p> <p>1 review of 12-month calendar for 2026</p> <p>5-10 new health and safety resources developed for the sector</p> <p>5-10 health and safety resources updated/enhanced and provided to the sector</p> <p>4 issues alerts drafted and circulated to members</p> <p>Education Delivery</p> <ul style="list-style-type: none"> - 90% of training participants indicate they've learned something new about workplace health and safety - 85% of training participants indicate they will incorporate what they've learned into their work practices. - 90% of training participants indicate they are satisfied with the training resources. - Continuing education offered to 100% of facilitators - 75% of facilitators track their education - 1-3 education opportunities provided to peer facilitators <p>Violence Prevention Education</p> <ul style="list-style-type: none"> - 600 – 800 participants trained - 100 workshops held
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				<ul style="list-style-type: none"> - 18 new peer facilitators trained - 3 train-the-trainer workshops held - 18 mentorships conducted <p>Safe Handling Education</p> <ul style="list-style-type: none"> - 60 participants trained - 10 direct-training workshops held - 24-32 peer facilitators trained - 6 peer-trainer workshops held <p>Gentle Persuasive Approaches</p> <ul style="list-style-type: none"> - 60-120 participants trained - 12 workshops held <p>Safety Leadership</p> <ul style="list-style-type: none"> - 3-4 sessions conducted - 30 participants trained <p>The Working Minds</p> <ul style="list-style-type: none"> - 24-32 participants trained - 4 workshops held <p>Skills to Engage and Support</p> <ul style="list-style-type: none"> - 3 workshops held - 20-30 participants trained <p>Joint Occupational Health and Safety</p> <ul style="list-style-type: none"> - 8 workshops held - 160-190 participants trained <p>Joint Occupational Health and Safety Committee Refresher Session (Part 1 and 2)</p> <ul style="list-style-type: none"> - 20 sessions held - 100-120 participants trained
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				<p>Training on mental and physical well-being topics</p> <ul style="list-style-type: none"> - 200 participants trained <p>Fit Tester Training</p> <ul style="list-style-type: none"> - 25 fit testers trained <p>Self-paced health and safety training</p> <ul style="list-style-type: none"> - 300 participants trained <p>Webinars on high-risk topics</p> <ul style="list-style-type: none"> - 2-5 webinars hosted - 250 attendees <p>Psychological Health and Safety Information Sessions</p> <ul style="list-style-type: none"> - 6 sessions held - 30 participants trained <p>LMS process maps reviewed and updated.</p> <p>JOHS Committee refresher sessions and Psychological Health and Safety information sessions to be moved to the LMS for scheduling</p> <p>Workplace Psychological Safety</p> <p>12 workplace psychological safety-related topics shared with the sector; 12 focused e-newsletters dedicated to workplace psychological safety in the workplace; 24 workplace psychological safety posts on social media; 5-10 resources for workplace psychological safety developed and shared; 1 evaluation of GetPsyched content; 1-day dedicated to workplace</p>
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				<p>psychological safety planned and launched; 15 huddle videos developed on each factor.</p> <p>3 organizations sign up for civility and respect pilot (SafeCare BC provides 50% in-kind support); Participation by 3 JOHSCs; 24 - 36 monthly sessions completed > 80% positive results on CREW program assessment</p>
		1.3 Develop and disseminate resources, guidelines, and leading practices	January - December	<p>JOHS Committee refresher Part 1 presentation and poster are updated to align with SafeCare BC branding and legislative changes.</p> <p>Qualitative fit tester course is evaluated and updated</p> <p>Create, or refresh 12 safety huddles to reinforce top health and safety topics; 6 safety huddles are in the top 10 resources viewed on our website for 2025;</p> <p>Review and evaluate 6 SafeCare BC courses and develop reports.</p> <p>Civility toolkit is rebranded; marketing plan is developed and launched; 20% increase in views/interactions compared to 2024</p> <p>4-12 emails to facilitator group; 2 lunch n learn sessions; Increase in facilitator engagement; 20 facilitators participate in sessions</p> <p>1 new module created for kinesiologists; 10+ kinesiologists participate in focus group testing of modules; 1 module is launched.</p>

				<p>Marketing strategy developed for each microlearning; Kits are developed for 11 e-learning and 5 instructor-led courses; kits are implemented in processes and used to increase course enrollments; 3 microlearning show in the top 2 viewed/downloaded resource in the month it's launched;</p> <p>1 refined process for facilitator onboarding</p> <p>1 bundle created for leaders; 90% of leaders who take course bundle rate positively</p> <p>2 organizations implement gamified violence prevention scenarios; 50% of participants improve their scores by working through violence prevention scenarios.</p> <p>1 review completed for learner recognition program</p> <p>1 review of future course development completed; 1-3 new courses identified.</p> <p>Produce 6-12 safety huddle videos to support education and training delivery</p> <p>Produce 3-6 explainer videos to support education and training delivery</p>
		1.4 Establish communication channels and forums for ongoing collaboration, sharing best practices, and addressing emerging issues effectively.	January - December	<p>4-12 Board eNews produced and delivered</p> <p>Develop a 360 communications strategy; create and publish 24-48</p>

				net new content pieces; publish 12-24 articles.
2	Develop and strengthen strategic collaborations with partners	2.1 Foster partnerships to collectively address workplace safety challenges.	January - December	<p><i>Tailored Outreach Program (TOP)</i></p> <p>10-15 organizations identified for 2025 TOP participation</p> <p>5 organizations enrolled in TOP</p> <p>5-10 interactions with previous TOP participants</p> <p>5 TOP report cards developed and shared</p> <p>1-3 organizations recognized for their participation in TOP</p> <p>1 review of TOP completed</p> <ul style="list-style-type: none"> - 90% of 2025 TOP Enrollees complete their gap analyses and develop action plans - 90% of TOP enrollees from 2024 access 1-2 SafeCare BC resources to further their action plans. - 90% of TOP enrollees report making changes to their organization's operations in response to the program <p>45 member visits conducted, of which 15 are to home care organizations; 30 visits conducted with OHS Committee members; Connect with all current Satellite Training Centres (10)</p> <ul style="list-style-type: none"> - 2% outreach with sector partners <p>Participate in 3-4 conferences related to the healthcare sector/occupational health and safety industry.</p>

				<p>Host 1 Leaders Health and Safety Forum; 60 attendees at Health and Safety Forum</p> <ul style="list-style-type: none"> - 90% of participants rate event "excellent" or "very good" <p>Hearts and Hands Conference</p> <ul style="list-style-type: none"> - 2 conferences are hosted - Sponsorship goals are met - Registration goals are met - 95% of attendees rate the conference "excellent" or "very good" <p>1 review of SafeCare BC courses eligibility for continuing education credits completed.</p> <p>1 standards guide created for facilitators; 60% of facilitators download standards guide</p> <p>1 safety innovation event hosted; 90% of participants rate event "excellent" or "very good"; increase in number of submission compared to 2024.</p> <p>1 AGM Hosted</p> <p>1 Board, and 1 TAC strategic planning session hosted.</p>
		2.2 Engage with relevant government agencies, such as WorkSafeBC and the Ministry of Health, to understand their priorities and seek collaboration opportunities.	January - December	<p>Support 5 cohorts through Leading from the Inside Out; 50 participants enroll in Leading from the Inside Out</p> <ul style="list-style-type: none"> - 80% of leaders that enroll in the Leading from the Inside Out, complete the program; 80% of leaders

				<p>who rated the training as "good/excellent";</p> <ul style="list-style-type: none"> - 80% of leaders report that they change the way that their behavior/applied the learning from the program 6 weeks following completion. <p>Deliver 24 Care for Caregivers mental health webinars</p> <ul style="list-style-type: none"> - Increase registrations by 10% <p>Increase on-demand views by 20%</p>
3	Build capacity to support sustainable growth and impact	3.1 Explore innovative revenue-generation avenues, such as fee-for-service training programs, consulting services, or product sales related to workplace safety.	January - December	<p>1 review conducted on fit-testing services</p> <p>1 review conducted on fee-for-service model</p> <p>3-5 grant opportunities are explored</p>
		3.2 Explore expansion in adjacent sectors	January - December	Targeted lists for independent living, assisted living, childcare, post-secondary education, and community social services are created.
		3.3 Invest in staff development and organizational infrastructure to effectively manage growth and ensure operational efficiency.	January - December	<p>4 workplace inspections conducted</p> <p>First aid program reviewed and updated as required</p> <p>SafeCare BC health and safety policies reviewed and updated as required</p> <p>3-5 professional development opportunities provided</p>

				1 new Learning Management System implemented
		3.4 Demonstrate the value proposition through data including the impact of cost savings to employers.	January - December	1 editorial process strategy developed 4 quarterly reviews for editorial planning 12 monthly dashboards developed 4 quarterly dashboards developed
4	Promote the highest standards of workplace health, safety, and well-being	4.1 Increase organizational influence by participating in consultations, working groups, and advisory committees to provide input on health and safety-related initiatives and strategies at the provincial level.	January - December	6-12 info sheets developed for specific stakeholder groups; 2-6 infographics developed and published for specific stakeholder groups. Publish 8-12 CEO blogs on website and LinkedIn 1 annual report published online 3-5 sub-sections developed on website 3-4 sector-specific eNews developed 12-24 sector-specific eNews delivered 12-24 member profiles across all sectors, regions, and professions developed and published Quarterly review of website 1 -3 focus group discussions held regarding culturally appropriate language for education and resources

		4.2 Collaborate with other key partners, including industry associations, accreditation bodies, unions, and advocacy groups, to collectively advocate for improvements in workplace health and safety.	January - December	<p>3-6 healthcare related events attended</p> <p>4 meetings attended regarding health and human resource challenges in the sector</p>
		4.3 Enhance visibility and credibility through targeted communication efforts, including PR campaigns, conferences, and industry events.	January - December	<p>4 meetings attended with National Alliance for Safety and Health in Healthcare</p> <p>1 event attended with partners from other provinces</p>

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	Increase access to training and resources to prioritize health and safety
Initiative Goal/ Expectation	1.1 Support the development of a culture that prioritizes safety across BC (i.e. through leadership training, proprietary certificate).

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 series of on-demand videos that provide practical how to's to implement the 15 factors for psychological health and safety in the workplace	Consultation Services Other type:	Staff; TAC		January - December	15 on-demand videos created	
Expand social media outreach and grow channels	Marketing/Outreach Other type:	Staff		January - December	Grow social media channels by 12%	
Develop new web services to meet the needs of our members	Consultation Services Other type:	Consultants; staff	\$14,000	January - December	Two new web services or subsections were developed	
Explore opportunities to deliver information sessions about SafeCare BC to post secondary institutions that provide training for HCA and/or nursing programs	Other, please specify Other type: Travel		\$2000	January - December	Outreach to PSI to gauge interest in presentations one presentation developed Presentations delivered depending on demand	

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
Awareness of SafeCare BC grows by 5%	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	January – December	Social media channel followers; website click-rates	<ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year

Below are blank templates pre-copied for you. Please click on the "expanding sign" on the left of the heading 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	<i>Develop resources and deliver quality training courses through diverse learning modalities on high-risk topics to employers</i>
Initiative Goal/ Expectation	<p><i>Provide quality training to members to support the workplace health and safety needs of the sector, improve mental health and wellbeing, increase awareness of hazards at the workplace, and obtain regular feedback to improve course offerings.</i></p> <p><i>Deliver training across core topic areas to 3,000 people. Topic areas to cover include: MSIP, violence prevention/dementia care, psychological health and safety, workplace incivility, impairment in the workplace, WHMIS, JOHSC training, fit testing, supervisor safety leadership, and safety culture.</i></p>

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Increase responsiveness of SafeCare BC by promoting consultative services and resources that align with the need identified through consultative services.	Consultation Services Other type:	Staff			12 month calendar and supporting resources developed and disseminated	

					<p>one review of the 12 months of safety calendar for 2026</p> <p>5-10 new health and safety resources developed for the sector</p> <p>5-10 health and safety resources updated/enhanced and provided to the sector</p> <p>4 issues alerts drafted and circulated to members</p>	
Delivery of education and workshops	Training Other type: Consultation	Staff; Consultants; Travel; Technology	\$127,000		<p>Deliver violence prevention training (1-day version; in-person, live virtual); 600-800 participants trained</p> <p>Deliver violence prevention training (1-day version; in-person, live virtual); 100 workshops held Deliver 4-day violence prevention training (train-the-trainer version); 18 new peer facilitators trained</p> <p>Deliver 4-day violence prevention training (train-the-trainer version); 3 workshops held</p> <p>Deliver mentorship sessions to violence prevention train-the-trainer participants; 18 mentorships conducted</p>	

					<p>Support peer facilitators; Continuing education offered to 100% of peer facilitators</p> <p>Support peer facilitators; 75% of peer facilitators track their education</p> <p>Support peer facilitators; Promote 1-3 training opportunities for peer facilitators</p> <p>Deliver Safe Resident/Client Handling training; 60 participants trained</p> <p>Deliver Safe Resident/Client Handling training; 10 workshops held</p> <p>Deliver Safe Resident/Client Handling Train-the-Trainer (in-person; 2-day version); 24-32 peer facilitators trained</p> <p>Deliver Safe Resident/Client Handling Train-the-Trainer (in-person; 2-day version); 6 workshops held</p> <p>Deliver Gentle Persuasive Approaches; 60-120 participants</p> <p>Deliver Gentle Persuasive Approaches; 12 workshops held</p>	
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					<p>Deliver Safety Leadership (former LPN/RN) - mixed delivery; safety leadership training; 3-4 sessions conducted</p> <p>Deliver Safety Leadership (former LPN/RN) - mixed delivery; safety leadership training; 30 participants enroll</p> <p>Deliver The Working Minds (managers and frontline versions); 24-32 participants</p> <p>Deliver The Working Minds (managers and frontline versions); 4 workshops held</p> <p>Deliver skills to engage and support people; 3 workshops held</p> <p>Deliver skills to engage and support people; 20-30 participants</p> <p>Deliver Joint Occupational Health and Safety Committees (in-person, live virtual; OH&S training); 160-190 participants</p> <p>Deliver Joint Occupational Health and Safety Committees (in-person, live virtual; OH&S training); 8 workshops held</p> <p>Deliver Joint Occupational Health and Safety Committees Part II - Beyond the Basics (in-person, live virtual;</p>	
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					<p>OH&S training); 2-5 workshops held</p> <p>Deliver Joint Occupational Health and Safety Committees Part II - Beyond the Basics (in-person, live virtual; OH&S training); 20-40 participants trained</p> <p>Deliver Joint Occupational Health and Safety Committee Refresher Sessions (Part 1 & Part 2); 20 sessions held</p> <p>Deliver Joint Occupational Health and Safety Committee Refresher Sessions (Part 1 & Part 2); 100-120 participants trained</p> <p>Deliver self-paced training on mental and physical wellbeing topics; 200 participants trained</p> <p>Deliver respirator fit tester training and support; 25 fit testers trained</p> <p>Deliver self-paced training on health and safety topics; 300 participants completed training</p> <p>Deliver webinars on high priority workplace safety topics, including those to promote mental health and wellbeing; 2-5 webinars hosted</p> <p>Deliver webinars on high priority workplace</p>	
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					<p>safety topics, including those to promote mental health and wellbeing; 250 registrants</p> <p>Deliver Psychological Health and Safety Information Sessions; 6 sessions held</p> <p>Deliver Psychological Health and Safety Information Sessions; 30 participants trained</p>	
Strengthen education delivery	Choose an item. Other type:	Staff; Technology			<p>LMS process maps reviewed and updated.</p> <p>JOHS Committee refresher sessions and Psychological Health and Safety information sessions to be moved to the LMS for scheduling</p>	
Support Psychological Health and Safety in the sector	Choose an item. Other type:	Staff			<p>12 psych safety-related topics shared with the sector</p> <p>12 focused e-newsletters dedicated to psych safety in the workplace</p> <p>24 psych safety posts on social media.</p> <p>5-10 resources for psychological health and safety developed and shared</p> <p>1 evaluation of GetPsyched content 1-day dedicated to psychological health and safety planned and launched</p>	

Pilot a program to support participants around improved civility and respect	Choose an item. Other type:	Staff; Consultants	\$20,000		3 organizations sign up for pilot (SafeCare BC provides 50% in-kind support) Participation by 3 JOHSCs 24 - 36 monthly sessions completed	
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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 <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
90% of training participants indicate that they have learned something new	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	January - December	Course evaluation	
85% of training participants surveyed indicate they will incorporate what they've learned into their work practices.	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	January - December	Course evaluation	
90% of training participants indicate they are satisfied with the training resources.	Other, please specify Other outcome type: Satisfaction-based outcome	Medium Term 1~3 years	January - December	Course evaluation	
Open rate of 20% on psychological safety related content.	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	January - December	Website	

Section C: Workplan Template – Initiative 1.3

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	Develop and disseminate resources, guidelines, and leading practices
Initiative Goal/ Expectation	Create and update content to enhance learning education experiences, make training programs more accessible, and increase uptake to improve knowledge and behavior change.

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Review and update JOHSC Refresher (Part 1)	Training Other type:	Staff; Technology		January - December	JOHS Committee refresher Part 1 presentation and poster are updated to align with SafeCare BC branding and legislative changes.	
Review and update/enhance Qualitative fit tester course	Training Other type:	Staff; Technology		January - December	Qualitative fit tester course is evaluated and updated	
Create safety huddle resource	Consultation Services Other type:	Staff		January - December	Create, or refresh 12 safety huddles to reinforce top health and safety topics; 6 safety huddles are in the top 10 resources viewed on our website for 2025;	

Review and evaluate SafeCare BC courses	Research Other type:	Staff; LMS		January - December	Review and evaluate 6 SafeCare BC courses and develop reports.	
Refresh and rebrand Civility Toolkit	Research Other type:	Staff; Consultants		January - December	Civility toolkit is rebranded;	
Develop Civility Toolkit marketing plan	Marketing/Outreach Other type:	Staff		January - December	marketing plan is developed and launched;	
Support facilitator engagement, with quarterly communication (resource sharing)	Marketing/Outreach Other type:	Staff		January - December	4-12 emails to facilitator group; 2 lunch n learn sessions;	
Support facilitator engagement by hosting two lunch and learn sessions	Consultation Services Other type:	Staff		January - December	20 facilitators participate in sessions	
Partner with BC Association of Kinesiologists to support health and safety for kinesiologists working with seniors	Consultation Services Other type:	Staff		January - December	1 new module created for kinesiologists; 10+ kinesiologists participate in focus group testing of modules; 1 module is launched.	
Partner with Alzheimer Society to explore creation of dementia education certification	Research Other type:	Staff; Consultants		January - December	1 feasibility report created	
Develop microlearning for key health and safety topics	Research Other type:	Staff		January - December	4-6 microlearnings created and promoted	
Apply education standards to 6 eLearning courses	Research Other type:	Staff		January - December	3 microlearning show in the top 2 viewed/downloaded resource in the month it's launched;	
Apply education standards to Safe Handling courses	Research Other type:	Staff		January - December	Education standards are applied to safe handling course	
Create promotional kits for eLearning and instructor-led courses	Marketing/Outreach Other type:	Staff		January - December	Marketing strategy developed for each microlearning; Kits are developed for 11 e-learning and 5 instructor-led courses; kits are implemented in	

					processes and used to increase course enrollments;	
Action recommendations from review of SafeCare learning management system	Research Other type:	Staff		January - December	Action items from review of LMS are implemented	
Refine facilitator onboarding process	Consultation Services Other type:	Staff		January - December	1 refined process for facilitator onboarding	
Create human skills course/resource bundle for leaders	Consultation Services Other type:	Staff		January - December	1 bundle created for leaders; 90% of leaders who take course bundle rate positively	
Develop and host education pop-up events at member sites	Consultation Services Other type:	Staff		January - December	3 pop-ups hosted	
Explore creation of a SafeCare avatar or mascot (introduce elearning courses)	Consultation Services Other type:	Staff		January - December	1 evaluation created	
Promote violence prevention gamification scenarios	Consultation Services Other type:	Staff		January - December	2 organizations implement scenarios	
Explore recognition program for learners	Consultation Services Other type:	Staff		January - December	Review opportunities for learner recognition program	
Use online competencies tool to identify future courses development	Research Other type:	Staff		January - December	1-3 new courses identified for development	
Translate safety huddles to video format		Staff; technology	\$2000	January - December	Produce 6-12 Safety Huddle short videos	
Develop Safety Huddles for all 15 psychological health and safety factors		Staff		January - December	Produce 15 Safety Huddles	
Create explainer videos for workshops and eCourses		Staff		January - December	Develop 3-6 explainer videos	

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
20% increase in views/interactions on civility toolkit compared to 2024	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	January - December	Website	
Microlearnings show up in top site visits	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	January - December	Website	
Indicator: Workplace bullying and harassment decreases	Behaviour-Based Outcomes Other outcome type: Satisfaction-based outcome	Long term >3 years	January - December	Member survey	
Indicator: 70% of member survey respondents report being more aware of workplace health and safety issues because of SafeCare BC.	Behaviour-Based Outcomes Other outcome type:	Choose an item.	January - December		

Section C: Workplan Template – Initiative 1.4

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	<i>Establish communication channels and forums for ongoing collaboration, sharing best practices, and addressing emerging issues effectively.</i>
Initiative Goal/ Expectation	<i>Improve current channels for communication, collaboration, and strategic partnerships with sector partners to support workplace, health, well-being, and safety.</i>

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Deliver quarterly Board eNews	Research Other type:	Staff			4-12 Board eNews produced and delivered	
Implement a 360 Communications Strategy	Consultation Services Other type: Consultation	Staff; Technology	\$2500		Develop one strategy Create and publish 24-48 net new content pieces Publish 12-24 articles	

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
60% of member survey respondents report either changes in their organization's practices or their behaviour in response to SafeCare BC.	Behaviour-Based Outcomes Other outcome type:	Long term >3 years	January - December		

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	<i>Foster partnerships to collectively address workplace safety challenges.</i>
Initiative Goal/ Expectation	<i>Leverage sector partnerships to support the healthcare system in empowering workplaces to use resources and tools to create healthier and safer workplaces.</i> <i>Work with outlier organizations (those with high injury rates, dramatic changes in injury trends, etc.) to bring down their injury rates and support psychological safety at the workplace.</i> <i>Maintain contact with previously enrolled organizations to support them in making lasting culture shifts.</i>

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Deliver and evaluate the ongoing impact of the Tailored Outreach Program to support organizations in reducing injury rates, psychological safety and program compliance	Consultation Services Other type:	Staff; travel	\$5000	January - December	10-15 organizations identified for 2025 TOP participation 5 organizations enrolled in TOP 5-10 interactions with previous TOP participants 5 TOP report cards developed and shared 1-3 organizations recognized for their participation in TOP	

					1 review of TOP completed	
Conduct outreach	Marketing/Outreach Other type:	Staff; Travel	\$5000	January - December	45 member visits conducted, of which 15 are to home care organizations 30 visits conducted with OHS Committee members Connect with all current Satellite Training Centres (10)	
Participate as exhibitors at conferences	Conference/Convention/Meeting Other type:		\$5000	January - December	Participation in 3-4 conferences	
Host Leaders Health and Safety Forum	Conference/Convention/Meeting Other type:	Staff; travel	\$13,000	March 2025	Host 1 forum	
Host 2 Hearts and Hands conferences	Conference/Convention/Meeting Other type:	Staff; travel; consultants; technology; publications	\$81,400	October 2025	Host two conferences	
Explore opportunity for SafeCare courses to qualify for continuing education credits	Research Other type:	Staff		January - December	Conduct 1 review to see if SafeCare BC courses qualify for continuing education credits	
Create facilitator standards guide	Research	Staff		January - December	Create 1 standards guide	
Host the Safety Den	Conference/Convention/Meeting	Staff; travel; publications	\$18,750	June 2025	Host 1 event	
Deliver Leading from the Inside Out	Training	Consultants	\$30,000; partially grant funded	January - December	Deliver 4 cohorts of Leading from the Inside Out	
Source and deliver Care for Caregivers mental health webinars in partnership with CMHA	Training	Consultants; technology	\$2000; partially grant funded	January - December	Deliver 24 Care for Caregivers mental health webinars Increase registrations by 10% Increase on-demand views by 20%	

Develop and deliver sector and partner-specific eNews editions	Consultation Services	Staff; technology		January - December	3-4 sector-specific eNews developed	
Host the 2025 AGM	Conference/ Convention/ Meeting	Staff; Board; Travel; Conferences and events		March 2025	1 event hosted	
Board and TAC Planning Sessions	Conference/ Convention/ Meeting	Staff; Board/TAC; Travel; Conferences and events	\$9000	June 2025	2 events hosted	

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 fiscal year</u>
90% of TOP enrollees complete their gap analyses and develop action plans; 90% of 2024 enrollees access one or two SafeCare BC resources to further their action plans.	Behaviour-Based Outcomes Other outcome type:	Short Term <1 year	January - December	Post-program Survey	
Web traffic to the Safety Innovations Database subpage increases by 10% as compared to previous year; 90% of Safety Den participants and attendees rank the Safety Den as "good" or "excellent".	Behaviour-Based Outcomes Other outcome type:	Medium Term 1~3 years	January - December	Website	
90% of users report being satisfied with the	Knowledge-Based Outcomes	Medium Term 1~3 years	January - December	Post-webinar survey	

Care for Caregivers resources and education					
60 attendees at Health and Safety Forum 90% of participants rate event "excellent" or "very good"; 10% increase in Leaders Forum attendees	Behaviour-Based Outcomes	Short Term <1 year	January - December	Post-event survey	
95% of Hearts and Hands participants have an excellent or very good experience; 95% of exhibitor/sponsor report good or very good experience	Behaviour-Based Outcomes	Short Term <1 year	January - December	Post-event survey	

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	<i>Engage with relevant government agencies, such as WorkSafeBC and the Ministry of Health, to understand their priorities and seek collaboration opportunities</i>
Initiative Goal/ Expectation	<i>Improve the visibility of SafeCare BC in the sector to promote resources, education, and programs. Leverage existing work to support sector.</i>

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

Part 1: Workplan Details

List the key activities you will undertake in this initiative.

Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Participation in provincial initiatives led by SWITCH BC	Research Other type:	Staff; travel	\$3000	January - December	Participate in 6-12 meetings	
Source and deliver relevant OHS and psychological health and safety webinars with our partner agencies	Consultation Services Other type:	Staff; consultants; technology	\$2000	January - December	6-12 SafeCare BC webinars delivered Increase registrations by 10% Increase on-demand views by 20%	
Strategic collaboration with health authorities and provincial OHS bodies and looking to seek opportunities to promote SafeCare BC education	Research Other type:	Staff		January - December	Participate in 6-12 meetings	

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
SafeCare BC has involvement in provincially-led workplace safety initiatives	Other, please specify Other outcome type:	Long term >3 years	2025 – 2028	Environmental scan	

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	<i>Explore innovative revenue-generation avenues, such as fee-for-service training programs, consulting services, or product sales related to workplace safety</i>
Initiative Goal/ Expectation	<i>Diversify revenue sources to promote a sustainable business model.</i>

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Explore opportunity for SafeCare BC to offer fit testing services as a fee for service program.	Choose an item. Other type:	Staff		January - December	Conduct 1 review on fit testing services	
Explore fee for service consulting model for SafeCare BC	Choose an item. Other type:	Staff; Consultants	\$5000	January - December	1 review conducted on fee-for-service model	
Explore grant opportunities to support our work	Choose an item. Other type:	Staff		January - December	3-5 grant opportunities are explored	

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
SafeCare BC has diversified revenue sources	Other, please specify Other outcome type:	Long term >3 years			

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	<i>Explore expansion in adjacent sectors</i>
Initiative Goal/ Expectation	<i>With increasing staffing shortages in the healthcare sector, SafeCare BC has an opportunity to improve the knowledge of workplace safety and education in sectors adjacent to our membership to support retention and recruitment.</i>

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop targeted email and LinkedIn lists for adjacent sectors	Choose an item. Other type:	Staff; technology		January - December	Targeted lists for independent living, assisted living, childcare, post-secondary education,	

					and community social services	
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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 <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this fiscal year</u>
Increase participation in member survey by adjacent sectors by 10%	Knowledge-Based Outcomes Other outcome type:	Long term >3 years	2025 - 2028	Member 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	<i>Invest in staff development and organizational infrastructure to effectively manage growth and ensure operational efficiency.</i>
Initiative Goal/ Expectation	<i>Enhance staff retention at SafeCare BC to support the organization in delivering high-quality programming for members. Continue to improve operational efficiencies within the organization.</i>

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

Part 1: Workplan Details

List the key activities you will undertake in this initiative.

Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Maintaining internal OHS Program (floor wardens, inspections, first aid program, emergency planning, annual policy review).	Choose an item. Other type:	Staff		January - December	Workplace inspections conducted Fire drill held First aid program reviewed Safety program reviewed	
Staff professional development (strengths finder, Udemy, team sessions, management training).	Choose an item. Other type:	Consultants	\$35,000	January - December	3-5 professional development opportunities provided	
Implementation of a customer relational management system	Choose an item. Other type:	Technology	\$10,000	January - December	1 new system implemented	

You must report outcomes using the same workplan template (outlined below) and submit to WorkSafeBC with the annual report, according to the timeline specified in the funding contract. Please fill out below **columns highlighted in blue** when you complete the workplan. The **orange column** needs to be completed at the end of the fiscal year when all activities are completed.

Part 2: Workplan Measurement Based on all the activities you have completed, please evaluate what outcomes have been achieved, how data was collected (e.g. surveys, interviews, etc.), and whether the outcomes align with your KPIs for the initiative. If the outcome indicator is long term, please provide evidence on what milestones have been achieved at the end of this fiscal year.					
Outcome Indicator	Outcome Type	Time Frame	Please specify date	Data Collection	Evaluate Outcomes Achieved <ul style="list-style-type: none"> For medium/long term outcomes, evaluate milestones achieved at the end of <u>this</u> fiscal year
90% of staff participate in professional development opportunities	Knowledge-Based Outcomes Other outcome type:	Short Term <1 year	January – December	Staff HR system	

Section C: Workplan Template – Initiative 3.4

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	<i>Demonstrate the value proposition through data including the impact of cost savings to employers</i>
Initiative Goal/ Expectation	<i>Use evidence-based data and best practices to improve SafeCare BC communication channels with the goal of increasing awareness amongst members and those connected to the sector.</i>

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <small>(Note: this should align with info from your budget template)</small>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Restructure the editorial process and develop a year-long editorial plan - including monthly dashboards to review the impact of our communications channels.	Research Other type:	Staff; technology		January - December	1 editorial process strategy developed 4 quarterly reviews for editorial planning 12 monthly dashboards developed 4 quarterly dashboards 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.
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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
70% of member survey respondents report being more aware of workplace health and safety issues because of SafeCare BC.	Choose an item. Other outcome type:	Medium Term 1~3 years	2025 - 2027	Member survey	
5% increase in open-rates on e-newsletter	Choose an item. Other outcome type:	Medium Term 1~3 years	2025 - 2027	E-newsletter platform	

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	<i>Increase organizational influence by participating in consultations, working groups, and advisory committees to provide input on health and safety-related initiatives and strategies at the provincial level.</i>
Initiative Goal/ Expectation	<i>Establish SafeCare BC as a thought-leader and trusted source in workplace safety in the healthcare sector.</i>

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Develop custom info sheets and infographics for stakeholders (including industry associations,	Consultation Services Other type:	Staff		January - December	6-12 info sheets developed	

adjacent sectors, municipal and provincial government, and post-secondary education)					2-6 infographics developed and published	
CEO blog	Marketing/Outreach Other type:	Staff		January - December	Publish 8-12 CEO blogs on website and LinkedIn	
Publish an engaging annual report	Research Other type:	Staff		January - December	1 report published online	
Make improvements to brand recognition	Research Other type:	Staff		January - December	3-5 sub-sections developed on website	
Develop and deliver sector and partner-specific eNews and updates	Marketing/Outreach Other type:	Staff		January - December	3-4 sector-specific eNews developed 12-24 sector-specific eNews delivered	
Member profiles	Research Other type:	Staff	\$2000	January - December	12-24 member profiles across all sectors, regions, and professions developed and published	
Ongoing maintenance of the website to ensure that information is relevant and up-to-date	Research Other type:	Staff		March, June, September, December 2025	Quarterly review of website	

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
Increase in understanding of the health and safety impact for each community	Knowledge-Based Outcomes Other outcome type:	Long term >3 years	2025 – 2028	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

70% of respondents say our offerings are relevant and useful to them and their work.	Knowledge-Based Outcomes Other outcome type:	Medium Term 1~3 years	2025 – 2027	Member survey	
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Section C: Workplan Template – Initiative 4.2

Based on the initiatives you have identified in the [Section B](#), indicate the key activities you will undertake **under each initiative** (focus on activities that will incur high budget/cost). **Please complete one workplan for each initiative.**

Initiative	<i>Collaborate with other key partners, including industry associations, accreditation bodies, unions, and advocacy groups, to collectively advocate for improvements in workplace health and safety.</i>
Initiative Goal/ Expectation	<i>Ensure SafeCare BC programs and initiatives are relevant to the broader healthcare sector.</i>

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

Part 1: Workplan Details List the key activities you will undertake in this initiative.						
Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Participate in healthcare-wide events, including the upcoming 2025 healthcare summit	Choose an item. Other type:	Staff; travel		January - December	Attend 2-5 events that relate to the broader healthcare sector	
Support the health and human resources challenges in the sector through participation on relevant committees	Choose an item. Other type:	Staff; travel; consultants; committees		January - December	Participate in committees that are directly related to improving staff retention	

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
SafeCare BC is invited to attend broader healthcare related events as a subject-matter expert	Other, please specify Other outcome type:	Long term >3 years	2025 - 2028	Activity logging	

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	<i>Enhance visibility and credibility through targeted communication efforts, including PR campaigns, conferences, and industry events.</i>
Initiative Goal/ Expectation	<i>Establish SafeCare BC as a credible and trusted source, outside of province and beyond.</i>

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

Part 1: Workplan Details

List the key activities you will undertake in this initiative.

Activity Description	Activity Category <i>(Note: this should align with info from your budget template)</i>	Inputs	Budget	Time Frame/ Completion Date	Anticipated Output	Actual Output
Maintain active membership with NASHH; support NASHH social media to improve visibility and demonstrate value in collective strength	Research Other type:	Staff; travel	\$2500	January - December	Participate in quarterly meetings	
Attend events that connect us to the sector	Conference/ Convention/ Meeting Other type:	Staff; travel	\$9000	January - December	Attend 5-10 events	

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.
Increase in media mentions featuring SafeCare BC as an expert source.	Other, please specify Other outcome type:	Long term >3 years	2025 – 2028	Media monitoring	

WorkSafeBC Management Comments

Board Chair Approval

Michelle Thomson

Name

Michelle Thomson

Signature

Jan 28/25

Date