

# HSA Initiatives Workplan Template

## 2020 Updated Version

As part of the ongoing effort to support the Health and Safety Associations (HSAs) in planning, reporting on, and assessing activities and outcomes, WorkSafeBC has reviewed and updated the HSA initiatives Workplan Template.

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

- Address major challenges that the HSAs have identified in the current HSA Initiatives Workplan Template
- Align the HSA Initiatives Workplan Template format with other WorkSafeBC templates (e.g. COR Workplan Template) to ensure consistency
- Improve reporting on initiative outcomes

Effective from May, 2020, the revised HSA Initiatives Workplan Template will be used by the HSAs. The HSA Initiatives Workplan Template will help you:

- **Align** your initiatives and activities with your strategic objectives/goals.
- **Plan** your initiatives or endeavour by outlining the activities to be accomplished, inputs needed, budget required, timeframes to follow, and outcome anticipated.
- **Manage** implementation of your initiatives by enabling you to track implementation against expectations
- **Report** on your progress in implementing the initiatives by sharing information in the "Workplan Measurement" section, and evaluate your outcomes by identifying the
  - Data collection methods to be used
  - Time frame(s) for collecting outcome evaluation data
  - Outcomes achieved at the end of the fiscal year
  - KPI alignment

WorkSafeBC expects the HSA Initiatives Workplan will reflect the scope and cost of your initiatives and assist by assigning a dollar value against the HSA's overall budget. Workplans are not intended to include all activities or initiatives undertaken by your organization in the upcoming year. Rather, focus on your **"key initiatives" or activities** you will undertake to address and impact the primary trends within your industry. You will explain what you are going to emphasize in the coming year; in most cases, you will have two or three key initiatives and rarely will you have more than five.

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## Section A: HSA Overview

<b>HSA Name</b>	<i>Fish Safe BC</i>
<b>Year of Workplan</b>	<i>F2023 – April 2022 – March 2023</i>

<b>HSA Vision</b>
<i>A commercial fishing industry where all fish harvesters return home safely after each and every voyage</i>
<b>HSA Mission</b>
<i>Fish Safe's mission is to reduce injuries and fatalities to harvesters in the commercial fishing industry</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	Ensuring fishermen, at a broad industry level, have a comprehensive understanding of the risks they face while fishing and ensuring they have the knowledge and tools to mitigate and manage that risk.	<p><b>Key Initiative 1a: Wharf-based Safety Blitzes.</b> The independent nature of fishermen, both from a social and business perspective, make it imperative to meet them where they work, which is at the dock, just as they prepare to fish.</p> <p>This work plan will see at least 5 major Safety Blitzes that will include major wharf locations on Vancouver Island (i.e. French Creek, Port Alberni, Campbell</p>	<p>Safety Blitz 1: Roe herring fishery, Vancouver Island (Feb./March)</p> <p>Safety Blitz 2: Prawn and crab, Steveston, Vancouver Island and Powell River (April/May)</p>	Recent work at these wharves indicates approximately <u>750 vessels can be impacted</u> via these Safety Blitzes. On average, 1-2 fishermen work on these vessels so approximately <u>1,000 fishermen can be impacted</u> .

		<p>River, Comox, Sidney, Tofino, Ucluelet, etc.), and along the BC coast from Steveston to Prince Rupert. As commercial fishermen themselves, Fish Safe Safety Advisors are well-qualified to conduct the majority of this outreach.</p> <p>Thematically, each Safety Blitz will center on a key area (or two) of focus, which may include any of the following (not an exhaustive list), and can be responsive to real-time incidents and needs that develop during the year:</p> <ul style="list-style-type: none"> <li>• PFD wear, PLB use and re-arming of Inflatable devices</li> <li>• Managing the risk of cold-water immersion</li> <li>• Maintaining vessel stability and seaworthiness</li> <li>• New and young crew training</li> <li>• Awareness around WorkSafeBC and Transport Canada safety issues and priorities</li> <li>• Practicing safe navigation including understanding the risk of fatigue</li> <li>• The cost of claims and financial impact due to injury and death</li> <li>• Building awareness and use of the Fish Safe website</li> </ul>	<p>Safety Blitz 3-5: Salmon, tuna troll, halibut and crab - throughout Vancouver Island and throughout the BC coast. (June-October)</p>	<p>Availability of fishermen is a function of DFO-sanctioned fishery openings. As these can be difficult to predict, Safety Advisors will be prepared with <u>leave behind packages</u> that can be placed on board vessels in weather-proof packaging – a total of 750 Safety Blitz packages will be distributed.</p>
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		<p><b>Key Initiative #1b - Safest Catch vessel visits.</b> This comprehensive, but voluntary vessel-based workshop (focusing on crew drills, safety equipment orientation and safety procedures documentation – facilitated by qualified fishermen trained as Safety Advisors) continues to be a mainstay program for Fish Safe however, as the program has been available since 2010, many fishermen have already participated in the program. Given the voluntary nature of the program, it is felt that the 'low hanging fruit' within the fleet has already been reached and drawing significant numbers of new participants, voluntarily, will be unrealistic.</p> <p>New vessels and new fishermen <i>do</i> enter the industry each year however, and there is ongoing demand for the Safest Catch, so it is essential that this program remain available.</p> <p>Vessel masters are also welcome to request Safest Catch <u>refresher</u> vessel visits (typically half day vessel visits) whereby new and existing crew can be fully prepared via practice of all five emergency drills (i.e. man overboard, abandon ship, fire, call for help and damage control/flooding drills) while also receiving a full safety equipment orientation.</p>	<p>Ongoing and available throughout the year – some fishermen require the program just before they fish while others wait until the off-season to address their safety program</p>	<p>Approximately 30 full-day vessel visits – or a combination of full-day vessel visits and partial-day refresher vessel visits. The mix of full-day versus partial day vessel visits cannot be predicted with certainty</p>
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2	Ongoing training of fishermen via Transport Canada required courses and industry developed workshops.	<p>Key Initiative #2: <b>Ongoing delivery of SVOP, ROC-M and SDV-BS (formerly MED A3) Transport Canada courses.</b> Ongoing delivery of the Beachline and Knots and Lines workshops.</p> <p>Fish Safe fills an important and unique role in the BC marine training landscape as courses meet Transport Canada's TP requirements, with curriculum content tailored to the commercial fishing environment, while being delivered by facilitators with extensive real-world experience and background, having worked for decades in the industry.</p>	Ongoing – courses scheduled regularly during the year.	COVID-19 safety protocols have necessitated reduced class sizes in the recent 2 years. Hope is that 2022 may see a return to a more normalized environment. Demand remains strong for all 3 Transport Canada required courses and pent-up demand may see a spike in course activity in fiscal 2023.
3	Meeting the needs of Indigenous fishermen in First Nations communities throughout BC.	<p>The BC commercial fishing industry is seeing a shift in participation as government-sponsored programs coupled with Reconciliation efforts is resulting in increased First Nations participation in commercial fisheries throughout BC.</p> <p>Fish Safe's presence as a safety organization catering to all levels of learning and ability along with its willingness to travel and teach within remote, difficult to access community locations, allows it to meet a critical need for the safety training of a unique pool of workers fully covered by WorkSafeBC.</p>	DFO funding typically allows for training to occur in qualifying PICFI communities throughout the year.	<p>Although not absolutely certain, funding at a \$70K level is predicted as being reasonable for fiscal 2023. Based upon prior years the following level of activity is reasonable to expect:</p> <ul style="list-style-type: none"> <li>- 8 SVOP courses (4 day Small Vessel Operator Proficiency course)</li> <li>- 15 1-day courses/workshops including ROC-M (radio course), SDV-BS (basic safety), Knots and Lines workshop and Stability workshop</li> </ul>

		<p><b>Key Initiative #3a – PICFI program (Department of fisheries/oceans (DFO) Pacific Integrated Commercial Fishing Initiative</b> – This government-funded program seeks to incentivize First Nations participation in competitive commercial fisheries, that thereby qualify crew for WorkSafeBC coverage wherever there is a commercial first buyer of fish involved.</p> <p>Fish Safe’s role is to provide practical, hands-on training in the communities where Indigenous fishermen live and work. DFO funds Fish Safe to provide Transport Canada required courses as well as relevant Fish Safe workshops that prepare participants for the reality of working on the water.</p>		
		<p><b>Key Initiative #3b – First Nations safety training via self-funded, internal funding sources</b> – Not all First Nations communities participate in the PICFI program. Fish Safe now regularly receives an increasing number of requests from these self-funded Nations which require similar training in similarly remote locations as found in the PICFI program and where participants will work in commercial fisheries covered by WorkSafeBC.</p>	<p>Requests for training can occur at any time during the year.</p>	<p>Although not absolutely certain, funding at a \$16K level is predicted as being reasonable for fiscal 2023. Based upon prior years the following level of activity is reasonable to expect:</p> <ul style="list-style-type: none"> <li>- 2 SVOP courses (4 day Small Vessel Operator Proficiency course)</li> <li>- 5 1-day courses/workshops including ROC-M (radio course), SDV-BS (basic</li> </ul>

## 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.**

<b>Initiative</b>	<b>Key initiative 1a: Wharf-based Safety Blitzes.</b> This work plan will see at least 5 major Safety Blitzes that will include major wharf locations on Vancouver Island (i.e. French Creek, Port Alberni, Campbell River, Comox, Sidney, Tofino, Ucluelet, etc.), and along the BC coast from Steveston to Prince Rupert.
<b>Initiative Goal/ Expectation</b>	To reach a significant number of vessels (approx. 750 vessels) and fishermen (approx. 1,000 fishermen) with thematically relevant safety information and tools.

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.

<b>Part 1: Workplan Details</b> 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
<b>Wharf-based Safety Blitz. Safety Advisor outreach at the wharf with fishermen preparing to fish.</b>	Training	Safety Advisor time at the wharf	\$11,000	Roe herring: Feb/March  Prawn & crab: April/May  Salmon/tune/ha libut/crab: June-October	Approx. 750 vessels impacted  Approx. 1,000 fishermen impacted  Approx. 750 leave-behind pkgs. delivered to vessels	



<b>Materials in support of Safety Blitz activity. Examples may include PFD re-arm kits, day shapes, muster lists, etc.</b>	Materials	PFD re-arm kits, day shapes, muster lists, safety info, brochures, etc.	\$6,000	Throughout the Safety Blitz Initiative	50-100 PFD rearm kits, 20-30 day shapes, 750 muster lists, translated printed safety info, brochures.	
<b>Travel to wharves throughout BC</b>	Travel	Mileage, ferry, hotel, airfare, cargo, per diems, vehicle rental	\$10,500	Throughout the Safety Blitz Initiative	Travel to at least 25 wharves during 5 separate Safety Blitz Initiatives throughout BC, with a major concentration being on Vancouver Island	
<b>Promotion and advertising surrounding Safety Blitz initiatives</b>	Advertising	Advertising via Facebook/Instagram ads, Western Mariner magazine ads, etc.	\$3,500	Throughout the Safety Blitz initiative	Advertising will highlight the wharf location of Safety Blitzes, encouraging fishermen to attend the wharf, especially on days when a fisherman might not otherwise be planning on being at the wharf.	

<b>Initiative</b>	<b>Key Initiative #1b - Safest Catch vessel visits.</b> This comprehensive, but voluntary vessel-based workshop focuses on crew drills, safety equipment orientation and safety procedures documentation – facilitated by qualified fishermen trained as Safety Advisors.
<b>Initiative Goal/ Expectation</b>	Thorough and consistent training of new, young and existing deckhands/crew

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.

<b>Part 1: Workplan Details</b> 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
<b>Safest Catch vessel visits – crew drills, safety equipment orientation and emergency procedures documentation</b>	Consultation Services	Safety Advisor vessel visits	\$15,000	Ongoing, throughout the year	Approx. 30 full day vessel visits – or a combination of partial day <u>refresher</u> vessel visits	
<b>Travel to vessels throughout BC</b>	Travel	Mileage, ferry, hotel, airfare, cargo, per diems, etc.	\$10,500	Ongoing, throughout the year	Linked to above	
<b>Safest Catch advertising and promotion</b>	Marketing/Outreach	Advertising via Facebook/Instagram ads, Western Mariner magazine ads, etc.	\$3,500	Ongoing, throughout the year	Consistent Eblasts and Facebook ads throughout the year. Advertising in 1-2 trade publications.	

<b>Initiative</b>	<b>Key Initiative #2 - Ongoing delivery of SVOP, ROC-M and SDV-BS (formerly MED A3) Transport Canada courses.</b>
<b>Initiative Goal/ Expectation</b>	Ongoing training and certification of fishermen per the standards defined by Transport Canada.

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
<b>Course facilitator professional fees</b>	Consultation Services	Course facilitator time	\$8,000	Ongoing, throughout the year	Approx. 1-2 SVOP (4-day) courses, 16 one-day courses (i.e. ROC-M (radio) course), SDV-BS (basic safety) – course mix to be determined per demand.	
<b>Travel to course locations throughout BC</b>	Travel	Mileage, ferry, hotel, airfare, cargo, per Diems, etc.	\$9,000	Ongoing, throughout the year	Linked to above	
<b>Course materials</b>	Materials	ROC-M student packages,	\$9,000	Ongoing, throughout the year	Linked to above	

		student binders, etc.				
<b>Room rental</b>	Conference/ Convention/ Meeting	A minimal number of courses require room rental – most are conducted at Fish Safe's facilities or at harbour offices where no room rental is charged	\$2,000	Ongoing, throughout the year	Possibly 1 or 2 courses will require a room rental outside of Fish Safe or harbour offices.	

<b>Initiative</b>	<b>Key Initiative #3a &amp; 3b- PICFI program and self-funded First Nations safety training - capacity building programs for First Nations community members</b>
<b>Initiative Goal/ Expectation</b>	Ongoing training and certification of Indigenous fishermen that fish commercially and are covered by WorkSafeBC.

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.

<b>Part 1: Workplan Details</b> List the key activities you will undertake in this initiative.						
<b>Activity Description</b>	<b>Activity Category</b> <i>(Note: this should align with info from your budget template)</i>	<b>Inputs</b>	<b>Budget</b>	<b>Time Frame/ Completion Date</b>	<b>Anticipated Output</b>	<b>Actual Output</b>
<b>Course facilitator professional fees</b>	Consultation Services	Course facilitator time	\$15,000 (PICFI) & \$1,500 (non-PICFI)	Ongoing, throughout the year	PICFI: 8 SVOP & 15 1-day courses Non-PICFI: 2 SVOP & 5 1-day courses	
<b>Travel to remote locations throughout BC</b>	Travel	Mileage, ferry, hotel, airfare, cargo, per Diems, etc.	\$22,500 (PICFI) & \$2,200 (non-PICFI)	Ongoing, throughout the year	Linked to above	
<b>Course materials</b>	Materials	ROC-M student packages, student binders, etc.	\$3,000 (PICFI) & \$1,000 (non-PICFI)	Ongoing, throughout the year	Linked to above	

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.

<b>Part 2: Workplan Measurement</b>					
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.					
<b>Outcome Indicator</b>	<b>Outcome Type</b>	<b>Time Frame</b>	<b>Please specify date</b>	<b>Data Collection</b>	<b>Evaluate Outcomes Achieved</b> * For medium/long term outcomes, evaluate milestones achieved at the end of this fiscal year.
Driven mainly by Safety Blitz activity, fishermen – especially vessel masters – demonstrate a knowledge of key safety issues and demonstrate efforts to manage risks to their vessel and crew.	<b>Knowledge and Behaviour-based outcomes</b>	<b>Immediate to medium term 1-3 years</b>	Ongoing	Anecdotal (via industry observation and WorkSafeBC and Transport Canada prevention and enforcement officers) and demonstrated in WorkSafeBC Injury/fatality statistics. Over the past 10 years, the time-loss claims rate per 100 fishermen has been 1.94 (and has been trending lower) which is lower than the all-BC worker rate which is over 2. The objective will be to maintain this rate and hopefully see it continue to trend downwards.	
Driven by both Safety Blitz emphasis and Safest Catch training, skippers regularly conduct drills and safety equipment orientations	<b>Behaviour-Based Outcomes</b> Other outcome type:	<b>Medium Term 1~3 years</b>	Ongoing	Largely anecdotal as there is no formal mechanism for measuring. Worksafe prevention officers are	

with crew before fishing season begins – or request Fish Safe assistance in doing this.				sometimes able to determine this via observations at the wharf before major fishery openings like herring.	
Stable to decreasing Coast Guard reported serious incidents	<b>Behaviour-Based Outcomes</b> Other outcome type:	<b>Long term &gt;3 years</b>	Ongoing, year after year	Data sources include Coast Guard MARSIS reports (generated daily) and TSB aggregated data and updated Watch List status in commercial fishing.	
Crew are better prepared to handle emergencies when fishing	<b>Knowledge-based outcome.</b>	<b>Short-term &lt;1 year</b>	Measured after each Safest Catch vessel visit.	Determined by means of program evaluation form completed by every Safest Catch Participant.	
Crew learn of PFD options that can be comfortably worn while working along with PLB (personal locator beacon) options.	<b>Knowledge-based outcome.</b>	<b>Short-term &lt;1 year</b>	Measured after each Safest Catch vessel visit.	Determined by means of program evaluation form completed by every Safest Catch Participant.	
Crew learn more about the risks that exist when fishing commercially.	<b>Knowledge-based outcome.</b>	<b>Short-term &lt;1 year</b>	Measured after each Safest Catch vessel visit.	Determined by means of program evaluation form completed by every Safest Catch Participant.	

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

- Section C: Workplan Template – Initiative 1.2
- Section C: Workplan Template – Initiative 2.1
- Section C: Workplan Template – Initiative 2.2
- Section C: Workplan Template – Initiative 3.1
- Section C: Workplan Template – Initiative 3.2




**WorkSafeBC Management Comments**

**Board Chair Approval**

Chris Sporer

Name President  
BC Seafood Alliance

  
\_\_\_\_\_  
Signature

January 27, 2022  
\_\_\_\_\_  
Date