

WORKPLAN TEMPLATE

Project Title:	Prevention Through Education: Joint Health & Safety Committee, Worker Rep, Worker, Supervisor and Manager Education and Training
Project Goal/ Expectation:	The goal of this project is to continue to educate workers and employers of British Columbia on the importance of JHSC in the workplace, and increase the effectiveness of committees to reduce the prevalence of workplace injury and illness. Education of JHSC committee members and workplace supervisors leads to better functioning internal responsibility systems in workplaces, which research shows will improve safety management systems and contribute to the reduction in workplace injury and illness.

OUTCOME #1 WORKPLAN						
Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs	Progress Reporting
OH&S Committee Skills Development <ul style="list-style-type: none"> • Occupational Health & Safety Part 1 • Occupational Health & Safety Part 2 • Incident Investigations • Improving Committee Effectiveness • Federal OHS Committee Part 1 • Federal OHS Committee Part 2 • Hazardous Occurrence Investigations 	<ul style="list-style-type: none"> • Program Funding • Facilitator/Coordinator • Director • Contractors • H&S Admin 	See attached	2 year Sept 2018 - Aug 2020	Facilitator/Coordinator	Year 1 - 3200 Year 2 - 3700	Biannual reports
Supervisor OH&S Responsibilities <ul style="list-style-type: none"> • Supervisor OH&S Responsibilities Part 1 • Supervisor OH&S Responsibilities Part 2 • Understanding & Conducting Risk Assessments • Incident Investigations (Supervisor) • Federal Supervisor Module 1 • Federal Supervisor Module 2 • Federal Risk Assessment 	<ul style="list-style-type: none"> • Program Funding • Facilitator/Coordinator • Director • Contractors • H&S Admin 	See attached	2 year Sept 2018 - Aug 2020	Facilitator/Coordinator	Year 1 - 1000 Year 2 - 1400	Biannual reports

Building Psychologically Health Workplaces <ul style="list-style-type: none"> • Stress in the Workplace • Bullying & Harassment • Prevention of Violence • RTW • Accommodating Mental Health Issues • Implementing CSA Standard • MHFA 	<ul style="list-style-type: none"> • Program Funding • Facilitator/Coordinator • Director • Contractors • H&S Admin 	See attached	2 year Sept 2018 - Aug 2020	Facilitator/Coordinator	Year 1 - 1200 Year 2 - 1400	Biannual reports
Develop Educational Materials	<ul style="list-style-type: none"> • Program Funding • Facilitator/Coordinator • Director • Contractors • H&S Admin 	See attached	2 year Sept 2018 - Aug 2020	Facilitator/Coordinator Director	Course materials Website materials	
Marketing/Safety Content Development	<ul style="list-style-type: none"> • Program Funding • Facilitator/Coordinator • Communications consultant • H&S Admin 	See attached	2 year Sept 2018 - Aug 2020	Facilitator/Coordinator Director	Posters Videos Handouts Stories	

OUTCOME #1 WORKPLAN Measurement (Evaluation)

Outcome Indicators	Data Collection	Time Lines	Evaluation Results
Increased knowledge and effectiveness of Joint Occupational Health & Safety Committees	Course evaluations. Follow up surveys with participants.		
Increased knowledge for Supervisors on their legal rights pertaining to health & safety duties and responsibilities. Increased interaction between Supervisors and their JHSC with inspections and investigations. Participation in workplace violence and harassment prevention programs.	Course evaluations. Follow up surveys with participants.		

<p>Increase in JHSC members participation in investigations related to bullying & harassment, and violent incidents.</p> <p>Improvement in incident reporting for workplace incidents related to bullying, harassment and violence in the workplace.</p> <p>Improved workplace policies and procedures related to return to work and duty to accommodate for employees with disabilities.</p> <p>Improved Labour/Management relations in facilitating return to work and duty to accommodate agreements.</p>	<p>Course evaluations. Follow up survey with participants.</p>		
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Respectfully submitted on behalf of the BC Federation of Labour



IRENE LANZINGER
PRESIDENT

Approval

Approved by Association Board Chair: _____ (signature)
 _____ (name)

Date Approved: _____

