

2019 WORKPLAN

Project Title:	1. Conduct 8 Auditor/Employer Training Workshops
Project Goal/ Expectation:	<p>a. Provide Workshops on the following topics to Energy Safety Canada auditors that perform BC audits.</p> <ul style="list-style-type: none"> • Auditor report writing and submission • COR Audit protocol • Formal Hazard Assessments <p>The workshops will enable them to apply their learnings to provide more effective audit reports to employers that hold BC COR/SECOR's.</p> <p>b. Intend to develop the training materials and provide an experienced Trainer to provide the appropriate training.</p>

OUTCOME #1 WORKPLAN						
Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs	Progress Reporting
Develop workshop material and timelines	Update all workshop topics to current information. Assess if new workshops are required to be built.	\$3,000	6 weeks: January 1 – February 15	Courtney/ Stephen/ Divine	Most current information is ready to be communicated via the workshops.	Through the Internal MOC process for revising and approving workshop material
Auditor Workshops	Conduct 4 auditor training workshops	\$3,000	June - December	Energy Safety Canada COR Team	Reach 60% of Energy Safety Canada auditors who perform BC audits to ensure they receive training in key areas (i.e. new protocol changes, key QA review issues)	Annual reporting and survey results
Employer Workshops	Conduct 4 employer workshops	\$3,000	June - December	Energy Safety Canada COR Team	Reach 50% of Energy Safety Canada COR and SECOR holders to ensure they receive training/updates in key areas (i.e.	Annual reporting and survey results

					new protocol changes)	
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OUTCOME #1 WORKPLAN Measurement (Evaluation)			
Outcome Indicators	Data Collection	Time Lines	Evaluation Results
Auditors received training on key topics and are better skilled.	80% of auditors feel more informed of the requirements in key areas. Information gathered via audit review and OSAR results improving in the key areas	June – November	100% of expectation (4 auditor workshops completed) was achieved.
Employers received training on key topics and are better skilled.	90% of employers feel more informed of the requirements in the key areas. Information gathered via small employer audit review results are improving in the key areas.	June – November	100% of expectation (4 employer workshops completed) was achieved.

Project Title:	2. Implement BC Marketing/Outreach Plan
Project Goal/ Expectation:	<ul style="list-style-type: none"> a. Provide communications on key topics to stakeholders both in the COR program currently and those that are potential COR holders. b. Intend to develop articles on key topics that impact stakeholders as it relates to the COR program and health and safety management systems. c. Develop resources for BC SECOR holders that can be utilized to improve their programs (i.e. workbook).

OUTCOME #2 WORKPLAN						
Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs	Progress Reporting
Develop material for each publication	Research performed to create applicable topics for articles. Topics should be trending items for BC COR/SECOR holders related to the COR program and auditing	\$3,000	6 weeks Jan 1 – Feb 15	Justin / Communications Department	Topics ready with outline of content for Communications department to work on.	Tracking Spreadsheet for marketing plan.
Implement Marketing activities	Advertising in Alaska Highway News; WorkSafe Magazine and Pipeline News North	\$8,504	As per schedule with publication	Energy Safety Canada's Communications Department	Reach current COR holders to provide information on resources and COR related information Reach potential new business to share Enform services	Annual reporting
BC SECOR Holder Resources	Develop the workbook for BC SECOR	\$1,750	Jan – March	Julie	A workbook available within the Safety Program	Annual reporting

	holders similar to the AB workbook.				Development course and within the Energy Safety Canada E-store. The workbook is full of information and templates to assist small employers.	
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OUTCOME #2 WORKPLAN Measurement (Evaluation)			
Outcome Indicators	Data Collection	Time Lines	Evaluation Results
Current and potential COR holders are more informed of Enform resources and information.	Approximately 53,000 stakeholders reached with a frequency of 6 times yearly	As per publication scheduling	100% of expectation (53,166 stakeholders reached) was achieved
More stakeholders aware of information to assist with the improvement of their health and safety management systems as it relates to COR.		As per publication scheduling	100% of expectation (53,166 stakeholders reached) was achieved
BC SECOR holders received resources to supplement and improve their health and safety management system.	Information gathered via small employer audit review results in improving in key areas.	June – November	Workbook available for distribution to 100% of BC SECOR holders, as required.

Project Title:	3. Quality Assurance (Employer and Auditor)
Project Goal/ Expectation:	<ul style="list-style-type: none"> a. Conduct WIVA audits, as assigned by WSBC b. Conduct On-site Audit Reviews (OSAR)s c. Communicate results and follow-up through the Auditor Performance Management program if required.

OUTCOME #3 WORKPLAN						
Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs	Progress Reporting
Plan necessary OSARs as per developed procedure.	Review audits conducted in BC and select those to OSAR based on procedure.	\$1,500	January - October	Courtney	A schedule of OSARs to conduct in 2019 within BC.	Schedule updates tracking progress made.
Plan WIVAs as requested by WSBC.	Receive list of employers from WSBC and plan WIVA audits.	\$1,500	January - October	Courtney	A schedule of WIVAs to complete in 2019.	Final report for WSBC to be submitted with annual funding. Will notify WSBC of any major deficiencies.
Conduct OSARs and WIVAs.	Conduct OSARs and WIVAs as scheduled.	\$41,000	April - December	Energy Safety Canada team and Contracted External Auditors	Data of findings to develop into a report of findings.	Final report for WSBC to be submitted with annual funding. Will notify WSBC of any major deficiencies.
Develop reports and share findings, as required.	Report findings are summarized in a report for the specific WIVA and	\$6,000	April – December	Energy Safety Canada team and Contracted External Auditors		Final report for WSBC to be submitted with annual funding.

	OSAR completed.					
Follow-up with employer and auditors, if required.	Findings summary report analyzed.	\$6,000	April - December	Courtney	Performance management program implemented for major deficiencies and employer assistance.	Final report for WSBC to be submitted with annual funding.

OUTCOME #3 WORKPLAN Measurement (Evaluation)

Outcome Indicators	Data Collection	Time Lines	Evaluation Results
Auditors received in-depth feedback on their on-site audit activities.	OSAR and WIVA audit results.	April – December	Auditor re-training or disciplinary action required based on results of conducting 100% of scheduled OSARs and WIVAs.
Employers receive feedback on their past audit findings and additional information as requested by WSBC.	OSAR and WIVA audit results.	April – December	Employer engagement to address deficiencies identified based on results of conducting 100% of scheduled OSARs and WIVAs.
Energy Safety Canada receives quality assurance data from on-site audit reviews and WIVA to assess auditors' performance.	OSAR and WIVA audit results.	April – December	Based on results of conducting 100% of scheduled OSARs and WIVAs, Energy Safety Canada can develop workplan for workshops for the following year.

Approval of 2019 Workplan

Approved by Association Board Chair:

 (signature)

Greg Stringham (name)

Date Approved:

11 Sept 2018
