

Every AWCBC Committee is asked to develop an annual work plan. The objective is to achieve efficiency and consistency in the level of detail reported by each group. Although there will be specific operational activities, each committee plan should also contain efforts to align with and support the appropriate strategic goals and priorities outlined in the [AWCBC Strategic Plan 2023-2026](#).

AWCBC Committee Work Plan

Executive Sponsor: Anne Naser	Committee Co-Chair(s): Jonathan Sherman	Date: May 28, 2024
Mandate	<i>The committee's mandate defines the purpose or mission of the committee. It clarifies what the committee aims to achieve. The mandate description is concise and focused.</i>	
To support and assist each other in developing and implementing workplace health, safety and prevention strategies.		
Goals	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.	
Goal #1 - Healthcare Sector	<p>Goal #1 - Healthcare Sector</p> <p>Establish a sub-committee of the AWCBC Prevention Committee to determine the critical elements for the prevention of psychological harm in workplace. Through a partnership with National Alliance for Safety and Health in Healthcare (NASHH) and the sub-group of AWCBC, knowledge and experience will be leveraged to identify supports, and understand the current landscape of workplace psychological health and safety in the healthcare industry sector.</p>	
Measures #1	Completed report and recommendations, Spring 2025	
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.	
1. Data Collection & Analysis	A jurisdictional scan was required to complete this goal which included the gathering of data from across the AWCBC network	
5. Education, networking, and communication	This information will support a more aligned approach to at-risk workers in each jurisdiction	
Objectives	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>	

Activities	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities	Member and other resources required	Target Date(s)	Status
Complete an information request for data and information through AWCBC. Completed	Manitoba (lead) Participating jurisdictions: Manitoba, Nova Scotia, Saskatchewan, BC.	Spring 2024	Completed
Conduct a jurisdictional scan of data specific to mental health and psychological injury/harm including research, best practices and guidelines (nationally and internationally).	Manitoba (lead)	Spring 2024	Completed
Synthesize and summarize the data including a review of general guidelines, best practices, tools, resources, or training.	Manitoba (lead)	Spring 2025	In progress
Identify trends, opportunities and recommendations for healthcare settings based on the jurisdictional scan and synthesis.	Manitoba (lead)	Spring 2025	In progress
Prepare a report to be shared with the AWCBC Prevention Committee	Manitoba (lead)	Spring 2025	Not started
Provide guidance and recommendations for jurisdictions including current availability of organizational or systems tools and resources and mental health supports within the health care industry.	Manitoba (lead)	Spring 2025	Not started
Opportunities for Cross-Collaboration with other Committees	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
<i>Deliverables will be shared with Prevention AWCBC members. There is a potential for a white paper, but that will not be determined until 2025</i>	All	Spring 2025	In progress

AWCBC Support Required	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>
Administrative support for deliverable circulation if a white paper is developed	

Goals	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.		
Goal #2 -	Goal #2 Collect the current practices in each jurisdiction for related initiatives and develop appropriate reference material to support these activities in each provincial organization		
Measures #2	3 or more resource summaries or new resources developed for use by committee boards		
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.		
3. AWCBC Committees	Collaborative work on resources supports this goal by providing alignment and reducing waste due to duplication regarding resource development		
Objectives	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
Data gathering	Collection and distribution of summarized material		
Co-development	Co-development of shared resources for PHS, MSI and potentially other areas as permitted		
Activities	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities	Member and other resources required	Target Date(s)	Status
<i>Internal staff development and training practices for PHS consultation and support</i>	Saskatchewan (lead)	October 2024	In progress
<i>Current practices for PHS CSA standard (13 factors) integration into existing safety management systems</i>	Saskatchewan (lead)	October 2024	In progress
<i>MSI foundational resources shared with Prevention committee</i>	Alberta (lead)	Spring 2025	In progress
Opportunities for Cross-Collaboration with other Committees	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		

Opportunities	Member and other resources required	Target Date(s)	Status
None			
AWCBC Support Required	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>		
None			

Goals	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.		
Goal #3	Goal #3 Changing Workplaces		
	Complete the 2024 report on at risk (vulnerable) workers being completed by WSIB and distribute to provincial jurisdictions for development of their own processes		
Measures #3	Completed report from WSIB sent to all jurisdictions		
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.		
1. Data Collection & Analysis	A jurisdictional scan was required to complete this goal which included the gathering of data from across the AWCBC network		
5. Education, networking, and communication	Resource sharing and co-development will increase alignment between AWCBC groups		
Objectives	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>		
Report revision	Final revisions completed by WSIB and report finalized		
Distribution	Either as a white paper or via the AWCBC network, paper distributed for us among the AWCBC		
Activities	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>		
Activities	Member and other resources required	Target Date(s)	Status
<i>Completed at risk worker (vulnerable) report</i>	WSIB (Ontario)	September 2024	In progress

<i>Distribute report via AWCBC network</i>		Saskatchewan (lead)	December 2024	Not started
Opportunities for Cross-Collaboration with other Committees	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>			
Opportunities	Member and other resources required	Target Date(s)	Status	
<i>Information Technology – may be an opportunity to engage then inter-jurisdictional data if required by project</i>	Greg Lane/Greg Morreale	Spring 2024	Not started	
AWCBC Support Required	<i>What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?</i>			
May require support to post the final report on the AWCBC website and distribute to within the AWCBC community. Would also be a good presentation opportunity for October AWCBC Forum.				

Goals	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.
Goal #4	Goal #4 Strengthen engagement with other regulatory bodies in Canada Engage various federal organizations and bring them to future committee meetings, including: CCOHS, Health Canada, Callosh, and Federal OHS
Measures #4	At least 4 engagements with these types of groups in the next year (Spring 2025)
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.
5. Education, networking, communication	This goal increases the collaboration between AWCBC and its federal partners
Objectives	<i>Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.</i>
Material sharing and co-branding	Opportunity for AWCBC members to use or co-brand the material distributed in order to reduce waste and duplication of effort
Activities	<i>Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question “what will be completed and when.”</i>

Activities	Member and other resources required	Target Date(s)	Status
<i>Invite CSA to present to Prevention committee</i>	Saskatchewan (lead)	May 15 & 16 2024	Completed
<i>Include CCOHS in at least one Prevention committee meeting to share current projects and initiatives and build relationship.</i>	Saskatchewan (lead)	December 2024	In progress
<i>Invite Health Canada to discuss fire fighter cancer</i>	Alberta (lead)	December 2024	In progress
<i>Include a standing agenda item for Callosh updates from Prevention committee members that also sit on Callosh</i>	Quebec, Yukon, NWTN	Spring 2025	In progress
Opportunities for Cross-Collaboration with other Committees	<i>Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?</i>		
Opportunities	Member and other resources required	Target Date(s)	Status
<i>External as per Activities</i>	None	None	None
AWCBC Support Required	<i>What support/assistance can AWBCB provide to help ensure your committee work is productive and successful?</i>		
None			