

## Appendix 1

### Updated Work Plan: March 30, 2018

Project Activities	Milestones	Start Date
<i>Year One</i>		
<b>Form an advisory committee to guide program activities</b>	MHCA has an advisory committee to coordinate program activities with representatives from CSAM, MTA, WCB and MHCA	March 2016 <b>Complete</b>
<b>Contract a project manager and digital media team to execute the project</b>	A project manager and digital media team are contracted for the two-year project.	March 2016 <b>Complete</b>
<b>1. Flag Person Training</b>		
<b>Project manager hosts 2 ½ day focus groups one with supervisors/instructors and one with experienced flaggers to assess industry need for flag person training</b>	MHCA validates the outcomes and mode of learning for the 1 course	April 2016 <b>Complete</b>
<b>Gather resources for 1 safety course: flag person training</b>	MHCA has program content information for 1 course: flag person training	April 2016 <b>Complete</b>
<b>Revise the safety curriculum for 1 course and validate with industry</b>	1 new safety course will be developed that meet current legislation and industry standards	May 2016 <b>Complete</b>
<b>Submission of report to WCB</b>	Comprehensive Knowledge Exchange Transfer Plan (KTE)  List of Project Advisory Committee members  Advisory Council Terms of Reference  Interim Financial Report  Progress Report on project activities	August 2016  <b>Complete</b>

<b>Develop digital media concepts for 1 safety course</b>	Concepts are developed for 1 safety course	May 2016 <b>Complete</b>
<b>Develop digital media activities for 1 safety course</b>	Digital media courses are developed for 1 safety courses	June 2016 <b>Complete</b>
<b>Pilot the digital media activities to the advisory committee/subject matter experts/industry</b>	The 1 safety course has been reviewed by subject matter experts. Revisions required are documented.	August 2016 <b>Complete</b>
<b>Revisions are made to the 1 safety courses as per the recommendations.</b>	The 1 safety course is validated by the subject matter experts and ready to pilot.	September 2016 <b>Complete</b>
<b>Revise flag person safety course based on industry feedback</b>	2 Safety courses are ready for delivery	November 2016 <b>Complete</b>
<b>2. Road Builders Safety</b>		
<b>Project manager hosts 2 ½ day focus groups one with supervisors/instructors and one with experienced road builders to assess industry need for road builder safety</b>	MHCA validates the outcomes and mode of learning for the 1 course: RBS training	May 2016 <b>Complete</b>
<b>Gather resources for 1 safety course: Road Builders Safety</b>	MHCA has program content information for 1 course: flag person training	May 2016 <b>Complete</b>
<b>Develop digital media safety concept for 1 safety course</b>	Concept is developed for road builders safety course	September 2016 <b>Complete</b>
<b>Revise the safety curriculum for 1 course and validate with industry</b>	1 new safety course will be developed that meet current legislation and industry standards	May 2016 <b>Complete</b>
<b>Submission of report to WCB</b>	Interim Financial Report  Progress Report on project activities	November 30, 2016  <b>Complete</b>

<b>Develop digital media activities for 1 safety course</b>	Digital media courses are developed for 1 safety course: RSTS	October 2016 <b>Complete</b>
<b>Pilot the digital media activities to the advisory committee/subject matter experts</b>	The 1 safety course has been reviewed by subject matter experts. Revisions required are documented.	January 2017 <b>Complete</b>
<b>Revisions are made to the 1 safety courses as per the recommendations of the subject matter experts.</b>	The 1 safety course is validated by the subject matter experts and ready to pilot.	February 2017 <b>Complete</b>
<b>Market the safety courses to associations, companies across the province</b>	2 safety courses will be disseminated across the sector	March 2017 <b>Complete</b>
<b>Post the 2 new courses on the SA websites and offer to association members</b>	Evaluate the effectiveness of the 2 new on-line safety courses	March 2017 <b>Complete- app</b>
<b><i>Year Two</i></b>		
<b>3. Personal Protective Equipment</b>		
<b>Host a 2 1/2 day focus groups with industry to assess industry needs</b>	MHCA validates the outcomes and mode of learning for the 1 safety course PPE	March 2017 <b>Complete</b>
<b>Gather resources</b>	MHCA has program content information for 1 course	March 2017 <b>Complete</b>
<b>Submission of report to WCB</b>	Interim Financial Report Progress Report on project activities	April 30, 2017 <b>Complete</b>
<b>Revise the safety curriculum for 1 course and validate with industry</b>	1 new safety course will be developed that meet current legislation and industry standards	April 2017 <b>Complete</b>
<b>Develop digital media concepts for 1 safety course PPE</b>	Concepts are developed for 1 safety course	April 2017 <b>Complete</b>

<b>Develop digital media activities for 1 safety course</b>	Digital media courses are developed for 1 safety courses	May 2017 <b>Complete</b>
<b>Submission of report to WCB</b>	Interim Financial Report Progress Report on project activities	August 31, 2017 <b>Complete</b>
<b>Pilot the digital media activities to the advisory committee/subject matter experts/industry</b>	The 1 safety course has been reviewed by subject matter experts. Revisions required are documented.	August 2017 <b>Complete</b>
<b>Revisions are made to the 1 safety courses as per the recommendations of the subject matter experts.</b>	The 1 safety course is validated by the subject matter experts and ready to pilot.	September 2017 <b>Complete</b>
<b>Submission of report to WCB</b>	Interim Financial Report Progress Report on project activities	November 30, 2017 <b>Complete</b>
<b>4. Prime Contractor</b>		
<b>Host 2 ½ day focus groups with industry to assess industry needs for prime contractor</b>	MHCA validates the outcomes and mode of learning for the 1 safety course prime contractor	April 2017 <b>Completed by working group and advisory</b>
<b>Gather resources</b>	MHCA has program content information for 1 course: prime contractor	May 2017 <b>Complete</b>
<b>Revise the safety curriculum for 1 course prime contractor and validate with industry</b>	1 new safety course will be developed that meet current legislation and industry standards	June 2017 <b>Complete</b>
<b>Develop digital media concepts for 1 safety course</b>	Concepts are developed for 1 safety course	October 2017 <b>Complete</b>
<b>Develop digital media activities for 1 safety course</b>	Digital media courses are developed for 1 safety courses	October 2017 <b>Complete</b>

<b>Pilot the digital media activities to the advisory committee/subject matter experts</b>	The 1 safety course has been reviewed by subject matter experts. Revisions required are documented.	January 2018 <b>Complete</b>
<b>Revisions are made to the 1 safety courses as per the recommendations of the subject matter experts.</b>	The 1 safety course is validated by the subject matter experts and ready to pilot.	January 2018 <b>Complete</b>
<b>Market the safety courses to associations, companies across the province</b>	2 safety courses will be disseminated across the sector	February 2018 <b>Complete</b>
<b>Post the 2 new courses on the SA websites and offer to association members</b>	Evaluate the effectiveness of the 2 new on-line safety courses	February 2018 <b>App and on-line platform to replace web platform</b> <b>Complete</b>
<b>Submission of Final Report to WCB</b>	Final Financial Report Progress Report on project activities	March 31, 2018 <b>Complete</b>