

BWC's FY/CY18 Guidelines for Group-Rating Training

If an employer participating in group-rating or a group-retrospective-rating plan has a claim within the green year period, the employer must attend two hours of annual safety training or complete BWC's online accident analysis form and associated accident analysis course as stated in Ohio Administrative Code 4123-17-68.

Green Period timelines

- o Private employers: Policy year beginning July 1, 2017, employers that had a claim in the green period (07-01-2015 to 09-30-2016)
- o Public employers: Policy year beginning Jan. 1, 2018, employers that had a claim in the green period (01-01-2016 to 3-31-2017)

When must employers complete training?

- o Private employers must complete the training from July 1, 2017, to June 30, 2018.
- o Public employers must complete the training from Jan. 1, 2018, to Dec. 31, 2018.

Two-hour training options

A variety of training sources are available for you to fulfill this requirement. They include the following offered through BWC's Division of Safety & Hygiene:

- o Education and Training Services Center courses;
- o Ohio Safety Congress & Exposition safety-education sessions;
- o Safety council seminars, workshops or conferences featuring a safety topic and are at least two-hours long. Safety council monthly meetings do not qualify;

Check out the current *Safety Services Catalog*, Education and Training Services section, at www.bwc.ohio.gov/catalog.

Available online courses that meet the two-hour criteria and are unique from courses taken in a previous year.

- o Single courses include:
 - Avoiding Back Trauma (two hours);
 - Developing A Safety Culture (two hours);
 - Food Service Safety (two hours);
 - Introduction to OSHA (two hours);
 - OSHA Recordkeeping 101 (two hours).
- o You may take any combination of the following courses totaling two or more hours of training:
 - A Five-Step Process for Preventing Work-related Musculoskeletal Disorders in your Workplace (one hour);
 - Bloodborne Pathogens (90 minutes)
 - Health Hazards in Construction (one hour);
 - Industrial Heigiene Overview: Recognizing Occupational Health Hazards (90 minutes);
 - Ladder/Stairway Safety (one hour);
 - Office Ergonomics: Computer Workstation and Mobile Computing Office (90 minutes);
 - Preventing Cuts and Lacerations (one hour);
 - Preventing Slips/ Trips /Falls (one hour)
 - Safety and Health Management Programs (90 minutes).

Online accident analysis form and course

Complete the online accident analysis form as soon after the accident as possible. The form helps employers summarize the accident analysis for reporting purposes. You can find accident analysis resources at ohiobwc.com/employers/programs.

Guidelines for courses offered through non-BWC training forums

- o The group sponsor, third-party administrator or an independent source can sponsor a course, provided it meets the two-hour criteria.
- o The topic must be workplace safety related and at least two hours long or be two one-hour classes. The class may be held in a classroom, online or a Webinar with the proper documentation needed to submit to a group sponsor.
- o BWC pre-approval to qualified training is not required.
- o The class must be conducted by reliable and credible safety-training sources. If a sponsor has any questions about safety training that he or she wants to deliver, the sponsor may contact the assigned BWC safety consultant for guidance.
- o Employers can do in-house training provided they document it, and the training is beyond the expected regular day-to-day safety training in the workplace.

Sponsor documentation

- o Employers are responsible for submitting documentation on how they met the two-hour training requirement to their group sponsor or third-party administrator.
- o The sponsor must maintain documentation regardless of where the service is delivered.
- o Examples of documentation include, but are not limited to, signed class rosters or a certificate of completion.
- o Each policy owner needs to fulfill separately the two-hour training requirement.