

BWC's FY/CY12 Guidelines for Group-Experience and Group-Retrospective Rating Two-Hour Safety Training

If an employer participating in group-rating or a group-retrospective-rating plan has a claim within the green year period or the prior year, the employer must attend two hours of annual safety training as stated in Ohio Administrative Code 4123-17-68.

- **Green year and prior year timelines**
 - o Private employers: Policy year beginning July 1, 2011, employers that had a claim in the green year (calendar year 2010) or the year prior (calendar year 2009)
 - o Public employers: Policy year beginning Jan. 1, 2012, employers that had a claim in the green year (calendar year 2011) or the year prior (calendar year 2010)
- **When does the training need to be completed?**
 - o Private employers must complete the training from July 1, 2011, to June 30, 2012.
 - o Public employers must complete the training from Jan. 1, 2012, to Dec. 31, 2012.

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

- Ohio Safety Congress & Exposition safety-education sessions;
- Ohio Center for Occupational Safety and Health's one-half day and full-day courses;
- Safety council seminars, workshops or conferences featuring a safety topic and are at least two-hours long. Safety council monthly meetings do not qualify;
- Available online courses that meet the two-hour criteria and are unique from courses taken in a previous year.

Single courses include:

- o Avoiding Back Trauma (two hours);
- o Getting Started with Safety (four hours).

You may take combined courses or any combination of the following courses totaling two or more hours of training:

- o Preventing Slips/Trips/Falls (one hour);
- o Industrial Hygiene Overview (one hour);
- o Preventing Cuts and Lacerations (one hour);
- o Ladder/Stairway Safety (45 minutes);
- o Health Hazards in Construction (one hour);
- o New! Accident Analysis (45 minutes);
- o New! A Five Step Process for Preventing Work-Related Musculoskeletal Disorders in your Workplace (one hour).

You must complete all pages of the online course and pass the test before you can print a certificate from the student transcript in the BWC Learning Center located in the Personal Learning Center.

You can access BWC online courses at ohiobwc.com under Safety Services. Then click on:

- Training Services;
- Safety and Hygiene's training center;
- Registration, and click on the site to visit the BWC Learning Center and to register.

If you prefer, you may also visit the BWC Learning Center at bwclearningcenter.com. At the learning center enter your Login ID and your password, or for first-time customers, select First Visit under the Submit button.

Once you log into the BWC Learning Center, click on:

- Learning Center:
- Course Information and Enrollment.

In Keywords, type online, and then click the search button. The courses will appear on the bottom left-hand side of the page. Online courses are underlined and typed in blue. Click on the course, and then click on Take Course for Credit. If pop-up blockers are on, you need to turn them off to view these courses.

Once you select your course, touch each page, complete the testing and print the Post-Test Results at the end. Then close the course. You are still logged on to the BWC Learning Center. On the far left side of the page, click on Personal Learning Center, Transcript and then you may print your course certificate.

For more information, call the Division of Safety & Hygiene's Call Center at 614-995-8622, and press option 2.

Guidelines for courses offered through non-BWC training forums

- The group sponsor, third-party administrator or an independent source can sponsor a course, provided it meets the two-hour criteria.
- 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.
- BWC pre-approval to qualified training is not required.
- 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.
- 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

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

BWC will provide updates to sponsors on the employers required to comply.