

BWC's FY/CY13 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, 2012, employers that had a claim in the green year (calendar year 2011) or the year prior (calendar year 2010)
- o Public employers: Policy year beginning Jan. 1, 2013, employers that had a claim in the green year (calendar year 2012) or the year prior (calendar year 2011)

When does the training need to be completed?

- o Private employers must complete the training from July 1, 2012, to June 30, 2013.
- o Public employers must complete the training from Jan. 1, 2013, to Dec. 31, 2013.

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:

- o Ohio Safety Congress & Exposition safety-education sessions;
- o Ohio Center for Occupational Safety and Health's one-half day and full-day courses;
- 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;
- o 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 Accident Analysis (45 minutes);
- o A Five-Step Process for Preventing Work-Related Musculoskeletal Disorders in your Workplace (one hour);
- o Office Ergonomics: Computer Workstation and Mobile Computing Office (90 minutes).

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.

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

BWC learning center instructions

Login at <https://www.bwclearningcenter.com>.

- o Click on the **Click here for Course Catalog** button.
- o Enter **Online**, and click the **Search** button.
- o Click on the Class title of the online course you wish to take.
- o Click on the **Enroll** button.
- o Complete the enrollment information to take the class for credit.
- o Click Enroll when you have completed the form.
- o Click on **Access** item to begin the online course.
- o Use only the **Back** and **Next** navigators to move within a specific module.

NOTE: Do not just exit or close your window. Taking a screen shot of your computer after completing all modules and saving to a WORD files is a best practice. This will be evidence of a course completion in the event your local machine does not communicate with our server.

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.
- 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.