

## BWC's FY/CY15 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 year timelines

- o Private employers: Policy year beginning July 1, 2014, employers that had a claim in the green year (calendar year 2013)
- o Public employers: Policy year beginning Jan. 1, 2015, employers that had a claim in the green year (calendar year 2014)

### When must employers complete training?

- o Private employers must complete the training from July 1, 2014, to June 30, 2015.
- o Public employers must complete the training from Jan. 1, 2015, to Dec. 31, 2015.

### Two-hour training options

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 courses;
- o Safety council seminars, workshops or conferences featuring a safety topic and are at least two-hours long. Check out the current *Safety Services Catalog* at [www.bwc.ohio.gov/catalog](http://www.bwc.ohio.gov/catalog).

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 Food Service Safety (two hours);
- o OSHA Recordkeeping 101 (two hours);
- o Introduction to OSHA (two hours) – available fall 2014;
- o Developing A Safety Culture (two hours) – available fall 2014.

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

- o Preventing Slips/ Trips /Falls (one hour);
- o Preventing Cuts and Lacerations (one hour);
- o Ladder/Stairway Safety (one hour);
- o Health Hazards in Construction (one hour);
- o A Five-Step Process for Preventing Work-related Musculoskeletal Disorders in your Workplace (one hour);
- o Food Service Safety (two hours);
- 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](http://ohiobwc.com) under Safety Services. Then click on BWC Learning Center under Training Services.

### BWC learning center instructions

Log in at <https://www.bwclearningcenter.com>.

- o Hover over **Learning Center** button at top of page; click **Course Catalog**.
- 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:** When taking a class from the Learning Center, do not just exit or close your window. Taking a screen shot of your computer after completing all modules and saving to a WORD file is a best practice. This will be evidence of a course completion in the event your local machine does not communicate with our server.

### 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](http://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.