

## **FAQ for Group Experience and Group Retrospective Rating two-hour safety training**

- **Who is required to take the training?**
  - Private employers: Policy year beginning July 1, 2009 employers who have had a claim in the green year (calendar year 2008) or year prior (calendar year 2007).
  - Public employers: Policy year beginning January 1, 2010 employers who have had a claim in the green year (calendar year 2009) or the year prior (calendar year 2008)
- **When does the training have to be completed?**
  - Private employers must complete the training between July 1, 2009 – June 30, 2010.
  - Public employers complete the training between January 1, 2010 – December 31, 2010.
- **If an employer sustains a medical only claim, will they be required to fulfill the two hour training requirement?**

Yes, employers sustaining either a medical only or lost time claim will be required to attend. However, this will only be applicable if the claim is in an allowed status. If the claim is not in an allowed status, this rule will not apply to the employer.
- **How are employers being notified that they must complete two hours of additional training?**

Sponsoring organizations and TPAs have been notified by BWC regarding which of their members have had a claim in the green year or year prior. It will be their responsibility to notify their members who fall under this rule.
- **Can Drug Free Work Place training count towards the two hour training requirement?**

No, because employers cannot use one training to meet two different requirements.
- **Can the safety update meeting, sponsored by BWC's Division of Safety and Hygiene, on November 9<sup>th</sup> for sponsors and TPAs count towards the two hour training requirement?**

No, this is not for employers, it is an informational session geared towards sponsors, TPAs and BWC safety staff.
- **What documentation will group sponsors need to provide to BWC to verify their members have had the required training?**

Sponsors have some flexibility to determine what documentation they will require. Documentation could include sign in sheets, copies of certificates, etc. However sponsors should realize that BWC may perform an audit to verify compliance.
- **Is it required that the sponsoring organization maintain the verification material or will a spreadsheet suffice?**

Again, they can track any way they deem appropriate, however they should keep in mind that BWC may choose to audit. This audit will include verification of attendance.
- **Will BWC require that sponsors send training verification to the bureau?**

No, however, it must be provided during an audit.
- **Who is required to attend the training?**

Any company representative can fulfill the two hour training requirement.
- **Does each claim require the two hour training?**

No, the requirement is that if you have a claim during the green year or year prior then you must have the training. It does not specify that you have to have two hours for each claim.
- **What are the penalties for not completing the training?**

The sponsor may disqualify the employer from future group rating participation if they do not fulfill the two hour training requirement. Additionally, the inability to effectively manage

employer two hour training may be taken into consideration during the group sponsor's next certification process and could potentially impact certification.

- **Are webinars acceptable for the 2 hours of additional training?**

Yes, since BWC's guidelines allow for on-line training, webinar training would be a viable two hour training option.

- **Are there BWC classes which meet the two hour requirement?**

Yes, courses offered through BWC Safety and Hygiene training forums:

- Ohio Safety Congress and Expo safety educational sessions
- Division of Safety and Hygiene Training Center ½ and fully day courses
- BWC On Demand courses that are geared towards safety
- Currently available on-line courses that meet the two hour criteria
  - Single courses
    - Avoiding back trauma (2 hours)
    - Getting started with safety (4 hours)
  - Combined courses: any combination of the following courses amounting to two or more hours of training:
    - Preventing Slips/Trips/Falls (1 hr)
    - Industrial Hygiene Overview (1 hr)
    - Preventing Cuts and Lacerations (35 min)
    - Ladder/Stairway Safety (45 min)
- *All pages* of the online course must be completed and the *test passed* before a certificate can be printed from the student transcript in the BWC Learning Center located in the "Personal Learning Center"
- BWC online courses can be accessed through the following path: OhioBWC.Com Com - Safety Services –under Training Services - Safety and Hygiene Training center - Web Based Courses - online course, select course(click on BWC Learning Center) -Enter log in ID or for first time customers select "First Visit"