



**Bureau of Workers' Compensation**

30W. Spring St.  
Columbus, OH 43215-2256

Governor **John R. Kasich**  
Administrator/CEO **Stephen Buehrer**

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1-800-644-6292

Jan. 16, 2014

[Name Protected]

[Address Protected]

CINCINNATI OH 45242-7713

**BWC Drug-Free Safety Program**

Policy Number: [Number Protected]

Program year: Jan. 1, 2014

Approved level: Advanced

Annual report due date: Last business day in September

Dear Employer:

We have approved your participation in the Drug Free Safety Program (DFSP). Your approval is for the level indicated in the upper right corner of this letter.

Effective July 1, 2014, your workers' compensation rates will no longer include a discount for the DFSP. A recent rule change transitioned the DFSP program to a bonus program. Employers who successfully complete all program requirements may earn a bonus based on their level of participation as premium rebate after the close of the policy year. This change will not affect the premiums you pay for the Jan. 1, 2014, to June 30, 2014, period. Your Jan. 1, 2014, to June 30, 2014, premium payment will include your DFSP discount.

We will provide private employers participating in the DFSP with the opportunity to transition to the July 1, 2014, annual program. We will change your current program participation year from Jan. 1, 2014, to July 1, 2014.

To transition to the July 1 program start date, you must submit the *Drug-Free Safety Program (DFSP) Annual Report - Basic and Advanced Levels (DFSP-3)* or the *Drug-Free Safety Program (DFSP) Annual Report - Comparable Program Only (DFSP-4)* by Sept. 30, 2014. Failure to submit the annual report will result in your disqualification for the Jan. 1, 2014, period. This disqualification will require us to bill your policy for any discounts associated with the period. In addition, we will automatically place you in the July 1, 2014 program year once we receive your report.

You must then submit another annual progress report in March 2015 to re-enroll in July 1, 2015, DFSP program. Once your policy has transitioned to the July 1 program start date, your annual report is due by the last business day of March annually.

Please keep in mind, your involvement in other BWC-rating programs could affect your eligibility for a discount. You can find out which BWC program discounts are compatible with the DFSP discount online at [www.ohiobwc.com/downloads/blankpdf/OAC4123-17-74AppendixC.pdf](http://www.ohiobwc.com/downloads/blankpdf/OAC4123-17-74AppendixC.pdf).

Below are **DFSP requirement deadlines** you must meet to continue participating in the program.

- Submit an online *Accident Report (DFSP-1)* within 30 days of an accident or learning of an accident for BWC-allowed claims that occur during the program year (both Basic and Advanced levels).
- Submit an online *Safety Management Self-Assessment (SH-26)* within 30 days from the start of the program year if not done at the time of the online submission of the application or annual report (Basic, Advanced).
- Provide accident-analysis training for all supervisors within 30 days from the start of the program year (First year Basic or Advanced level DFSP participants only).
- Submit an online *Safety Action Plan (DFSP-5)* within 60 days from the start of the program year (Advanced only).

You can find DFSP information and program documents by visiting [www.ohio.bwc.gov](http://www.ohio.bwc.gov). From the home page, click on Ohio Employers and then click the Drug-Free Safety Program link. If you are operating a comparable drug-free program, you can find requirements at [www.ohiobwc.com/employer/services/StateContract/StateContractdescriptions.asp](http://www.ohiobwc.com/employer/services/StateContract/StateContractdescriptions.asp).

We applaud your commitment to the safety and well-being of your workers, their families and your community. If you have questions, please call the BWC account representative listed below.

Sincerely,

Employer Programs Unit

BWC representative: Cassandra Bailey  
Governor's Hill service office - 513-583-4403  
Fax number: 866-570-9421

DFSP Approval