



**Bureau of Workers'
Compensation**

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

Governor John R. Kasich
Administrator/CEO Stephen Buehrer

ohiobwc.com
1-800-OHIOBWC

June 30, 2011

[Name protected]

[Address protected]

BWC Drug-Free Safety Program

Policy Number: 404021
Program year: Jul. 1, 2011
Approved level: Advanced
Annual report due date: Last business day
in March

Re: Drug-Free Safety Program (DFSP)

Dear Employer:

We have approved your continued participation in the DFSP. Your approval is for the level you requested, shown in the upper right corner of this letter.

Please keep in mind, your participation in the program may or may not result in a discount. If you participate in the DFSP at the Basic or Advanced level, your involvement in other BWC-rating programs could affect your eligibility for a discount. Specifically, enrollment in the \$15,000 Medical-Only program or payment of salary continuation on claims with a date of injury after Jan 1, 2011 will result in no DFSP discount being applied to your payroll report.

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 Review* (DFSP-2) within 30 days from the start of the program year (Basic, Advanced). This is a yearly requirement to track the company safety processes and goals.
- Provide accident-analysis training for all new supervisors (Basic, Advanced).
- Submit an online *Safety Action Plan* (DFSP-5) within 60 days from start of the program year (Advanced only). Also a yearly requirement to monitor the company's safety progress.

You can find DFSP information and program documents by visiting ohiobwc.com, clicking on Ohio Employers and then clicking the Drug-Free Safety Program link. If you are operating a comparable drug-free program, you will also find this important state construction information there as well.

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: Yvette Smolinski
Governor's Hill service office - 513-583-4403
Fax number: 866-570-9421

DFSP Renewal