



**Bureau of Workers'
Compensation**

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

Governor **John R. Kasich**
Administrator/CEO **Stephen Buehrer**
www.bwc.ohio.gov
1-800-644-6292

Jul 20, 2015

R L B INC

CINCINNATI OH 45242-7713

BWC Drug-Free Safety Program

Policy Number:

Program year: Jul. 1, 2015

Approved level: Advanced

Annual report due date: Last business day in
March

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.

Please keep in mind, your involvement in other BWC-rating programs could affect your eligibility for a refund. You can find out which BWC program refunds are compatible with the DFSP refund online at www.bwc.ohio.gov/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.bwc.ohio.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.bwc.ohio.gov/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 07 01 2015