



**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

Jan. 9, 2013

[Name Protected]

[Address Protected]

CINCINNATI OH 45242-7713

BWC Drug-Free Safety Program

Policy Number: [Number Protected]

Program year: Jan. 1, 2013

Approved level: Advanced

Annual report due date: Last business day in
September

Re: Drug-Free Safety Program (DFSP)

Dear Employer:

We have approved your participation in the DFSP. Your approval is for the level 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. 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.

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), formerly DFSP-2, 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 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 can find requirements at 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

billing@rlbcapital.com
DFSP Approval