

BWC Monthly Employer Update

March 2018



Email questions to BWCEmployerWebinars@bwc.state.oh.us

Today's Learning Objectives

Items for success:

1. Preparing for an Audit
2. Yearly Estimated Annual Premium Review
3. Attorney General Balance & Certification
4. Better You, Better Ohio!
5. Important Dates
6. Monthly Safety Topic

Audit Preparation

- Audit notification letter and questionnaire
- Payroll summaries by period
- Detailed payroll segregation reports
- Other States coverage information & payroll segregation
- Quarterly State Unemployment wage reports
- Employer quarterly federal tax returns (form 941)

Audit Preparation

- Federal W-2's and W3
- Federal tax return due during the policy year including all schedules
- Federal form 1099's
- Payments made for casual and spot labor
- Documentation supporting any sub-contractors

Audit Preparation

- Other accounting or corporate records as requested or needed
- Availability of person knowledgeable of business and jobs
- Accommodations to complete the audit
- Requested information ready and available for the audit period

Attorney General Balance and Certification

- Ohio Attorney General Role
- 45-day Certification/Assessment Letter
- Resolution Process
 - Payment Plans
 - Fees
 - AG Lien Release
- BWC Collections: 614-644-9692

Yearly EAP Review/Adjustment

- GOAL: Avoid employer large true-up in 2017
- 2016 EAP vs. 2016 True-up
- 2017 EAP was updated
- Result:
 - An adjustment to the remaining installments
OR
 - Additional installment billing
- EAP change notice was mailed

Better You, Better Ohio!™

- Designed to provide health and wellness resources and services to eligible employees in certain industries.
- Employers 50 employees or less
- No cost to workers or their employers
- Potential incentives from \$75 to \$125
- <http://go.activehealth.com/BetterYouBetterOhio>

Important Dates

- March 31, 2018
 - OCP Education deadline
 - EM CAP Education deadline
 - DFSP Annual Report
 - Last day for 2017 exposure changes
 - Last day for 2017 installment changes
- Public Employer 2017 True-up was due
 - February 15, 2018

Developing and enhancing safety orientation programs

- Determine OSHA-required and job-specific safety and health training for each job
 - Consult federal/state requirements, manufacturer's recommendations, etc.
 - Document job-specific safety procedures for each job position

- Develop and Conduct the required and job-specific safety training
 - Make it easy to understand and interactive
 - Use effective delivery methods and instructors
 - Verify attendee understanding and ability to apply
 - Document everything!

Developing and enhancing safety orientation programs

- Provide tools, resources and coaching to assist new employees
 - Develop and provide reference and refresher materials
 - Consider appointing peer-trainers or mentors for each job position
 - Consider developing a safety observation and coaching system
- Regularly review and update the orientation training program
 - Encourage sharing of best practices and suggested improvements
 - Clearly communicate changes in a timely manner

Division of Safety and Hygiene Resources

All services are available at no additional cost and are strictly consultative

- Safety, ergonomics, and industrial hygiene consultations;
 - Safety management assessment and enhancement;
 - Safety team development/enhancement;
 - On-line and classroom-based training for people at all levels;
 - Safety intervention grants and wellness grants;
 - Video library and research library services
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- To request assistance: www.bwc.ohio.gov and click on Safety Services

Questions?

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