

4123-17-70 Ten step business plan for safety; certified sponsors.

- (A) This rule describes the elements of the bureau's ten step business plan for the purpose of any bureau program that requires the employer to implement a ten step business plan.
- (B) The ten step business plan is designed by the bureau division of safety and hygiene as provided in this rule. The ten steps of the business plan are as follows:
 - (1) Visible senior management leadership that promotes the belief that the management of safety is an organizational value.
 - (2) Employee involvement and recognition that affords employees the opportunity to participate in the safety management process.
 - (3) Early return-to-work strategies to help injured or ill workers return to work.
 - (4) A program of regular communications on safety and health issues to keep all employees informed and to solicit feedback and suggestions.
 - (5) Timely notification of accidents, including lag time reporting standards. Under the health partnership program, an employer must immediately report its claims to its managed care organization.
 - (6) Assigning an individual the role of coordinating safety efforts for the company. The coordinator shall attend a bureau safety and hygiene course or a bureau approved safety course and shall document the attendance to the bureau. An employee designated as the accident prevention coordinator who has a bureau recognized health and safety credential (CSP, CIH, CIE, or any other comparable safety certification) is exempt from mandatory attendance at a safety course under this paragraph. If the employer is exempt, the employer shall submit a copy of the certificate of the employee's such designation.
 - (7) Writing an orientation and training plan for all employees.
 - (8) Publishing a general and job specific safe work practices document so that employees have a clear understanding of how to safely accomplish their job requirements.
 - (9) Publishing a written safety and health policy document signed by the top company official that expresses the employer's values and commitment to workplace safety and health.
 - (10) Internal program verification to assess the success of company safety efforts, to include audits, surveys, and record analysis.

- (C) The bureau will evaluate the employer's compliance with all ten steps of the ten step business plan based upon the employer's plan of action report and supporting documentation and information on the progress of the implementation of the ten step business plan.
- (D) The bureau may grant certification as a ten step business plan for safety sponsor to any trade or business association or its authorized representative that satisfies all of the following eligibility requirements. The bureau shall determine whether the association or its agent is eligible for certification as a sponsor under this rule. An association or its agent that is found to be ineligible to be a certified sponsor may reapply in subsequent years. The sponsor shall:
- (1) Have been in existence for at least two years prior to the last date upon which a request for certification can be filed.
 - (2) Have at least two years experience in assisting Ohio employers in accident prevention and claims management.
 - (3) Have on staff or unlimited access to a practicing safety and health professional, excluding bureau personnel, with at least five years experience working full-time in accident prevention.
 - (4) Sign an agreement with the bureau to fully support the basic principles associated with managing occupational safety in accordance with the bureau's ten step business plan. The agreement must indicate the commitment of the association or its agent to the criteria for continued participation as specified in paragraph (B) of this rule.
- (E) Any trade or business association or its authorized agent meeting the above eligibility requirements must submit documentation supporting all eligibility requirements to the bureau's superintendent of the division of safety and hygiene for certification.
- (F) If the bureau determines that a trade or business association or its authorized agent is eligible to be a certified sponsor under this rule, the association or its agent must comply with the following standards. The sponsor shall:
- (1) Include in the agreement or contract to provide services under this program to a sponsored employer, in bold type, that the services provided under this agreement or contract by the sponsor are available at no additional fee to the employer from the bureau of workers' compensation.
 - (2) Send the sponsor's safety and health professional to attend a bureau sponsored course or seminar on basic safety principles and the ten step business plan prior to certification.
 - (3) Send the sponsor's safety and health professional to attend an annual safety conference sponsored by the bureau's division of safety and hygiene.

- (4) Hold an annual full-day conference on managing safety and claims for all sponsored employers. An attending employer is to complete the bureau's plan of action for all ten steps indicating what actions the employer will complete to fulfill the ten step business plan.
- (5) Communicate at least quarterly to all sponsor employers current and pertinent safety and health information.
- (6) Communicate at least quarterly to all sponsored employers specific guidance on implementing and maintaining the ten step business plan.
- (7) Annually assess the safety perceptions and safety needs of each sponsored employer and adjust its approach to meet each employer's needs.
- (8) Notify the bureau of a change in its safety and health professional and apply for re-certification at the time.
- (9) Submit a complete list, in the format provided by the bureau, containing each sponsored employer's policy number, name, and federal employer identification number in policy number order, of all private employers it will sponsor annually to the bureau by the last business day in August for those employer that began the program on July first and by the last business day in February for those employers that began the program on January first.
- (10) Assist all sponsored employers in implementing and complying with the bureau's ten step business plan.
- (11) Objectively evaluate the plan of action report of all sponsored employers using the evaluate guidelines outlined in the ten step business plan for safety of this rule.
- (12) Submit a list, in the format provided by the bureau, containing each sponsored employer's policy number, name, federal employer identification number, and an indication of the pass or fail for each employer, in policy number order, of all private employers to the bureau by June first and December first.
- (13) Submit to the bureau upon request the plan of action report, evaluation score justification, and any other documentation, such as safety audits, that will support the analysis of the sponsored employer.
- (14) Safety professionals of a certified sponsor must make at least one on-site consultation during each year of an employer's participation. Documentation of discussions with an employer official or employer representative during a visit shall be furnished to the bureau on request.

- (15) A certified sponsor must write a letter of instruction to each employer desiring to switch to a bureau sponsor and shall immediately provide a copy to the bureau.
- (G) The bureau retains all rights provided under its rule with respect to all certified sponsored employers.
- (H) The bureau may de-certify a trade or business association or its authorized agent as a sponsor under this program for the following:
- (1) Failure to meet requirements as outlined in this rule.
 - (2) Falsification of an evaluation or assessment.
 - (3) Incorrectly evaluating more than ten per cent of the employer evaluations in any one year.
 - (4) Failure to notify the bureau within thirty days of a change in safety and health professionals.
 - (5) Failure to apply for re-certification within thirty days of a change in safety and health professionals.

Effective Date: 7/1/09

Prior Effective Dates: 4/1/95, 4/10/01, 7/1/01, 10/10/01, 10/14/02, 5/26/03, 5/21/09