



Certification safety agreement for sponsors and affiliate sponsors

Workplace safety is an important part of the group-experience-rating and group-retrospective-rating programs. To maintain a safe workplace, sponsoring and affiliate organizations must provide their members with information and assistance. To be certified, organizations must agree to the safety requirements outlined below.

As a sponsoring organization or an affiliate sponsoring organization, I agree to:

- Sponsor eight hours of safety training. You may accomplish this requirement at one time or incrementally. Training topics may cover industry-specific information or general safety. You can achieve this through Webinars, online training and classroom-style training sponsored by the certified sponsor. Training needs to be available for all members of an organization's group. Sponsors are responsible for providing member - attendance data;
- Notify group members who had a claim in the green year. Let them know they must participate in two hours of safety training or complete BWC's online accident analysis training and submit an accident report (DFSP-1)
- Maintain documentation for group members that met their training requirement;
- Provide information regarding safety resources to group members. This may include third-party administrator services, BWC Division of Safety & Hygiene services, safety councils, private consulting services and other members' organizations. You may provide information via e-mail, newsletters, the Internet, mail, publications, etc.;
- Publish the *Group Rating Safety Accountability Letter* for employers. The letter explains the roles and responsibilities of all parties in the group-rating and group-retrospective-rating programs. In addition, this correspondence holds all parties accountable.

At the end of every policy year, certified sponsors and their affiliates must report to BWC how they met the above requirements on a *Division of Safety & Hygiene Group-Experience- and Group-Retrospective-Rating Safety Requirements Annual Report (SH-2)*. In addition, we may request claims and accident-prevention data. This information helps us determine the groups' effectiveness in safety and injury prevention.

During the next policy year, we require sponsoring organizations or affiliate organizations that do not satisfactorily complete the requirements outlined above to meet quarterly with BWC's safety



consultants. These meetings help entities satisfy the safety requirements to remain a certified sponsoring organization.

My signature below indicates I agree to complete the requirements outlined above and understand BWC will review my performance each policy year. I understand this review consists of satisfactory completion of the SH-2, including how we met each of the above requirements as required in Ohio Administrative Code (OAC) 4123-17-68 (C). Per (OAC) 4121-61-1 (I), failure of a sponsoring organization or an affiliate to comply with bureau rules may result in decertification.

Name: _____ Date: _____

Title: _____

Organization: _____