Bureau of Workers' Compensation

Safety Council Program

Ohio Safety Council

FY27 Policies and Guidelines

July 1, 2026 – June 30, 2027

May 5, 2026

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1.0 Program overview and administration

1.1 Purpose

The Ohio Safety Council Program delivers occupational safety and health education, resources, and networking statewide.

Each fiscal year, the Bureau of Workers' Compensation (BWC) contracts with local sponsors to host monthly meetings and record employer participation.

1.2 Sponsors and roles

Sponsoring organizations (sponsors) include chambers of commerce, independent consulting firms, associations, educational institutions, or other community-based organizations with access to the employer community. All sponsors must maintain active workers' compensation coverage and have no outstanding account balance with BWC to remain eligible to participate in the Safety Council Program.

Each sponsoring organization must designate a sponsor representative who is responsible for carrying out the day-to-day administrative and operational duties required under this policy on its behalf. This individual acts as the primary point of contact for the safety council with BWC's Safety Council Administration (SCA) staff.

1.3 Program requirements

To remain eligible as a sponsor in the Safety Council Program, the following requirements must be met:

1. Hold a minimum of 10 monthly meetings per fiscal year, as outlined in Section 2.0;
2. Maintain at least 10 active employers; and
3. Maintain accurate and timely safety council meeting attendance and employer rebate eligibility records in the Ohio BWC Grant & Program Management Portal.

1.4 Administration

BWC SCA ensures sponsors comply with the policies and guidelines outlined in this manual and provides statewide instructions, updates, and guidance. For Safety Council Program management correspondence, contact safetycouncil@bwc.ohio.gov.

Email communication with SCA is used for scheduling, requesting guidance on program requirements, reporting operational issues affecting the safety council, and notifying SCA of organizational changes or issues requiring administrative attention. The Ohio BWC Grant & Program Management Portal serves as the official system of record for program documentation, required submissions, and compliance reporting. Sponsors must use the portal for all documentation uploads and recordkeeping as outlined in this policy.

BWC Field Safety Service Consultants are assigned to each local safety council to monitor program activities and serve as BWC spokespersons at monthly meetings.

1.5 ADA accessibility

Title II of the Americans with Disabilities Act (ADA) (42 U.S.C. Sec. 12101, et seq.) protects qualified individuals with disabilities and requires state/local governments to give people with disabilities an equal opportunity to benefit from each of their programs, services, and activities. Sponsors must comply with the ADA because they accept public funding from BWC. Sponsors must review any request for an accommodation made by a qualified individual with a disability on a case-by-case basis. A sponsor should engage directly with the requesting participant's employer about the requested accommodation and should coordinate with the employer to address the participant's needs. Any questions about the application of the ADA's requirements must be directed to the sponsor's legal counsel.

Sponsor representatives must notify BWC's SCA of any accommodation request to ensure consistent application of ADA-related procedures across all safety councils.

1.6 Steering committees

Sponsors are strongly encouraged to maintain an employer-representative steering committee for their safety council to assist with selecting meeting topics, speakers, and safety council budget oversight. Steering committee members may also serve as a safety council designee and attend the required quarterly sponsor meetings with BWC.

BWC staff are not permitted to serve as members of a sponsor's steering committee. They may provide guidance in an advisory capacity only and must not hold voting rights, serve as official committee members, or take part in any decision-making of the steering committee.

1.7 Ohio BWC Grant & Program Management Portal access and training

BWC provides an online portal for sponsors to submit program-required documents and employer membership information. This portal is accessed through the Ohio BWC Grant & Program Management system.

To securely access the portal, each individual employed by the sponsor's agency who has safety council responsibilities must create a unique, user-specific account through the Oracle Intelligent Advisor (OIA) system. OIA provides the secure credentialing required to enter the Ohio BWC Grant & Program Management Portal.

BWC provides training for all users of the Ohio BWC Grant & Program Management Portal. Additional guidance is available in the *Ohio BWC Grant & Program Management Portal Training Guide*.

1.8 Quarterly sponsor meetings

SCA will conduct four virtual sponsor meetings in FY27, i.e., July 1, 2026 - June 30, 2027. Meetings will be held statewide or by region at SCA's discretion.

Each safety council must ensure that a sponsor representative or designated representative attends each meeting.

Attendance is required to receive important program updates, understand key program components, and share best practices with other safety councils.

Non-compliance will be addressed pursuant to Section 2.10.

2.0 Sponsor requirements and administration

Sponsor representatives are required to notify SCA within 15 calendar days of any organizational or personnel changes, including updates to safety council staff, email addresses, phone numbers, physical or mailing addresses, or any other information affecting the administration of the safety council.

Sponsor representatives are responsible for the overall operations of the local safety council, and management of all safety council meetings and administrative tasks, which include:

1. Maintaining the Ohio BWC Grant & Program Management Portal with up-to-date monthly meeting information, attendance records and uploads, employer training certificates, and employer data;
2. Ensuring all required program information in the portal is accurate, complete, and promptly updated as activities occur;
3. Maintaining sufficient trained personnel from their organization to fulfill all program responsibilities required under this policy and the agreement contract; and
4. Notifying SCA in writing of any staffing or personnel changes within 15 calendar days.

2.1 Employer management

Sponsor representatives must submit updates regarding new employers, deactivations, and employer policy number changes via the Ohio BWC Grant & Program Management Portal.

Each safety council must create a branded enrollment form that includes, at a minimum:

1. Employer name;
2. BWC policy number;
3. Employer address; and
4. Email address.

A template for the enrollment form is available from SCA upon request.

2.2 Monthly safety council meetings

Sponsors must hold a minimum of 10 monthly safety council meetings during FY27, i.e., July 1, 2026 -June 30, 2027.

Meetings should last approximately one hour, allowing time to include:

1. A presentation lasting 30–45 minutes;
2. Sponsor and BWC updates; and
3. Optional meal service.

Sponsors are not required to provide meals for BWC staff as part of safety council meetings or related

events. If optional meal service is offered to safety council members, BWC staff may elect to participate if offered by the sponsor; however, the cost of the meal must be covered by BWC staff and not reimbursed or subsidized by the sponsor.

2.3 Virtual meeting option

Sponsors may conduct up to four of the required 10 monthly meetings in a fully virtual format. To receive meeting credit, all participants must attend live through a virtual platform.

Sponsors must designate each meeting planned as fully virtual on the tentative meeting schedule and must confirm the meeting format in the meeting evaluation submitted after each meeting.

Sponsor representatives must upload supporting documentation verifying employer attendance and engagement in the Ohio BWC Grant & Program Management Portal. Verification must demonstrate full participation using methods such as live polling, verification codes, or keyword phrases announced at the beginning, middle, and end of the meeting. Sponsors must retain documentation demonstrating the verification method used to confirm employer participation during fully virtual meetings. This documentation must be retained for audit purposes in accordance with program record retention requirements.

Employers must attend the entire meeting and complete all required verification steps to receive credit.

2.4 Meeting topics

Meeting presentations should focus on occupational safety and health, risk management, workers' compensation, and health and wellness. Other business-related, safety-focused topics such as culture, leadership, motivation, environmental, social, and behavioral workplace issues, as well as Total Worker Health® (TWH), are also appropriate. Sponsors are encouraged to include an executive-focused topic to encourage CEO attendance.

In collaboration with steering committees, sponsors must select and incorporate a **minimum of two** of the following training topic areas into their monthly meetings over the course of the fiscal year:

1. *Ergonomics and Musculoskeletal Disorder (MSD) Prevention*
   Focuses on identifying and reducing strain, overexertion, and repetitive-motion risks, especially for manual material handling and aging workforce considerations.
2. *Slip, Trip, and Fall Prevention*
   Addresses one of the most frequent and costly workplace incident categories through hazard recognition, controls, and safe-walking-surface practices.
3. *Machine Guarding and Contact with Equipment Safety*
   Targets methods to prevent injuries involving machinery, moving parts, and struck-by/caught-in equipment hazards.
4. *Hazardous Substances and Chemical Safety*
   Focuses on safe handling, storage, and exposure prevention related to chemicals and harmful substances, including proper PPE selection and use.
5. *Transportation and Fleet Safety*

Addresses motor vehicle safety, driving risks, fleet procedures, and pedestrian considerations to reduce transportation-related incidents.

6. *Workplace Violence Prevention and De-escalation Strategies*
   Provides strategies to recognize, mitigate, and respond to threats or aggressive behaviors, including practical de-escalation techniques.
7. *Psychological Safety and Mental Health in the Workplace*
   Supports Total Worker Health® by addressing stressors, work-related mental health risks, and approaches that strengthen supportive environments.
8. *Serious Injury and Fatality (SIF) Prevention Strategies*
   Focuses on identifying high-risk tasks, critical controls, and system-level practices that prevent catastrophic or life-altering events.
9. *Safety Leadership and Culture Development*
   Emphasizes leadership behaviors, organizational culture, and engagement practices that drive sustained safety improvement.
10. *Data-Driven Safety Management and Technology Integration*
    Highlights the use of safety data and leverages dashboards, analytics, and emerging technologies to proactively identify and manage risks.

Sponsor representatives must submit their tentative meeting schedule, including the meeting format and selected topic areas, to SCA by email no later than September 1, 2026. The tentative meeting schedule must identify the meeting format for each monthly meeting as in-person, fully virtual, or in-person with a virtual speaker. This information supports statewide planning, program monitoring, and verification of the fully virtual meeting limit outlined in Section 2.3.

SCA will verify meeting documentation and compliance through the Ohio BWC Grant & Program Management Portal. Any changes to meeting dates, formats, or topic selections during the fiscal year must be reported to SCA by email within 15 calendar days of the change.

Non-compliance is addressed pursuant to Section 2.10.

Virtual speaker presentations during an in-person meeting
A virtual speaker presentation may be used during an in-person safety council meeting. In this format, the audience attends in person while the speaker presents live, i.e., not pre-recorded, via a virtual platform.

Pre-recorded presentations are not permitted. Attendees must be able to interact with the speaker in real time, including the ability to ask questions during the presentation.

Documentation and attendance requirements for in-person meetings apply.

2.5 Sponsor communications
Sponsors are responsible for ensuring timely and effective communication of monthly meeting details to their safety council members. Meeting notices must include the date, time, location or virtual access link, the topic, and the meeting format. Sponsors must distribute these notices to members at least 30 days

prior to the meeting to allow adequate planning and participation.

Sponsor representatives must also email the meeting notice to the BWC Safety Council inbox at safetycouncil@bwc.ohio.gov for program monitoring purposes. This requirement does not replace the obligation to upload meeting documentation to the Ohio BWC Grant & Program Management Portal as outlined in Section 2.4.

In the event of last-minute cancellations or unexpected changes due to weather, emergencies, or other extenuating circumstances, sponsor representatives must notify members and SCA as soon as possible.

Coordination with SCA
The safety council is responsible for keeping SCA informed about meeting schedules, topics, and other general operational information. The sponsor representative should contact SCA for questions, issues, or concerns related to their local council.

2.6 Speakers and endorsement policy
The exclusive promotion or endorsement of a service provider or vendor doing business with BWC is strictly prohibited.

Service providers or vendors may participate in safety council activities, including speaking at meetings, serving on steering committees, sponsoring events, or participating in vendor showcases or expos. Exclusive access to safety council employers or companies for the purpose of promoting or selling products or services is not permitted. Exclusive access includes allowing a vendor or service provider to interact with, market to, or promote products or services to safety council employers in a way that is not equally available to all vendors.

Speakers may reference their professional credentials and company affiliation as part of their introduction or presentation, provided it is relevant to the topic and not promotional in nature. Presentations must remain educational and aligned with Safety Council Program goals.

To ensure consistent enforcement and protect the integrity of Safety Council programming, speakers must adhere to the following speaker conduct requirements:

Restricted speaker conduct
1. Promoting or selling products or services during the presentation or remarks;
2. Displaying pricing, promotional offers, or sales-oriented language, e.g., “Call now,” “Special discount,” or “Limited time offer”;
3. Distributing marketing materials, brochures, or similar items before, during, or immediately after the presentation;
4. Including slides, visuals, or digital content that are primarily promotional in nature, e.g., advertisements, product catalogs, or client solicitations;
5. Soliciting business, client relationships, or referrals from safety council members at any time in connection with the speaking engagement;

6. Using safety council platforms, including newsletters, websites, event pages, or social media to advertise or promote their business, products, or services; and
7. Referencing partnerships, affiliations, or relationships in a manner that implies or could reasonably be interpreted as a BWC endorsement of their company, product, or service.

Permitted practices

1. Briefly stating professional credentials and company affiliation as part of their introduction;
2. Sharing relevant experience, examples, or case studies to support the educational content, provided such examples do not promote a specific product or service; and
3. Participating in vendor expos, sponsorships, or related events where promotional activity is explicitly permitted and clearly designated as such.

Sponsor responsibility

Safety council sponsor representatives are responsible for monitoring speaker conduct and ensuring compliance with this policy. Sponsor representatives must review presentation materials in advance, communicate expectations to speakers, and intervene if prohibited conduct occurs. BWC may issue additional guidance or updates as needed to support consistent interpretation and enforcement.

When selecting potential speakers, BWC representatives may be invited to present, however, the frequency should be limited to once per fiscal year. Additional requests for BWC representatives to serve as speakers are subject to approval at the sole discretion of BWC. In addition to providing monthly updates, BWC reserves the right to request and conduct presentations as necessary to support program objectives.

BWC compiles and distributes a monthly meeting report that includes a list of topics and speakers previously used by safety councils. This report serves as a resource to assist sponsors in planning and identifying potential speakers and program ideas.

2.7 Documentation and recordkeeping

Following each monthly meeting, the sponsor representative is required to submit all meeting-related documentation through the Ohio BWC Grant & Program Management Portal. This submission must include a complete meeting and speaker evaluation, employer attendance and verification records, meeting format (in-person, fully virtual, or in-person with virtual speaker), and any other required materials.

The evaluation must capture the speaker rating by selecting one of three pre-defined options:

1. Would not invite to speak again;
2. Met expectations; or
3. Present to other safety councils

The *Summary* field should include brief details about the meeting topic, an overview of what the speaker covered, and any other relevant information that may assist other sponsors in determining whether to invite the same speaker for future meetings. All required documentation must be submitted by the end of

the month in which the meeting occurred, or within 15 calendar days after the meeting date, whichever comes first.

Non-compliance is addressed pursuant to Section 2.10.

Record retention
Sponsors must retain all safety council meeting evaluations and sign-in sheets for two years from the end of the applicable fiscal year in accordance with the BWC Records Retention Schedule. Employer enrollment records, e.g., new enrollments, deletions, and policy number updates, must also be retained for two years from the end of the applicable fiscal year. Subsidy use reports and supporting financial documentation must be retained for three years from the end of the applicable fiscal year. After the retention period, records must be securely disposed; e.g., shredded for paper and deleted for electronic files.

2.8 Subsidy (Finance and reporting)
BWC provides sponsors an annual subsidy for the direct and indirect costs of administering the program. Sponsors will receive the subsidy in one annual installment via electronic funds transfer (EFT), typically in late fall. Sponsors must maintain a minimum of 10 active members to be eligible to receive a subsidy and participate in the Safety Council Program.

An active member is an employer that is enrolled with the safety council for the fiscal year, maintains an active BWC policy with current coverage, and regularly participates in safety council activities, including consistent attendance at monthly meetings.

The annual subsidy allocation is calculated based on the average attendance of the 10 highest-attended meetings from the previous fiscal year. New safety councils receive a $5,000 subsidy in their first year of operation, provided they have a minimum of 10 active members.

Sponsors must:

1. Maintain the BWC subsidy in a separate, dedicated bank account associated with the safety council's name. Subsidy funds must be maintained in an account dedicated solely to the Safety Council Program and may not be commingled with any other organizational operating funds.
2. Report any banking or organizational changes to SCA and Ohio Shared Services through Ohio Pays within 15 calendar days.
3. Maintain an active State of Ohio Supplier ID (OHID) and active registration in Ohio Pays to receive subsidy payments.
4. Allow up to 30 business days for Ohio Shared Services to process updates to banking information for Supplier ID/ OHID records.
5. Ensure EFT information in Ohio Pays remains current for subsidy payments. The EFT account should be labeled as "Safety Council Subsidy" for clear identification.
6. Use subsidy funds only for expenses incurred no later than June 30 of the fiscal year in which the subsidy is issued.

Additional details are available in the *Subsidy Expense Documentation Guide.*

The chart below outlines the FY27 subsidy allocations for safety councils that have been in operation for more than one year, as determined by their verified FY26 meeting attendance.

Average attendance	Subsidy
1 – 50	$5,000
51 – 100	$10,000
101 – 150	$15,000
151 – 200	$20,000
201+	$24,500

2.8.1 Eligible expenses using BWC subsidy funds

Direct costs

Direct costs are expenses incurred exclusively due to the organization's role as a sponsor. Eligible direct costs may include:

1. *Administrative support*- Reimbursement for sponsor agency staff who provide support to the safety council;
2. *Facility costs*- Meeting facility rental or usage fees;
3. *Catering*- Food and beverages dedicated solely and exclusively for monthly safety council meetings;
4. *Promotional activities*- Member retention and recruitment efforts;
5. *Marketing*- Advertising, branding, signage, and billboards;
6. *Technology and equipment*- Website fees, internet access, and laptop, tablet, and audio-visual equipment designated for safety council use;
7. *Speakers*- Speaker fees and travel expenses;
8. *Printing and mailing*- Printing materials and postage;
9. *Engagement incentives*- Monthly door prizes, incentive items, and appreciation gifts designated solely and exclusively for safety council use;
10. *Community contributions*- Community affairs, scholarships, donations, and grants; or
11. *Event attendance*- Travel expenses for attending the Ohio Safety Congress & Expo®.

Indirect costs

Indirect costs are expenses incurred as part of the sponsor's general operations that can be allocated to support the Safety Council Program. Eligible indirect costs may include:

1. *Overhead*- Expenses for phone lines, office space rental, and building utilities;
2. *Technology and equipment*- Office software upgrades, computer supplies, and IT support;
3. *Office supplies*- General office and copier expenses; or
4. *Virtual meeting support*- Expenses associated with maintaining virtual meeting capabilities, including commercially available video conferencing software, hosting and access fees, and virtual support infrastructure.

2.8.2 Financial reporting (Subsidy use report)

Sponsors must submit a subsidy use report at the conclusion of the fiscal year to account for all expenses covered by the BWC subsidy.

The report becomes available in the Ohio BWC Grant & Program Management Portal on June 1 of each fiscal year and must be submitted no later than July 15.

The report must include:

1. A detailed summary of all program expenses paid with the BWC subsidy; and
2. Supporting documentation, e.g., invoices or receipts, addressed to the safety council for each direct or indirect expense.

Sponsors should maintain organized records throughout the year to ensure all subsidy funds can be fully accounted for in the report and to reduce audit risk.

Meeting-related expenses, e.g., food, beverages, and facility fees, may account for the full BWC subsidy. Additional details are provided in the annual *Subsidy Expense Documentation Guide*.

BWC reserves the right to request a subsidy use report at any time before the fiscal year concludes in cases where questions arise regarding subsidy use, non-compliance of program requirements, or the contract is terminated early by either party.

2.8.3 Unused subsidy

Sponsors must return any unused portion of the annual BWC subsidy to BWC by August 15 of the following fiscal year.

In accordance with BWC policy, unused funds less than $5.00 do not require a refund check. SCA will notify sponsors of any balance and confirm the amount due and the August 15 deadline. If the unused amount is less than $5.00, SCA will acknowledge the balance and advise the sponsor that no refund check is required.

Checks for the unused portion shall be made payable to "Ohio Bureau of Workers' Compensation" and mailed to:

Ohio Bureau of Workers' Compensation
Attn: Office of Safety Services, Safety Council Program
PO Box 15698
Columbus, Ohio 43215

Include "*FY27 Safety Council Subsidy Refund"* in the check's memo section.

2.9 Audit

To ensure proper use of funds, BWC will randomly audit at least 10 sponsors annually. These audits will verify that the subsidy has been used appropriately and that all required documentation has been provided.

BWC may, at its sole discretion, audit any safety council, for any reason, at any time, with or without cause.

2.10 Contract terms

BWC, or the safety council sponsor, may terminate its contract with 30 days' written notice prior to the effective termination date. Termination may occur for the following reasons:

1. *State fund availability* - Contingent upon availability of state funds;
2. *Policy changes* - Due to changes in BWC administrative policy; or
3. *Non-compliance* - If either party fails to adhere to the program policies and guidelines.

To support program integrity and allow sponsors the opportunity to correct issues before BWC proceeds to termination or nonrenewal, BWC may take progressive compliance steps when significant or repeated problems are identified or when the sponsor is not meeting the requirements of the contract agreement or the Safety Council Program policies and guidelines. These issues may include not maintaining the minimum required active membership, not maintaining accurate or current employer data in the Ohio BWC Grant and Program Management Portal, not meeting core program requirements, missing required reporting, or not following approved subsidy use expectations.

When concerns arise, SCA will document the issue, communicate the needed corrective actions to the sponsor representative, and set a defined timeframe for the sponsor to return to compliance. This collaborative process in not intended to disrupt program operations, restrict employer participation, or require the sponsor to return subsidy funds midyear. It allows the sponsor time to resolve issues while maintaining continuity for members.

If the sponsor does not respond, fails to comply with SCA recommendations, or does not correct the issue within the established timeframe, BWC may choose not to renew the sponsor's contract for the next program year. Termination or nonrenewal remains the final enforcement action.

In the event of contract termination by BWC or the sponsor, the sponsor must return all unused subsidy funds to BWC.

3.0 Employer requirements and rebate

3.1 Enrollment and eligibility

Enrollment in a safety council is open to all state fund employers as permitted under Adm.Code 4123-17-56.2. To enroll, employers must have an active BWC policy number and active coverage.

Enrollment is available year-round; however, to be eligible for the Safety Council Program rebate for FY27, employers must enroll no later than September 30, 2026. Employers who enroll after this date may still participate in the program but will not be eligible for the rebate in the current fiscal year.

Employers that are ineligible for the rebate under Adm.Code 4123-17-56.2, e.g., self-insuring employers, state agencies, employers in incompatible programs, and AEO/PEO clients depending on reporting

status, may still enroll and participate in safety council activities; however, they will not qualify for the rebate.

Sponsors are prohibited from requiring employers to join their organization as a condition of participation in the safety council. The BWC subsidy is intended to ensure the program remains open and accessible to all Ohio employers and employees.

BWC monitors safety council membership fees to ensure employers' costs for participating remain reasonable.

3.2 Credit opportunities

To qualify for a rebate, employers must earn a minimum of 10 Safety Council credits during the fiscal year. Credits can be earned through the following methods.

1. *Safety council meeting attendance*
   a. Employers must be enrolled with the safety council whose meeting they are attending to earn meeting credit.
   b. **One credit** per month may be earned by attending their safety council's monthly meeting.

2. *External training credits*
   Employers may earn a combined **maximum of two credits** per fiscal year by attending approved external training sessions from any of the below options. This includes:
   a. BWC Safety Training Courses (in-person or virtual training course [VTC] only)
      i. **One credit** per course, with a **maximum of two credits**.
      ii. Employer representatives must submit a certificate of completion to their sponsor to upload into the Ohio BWC Grant & Program Management Portal to receive credit(s).
   b. Safety training courses from external providers (in-person only)
      i. Examples include industry associations, third party administrators, or other sources approved by SCA. See *External Training Guide for Sponsors*.
      ii. **One credit** per course, with a **maximum of two credits**.
      iii. Employer representatives must submit a certificate of completion to their sponsor to upload into the Ohio BWC Grant & Program Management Portal to receive credit(s).
   c. Annual Ohio Safety Congress & Expo® (OSC®)
      i. **One credit** may be earned for each day of in-person attendance, with a **maximum of two credits** per policy number, during the three-day event.
      ii. Employers must ensure their representatives are scanned at each breakout session they attend for attendance verification and auditing.
      iii. Employer representatives will only receive **one** certificate for the event listing the date(s) and session(s) attended.
      iv. Employer representatives must print their OSC® attendance certificate and submit the certificate to their safety council sponsor to upload into the Ohio BWC Grant & Program Management Portal to receive credit.
      v. Employer representatives who attend more than one day of OSC® and wish to earn the

two external training credit maximum, must have their sponsor upload the attendance certificate once for each day attended in the Ohio BWC Grant & Program Management Portal; maximum of two uploads for **two credits**.

vi. Employer representatives must complete both the session evaluation and assessment questions (test) in the OSC® Attendee Service Center (ASC) to receive their OSC® attendance certificate. The certificate is required to receive external training credit.

3. *BWC on-site safety consultation*
   a. Employers may earn **two credits** for completing **one** BWC on-site safety consultation visit, **limited to once every three fiscal years**.
   b. The consultation must be conducted by a BWC Field Safety Consultant, e.g., Industrial Safety Consultant, Industrial Hygienist, and/or Ergonomist, and include a full hazard assessment **and** a BWC claims review.
   c. To receive credit, the employer must submit a copy of the official BWC Assessment Report, clearly documenting both the hazard assessment and claims review to their safety council sponsor. The sponsor must upload the report to the Ohio BWC Grant & Program Management Portal for credit eligibility verification.
   d. Scheduling a consultation alone does not qualify for credit. The official BWC Assessment Report must be completed by the consultant, received by the employer, and submitted to the sponsor for upload by June 30 of the fiscal year.
   e. Assessment reports completed outside of the current fiscal year will not qualify for credit.

3.3 Credit integrity and restrictions

Key attendance credit guidelines:

1. Any representative of the employer qualifies for credit.
2. A person can represent only one policy number for credit.
3. Multiple representatives from the same employer attending a meeting, training, or special event count as one credit.
4. Employer participation in safety seminars, workshops, or conferences hosted or co-hosted by a safety council qualifies for one credit with a certificate.
5. Monthly meetings do not qualify for credit for employers not enrolled in that safety council.

SCA reserves the right to audit certificates and approve or deny certificates of attendance, if, e.g., attendance to the full session is not completed or discrepancies are determined.

Meeting attendance verification

Employer representatives must sign in and attend the entire meeting to receive credit. Sponsors must close sign-in at the start of the speaker's presentation and have final authority to determine credit eligibility based on arrival and departure times.

The following safety training course types **do not qualify** for external training credit:

1. BWC webinars,
2. BWC Online e-courses, and

3. Safety training courses from external providers that are not live and in-person, e.g., webinars, online e-courses, or virtual training courses.

BWC will not accept any training used to satisfy the requirements of another BWC program, e.g., Risk Management Essentials or Substance Use Prevention and Recovery, to count towards the 10 credits required by the Safety Council Program.

Sponsors may not schedule multiple safety council events on the same day for the purpose of allowing employers to earn multiple credits in one day.

3.4 Submissions and deadlines

Sponsors and employers must adhere to the following submission requirements and timelines to maintain compliance with the Safety Council Program:

1. Employer submissions- Employers must submit all external training certificates, OSC® attendance documentation, and BWC on-site safety consultation reports to their enrolled safety council sponsor no later than June 30, 2027.
2. Sponsor uploads- Upon receipt of employer documentation, sponsor representatives must upload all certificates and reports to the Ohio BWC Grant & Program Management Portal within 15 calendar days of receipt.

3.5 Rebate details

Per Adm.Code 4123-17-56.2, most employers who meet Safety Council Program rebate eligibility requirements can earn a rebate calculated at 3% on their workers' compensation premium, up to a maximum of $5,000 annually, in accordance with Adm.Code 4123-17-75 Appendix. This rebate is applied after the employer meets all program requirements outlined in this policy.

Employer Safety Council Program rebate eligibility requirements

To qualify for the Safety Council Program rebate, the employer must, as of the enrollment deadline:

1. Be enrolled or be an existing member of a safety council and meet the minimum program requirements within the fiscal year;
2. Earn 10 credits between July 1, 2026 - June 30, 2027, as outlined in Section 3.2 of this policy;
3. Earn credits by attending meetings held by the safety council in which the employer is enrolled; and
4. Meet the following criteria of Adm.Code 4123-17-56.2 (C):
    a. The employer must be current with respect to all payments due the bureau, as defined in paragraph (A)(1)(b) of Adm.Code 4123-17-14;
    b. The employer must have no cumulative lapses in workers' compensation coverage in excess of 40 days within the prior 12 months; and
    c. The employer must report actual payroll for the preceding policy year and pay any premium due upon reconciliation of estimated premium and actual premium for that policy year no later than the date set forth in Adm.Code 4123-17-14. An employer will be deemed to have met this requirement if the bureau receives the payroll report and the employer pays premium associated with such report before the expiration of any grace period established by the

Administrator pursuant to paragraph (B) of Adm.Code 4123-17-16 (B).

3.6 Rebate limitations and Alternate Employer Organization (AEO)/ Professional Employer Organization (PEO) eligibility

The following employers are not eligible for the Safety Council Program rebate:

1. Self-insuring employers,
2. State agencies,
3. Employers participating in a program designated as incompatible with the rebate under Adm.Code 4123-17-74, and
4. Alternate Employer Organization (AEO) client employers.

Rebate eligibility for a Professional Employer Organization (PEO) is determined based on payroll reporting.

1. PEO Reporting- Employers whose payroll and premium are reported under the PEO's policy for the rebate period are not eligible for the Safety Council Program rebate.
2. Client Reporting- Employers whose payroll and premium are reported under the client's own policy for the entire fiscal year are eligible provided all other program requirements are met.
3. Partial leases- For employers with partial leases, eligibility must be verified with the BWC AEO/PEO Support Unit to confirm which policy reported payroll and claims for the entire fiscal year.

Refer to Adm.Code 4123-17-56.2 for full safety council rebate eligibility rules.