

# BAYLOR BULLETIN

*Baylor Associates, Inc.*  
7000 Fitzwater Road • Suite 201 • Cleveland • Ohio • 44141-1358  
(440) 546-7600 • Fax (440) 546-7601 • (800) 433-1922

## NEW 2007 Group Rating Form!

The BWC has requested that we confirm employers who want to enroll in group rating programs for the next policy year using the enclosed EMPLOYER STATEMENT FOR GROUP RATING PLAN (BWC Form AC-26). This is a new form and replaces any similar form that you may have submitted in the past.

Please complete and sign the certification portion of the enclosed form, then

return it to us by September 30, 2006 in the enclosed preaddressed postage paid envelop. Do not fax or e-mail the form to us.

In order to secure for you the greatest discounts, we develop, manage and access multiple plans. We must obtain the form now, but the sponsor, group name, and organization's representative who ultimately will appear on your form has not yet

been determined. Therefore, please leave these spaces blank.

We will provide you a copy of the form with the appropriate names in the spaces before making our filings with the BWC. This arrangement does not result in any additional management fees or dues to another organization that may appear on the form.



### TIME IS RUNNING OUT!

To register for the Baylor Associates, Inc.

### *Safety & Workers' Compensation Management Seminar*

## 2006 SAFETY & WORKERS' COMPENSATION MANAGEMENT SEMINARS

**TIME IS RUNNING OUT** to register for the 2006 Safety & Workers' Compensation Management Seminars.

Attached is the registration form and maps for this year's workshops. We will conduct the meetings at Columbus and Akron from 10:00 am to 3:00 pm. Please register now to attend the seminar most convenient to you. These programs are designed to reduce your workers'

compensation premiums in the short and the long term.

We are required to make these Seminars available to Group Rating Program Participants under Section 4123-17-68 OAC. We will not be responsible for an employer who is removed from the program because of their failure to attend the Seminars. These Seminars do not fulfill the training requirements of Section 4123-17-58 OAC for Drug-Free Workplace

Discount Program Participants, nor Section 4123-17-70 OAC for Premium Discount Program Plus Participants.

If you have any questions concerning these seminars, please contact Joel Danner at Baylor Associates. If you have already registered, thank you and we look forward to seeing you there.

## **Baylor Associates, Inc.**

7000 Fitzwater Rd  
Suite 201  
Brecksville, OH  
44141-1358

PHONE:  
(440) 546-7600

FAX:  
(440) 546-7601

E-MAIL:  
jdanner@baylorwc.com

We're on the Web!

*See us at:*

**www.baylorwc.com**

## **Ohio Bureau of Workers' Compensation**

WCU 2006

## **SEPT**

07 Cincinnati

13 Toledo

19 Akron

21 Columbus

26 Cleveland

28 Dayton

## **OCT**

03 Cambridge

06 Portsmouth

Register online at  
[ohiobwc.com](http://ohiobwc.com), or call  
(800) 466-6292

# **KEY SAFETY PROGRAM PARAMETERS**

### **Orientation and training for all employees.**

Determine the specific training needs of your employees including supervisors, managers and team leaders.

Develop a written safety and health training plan that documents specific training objectives and instruction procedures.

New employee orientation should include a review of the Safety and Health Policy and the safety and health responsibilities of the employee. Orientate employees on proper procedures for reporting injuries or illnesses (See related information on new OSHA injury recording standard) and actions to take in case of emergencies. Provide employees with a method to report unsafe work practices or conditions and explain the return to work procedures. The orientation process must be documented and signed by the employee.

Safety and health training must include specific job/task safe work practices and hazard recognition. Training should cover procedures for the safe and efficient use of machinery and

tools. Train employees when applicable on hazard communication, bloodborne pathogens, lockout/tagout, hot work permit and confined-space entry. Provide training for new, current and transferred employees and when new substances, equipment, processes or procedures are introduced into the workplace. All training must be documented with the date, topic, instructor's name and signatures of employees in attendance.

### **Published safe work practices so that employees have a clear understanding of how to safely accomplish their job requirements.**

Both general and job specific safe work practices must be identified, documented and made available. Employees must be provided a copy of the general safe work practices and they should sign a statement indicating that they have read, understand and will follow the practices. Examples of general safe work practices expected of employees include:

#### **Practicing good housekeeping**

workers and employers. At WCU these individuals will help you discover proven methods for protecting your workers; positively impact your workers' compensation costs; develop strategies for safely returning injured workers back to work and

#### **Wearing personal protective equipment**

#### **Applying first-aid procedures (if trained)**

#### **Using good ergonomic principles**

#### **Wearing respiratory protection**

#### **Using and following lockout/tagout procedures**

#### **Using and following confined-spaced entry**

#### **Using hazard communication**

#### **Avoiding bloodborne pathogens, if applicable**

Job-specific safe work practices apply to operations that involve recognized hazards and risks associated with specific job functions and procedures. Job-specific safe work practices must be posted or made readily available in the work area. Each department manager should review the safe work practices with the employees on a recurring basis, at least annually.

## **2006 BWC Workers' Compensation University (WCU)**

Workers' Compensation University is a free, educational conference sponsored by the Ohio Bureau of Workers' Compensation (BWC). The BWC employs hundreds of individuals dedicated to serving the needs of Ohio's injured

workers and employers. WCU has the Buckeye state covered with eight locations throughout Ohio and attending this university is absolutely free! For more information and online registration go to the WCU link at [www.ohiobwc.com](http://www.ohiobwc.com).