

**From:** [risk-rps@bwc.state.oh.us](mailto:risk-rps@bwc.state.oh.us) [mailto:[risk-rps@bwc.state.oh.us](mailto:risk-rps@bwc.state.oh.us)]

**Sent:** Wednesday, July 12, 2017 2:28 PM

**To:** HR <[HR@hinaenvironmental.com](mailto:HR@hinaenvironmental.com)>

**Subject:** BWC has approved your Drug Free Safety Program participation.

**Policy number:** 1540781

**Company name:** HINA ENVIRONMENTAL SOLUTIONS LLC

### Drug Free Safety Program

Dear Employer:

Congratulations! We approved your participation in our Drug-Free Safety Program (DFSP) at the **Basic** level for the program year beginning July 1, 2017. In addition, please note all of the important DFSP requirements below, along with their due dates.

Please keep in mind, your participation in the program may or may not result in a bonus. If you participate at the Basic or Advanced level, your involvement in other BWC-rating programs could affect your eligibility for a bonus. You can find out which BWC program bonuses are compatible with the DFSP bonus [here](#).

The DFSP requires your company to:

- Submit an online *Accident Report (DFSP-1)* within 30 days of an accident or learning of an accident for BWC- allowed claims that occur during the program year (both Basic and Advanced levels).
- Submit an online *Safety Management Self-Assessment (SH-26)*, formerly DFSP-2, within 30 days from the start of the program year if not done at the time of the online submission of the application or annual report (both Basic and Advanced levels)
- Provide accident-analysis training for all supervisors within 30 days from the start of the program year (First year Basic or Advanced level DFSP participants only).
- Submit an online *Safety Action Plan, (DFSP-5)* within 60 days from the start of the program year (Advanced only).
- Submit an online *Annual Report (DFSP-3 or DFSP-4)* within 90 to 120 days from the **end** of the program year.

You can find additional DFSP information [here](#). If you are operating a comparable drug-free program, you can find requirements [here](#).

We applaud your commitment to the safety and well-being of your workers, their families and your community. If you have questions, please call the BWC account representative listed below.

Sincerely,

Employers Program Unit

BWC Representative: Danyel Falcon

BWC Customer Service Office: COLUMBUS SERVICE OFFICE (614) 728-6457

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