

3 Questions

about the

Rules-Making Process

When are the Industrial Commission's public hearings held?

The IC's public hearings to receive comments on a rule always take place on a weekday between 8 a.m. and 5 p.m.

How can I find out when Industrial Commission hearings are held?

The time and place of an IC rules hearing is always listed in the notice of public hearing. The IC lists notices of public hearings in seven newspapers throughout the state. It also attaches copies of notices with copies of the rules that are distributed to IC district offices and BWC service offices. You may also call the IC's Legal Services section at (614) 466-3157 for this information.

How can I comment on the Industrial Commission rule being considered at the public hearing?

Yes. The IC welcomes and encourages comments on rules being considered at public hearings.

How can I obtain a copy of the rules being considered at a public hearing?

Copies of the rules to be considered at the public hearing can be obtained at no cost from all IC district offices, BWC service offices, the JCARR, the LSC, the Secretary of State, and the Office of Small Business. You may also request a copy of the rules to be considered by writing to the Industrial Commission of Ohio, Legal Services, 30 West Spring Street, Level 9, Columbus, OH 43215, or by calling Legal Services at (614) 466-3157.

How can I obtain a copy of current Industrial Commission rules?

The public may order copies of current IC rules at no cost from the IC's Legal Services, 30 West Spring Street, Level 9, Columbus, OH, 43215 or by calling (614) 466-3157. Also, links to the Ohio Administrative Code, which include the rules of the IC, are on the State of Ohio's web page, www.state.oh.us. You may access this website from the IC's web page, www.ic.state.oh.us. Finally, information about how to order a copy of the IC's rules is on the BWC's website at www.bwc.state.oh.us.



Customer Service
 (800) 521-2691, toll free, nationwide
 (614) 466-6136, in Franklin County
 (800) 686-1589, toll free, TDD
<http://www.ic.state.oh.us/>

Akron Region
 Akron
 161 S. High St., Suite 301
 Akron, Ohio 44308-1602
 Telephone: (330) 643-3550
 FAX: (330) 643-1468

Canton
 400 3rd St., Southeast
 Canton, Ohio 44702
 Telephone: (330) 438-0611
 FAX: (330) 471-0998

Youngstown
 242 Federal Plaza West
 Youngstown, Ohio 44503-1206
 Telephone: (330) 792-1063
 FAX: (330) 792-2473

Cincinnati Region
 Cincinnati
 125 E. Court St., Suite 600
 Cincinnati, Ohio 45202-1211
 Telephone: (513) 357-9750
 FAX: (513) 723-9811

Dayton
 3401 Park Center Dr., 3rd Floor
 Dayton, Ohio 45414-2580
 Telephone: (937) 264-5116
 FAX: (937) 264-5130

Columbus
 100 Commercial Dr.
 Fairfield, Ohio 45014
 Telephone: (513) 881-2015
 FAX: (513) 881-2014

Cleveland Region
 Cleveland
 615 Superior Ave., NW, 7th Floor
 Cleveland, Ohio 44113-1898
 Telephone: (216) 787-3001
 FAX: (216) 787-3483

Columbus Region
 Columbus
 30 W. Spring St., 7th Floor
 Columbus, Ohio 43215-2233
 Telephone: (614) 752-6894
 FAX: (614) 466-7043

Columbus Region cont.
 Bridgeport
 56104 National Road
 Bridgeport, Ohio 43912
 Telephone: (740) 635-6259
 FAX: (740) 635-6260

Logan
 1225 W. Hunter St.
 Logan, Ohio 43138
 Telephone: (740) 385-1813
 FAX: (740) 385-9559

Mansfield
 240 Tappan Dr. N.
 P.O. Box 8051
 Mansfield, Ohio 44906-8051
 Telephone: (419) 529-1360
 FAX: (419) 529-3084

Portsmouth
 1005 Fourth St.
 Portsmouth, Ohio 45662-4315
 Telephone: (740) 354-2334
 FAX: (740) 353-6975

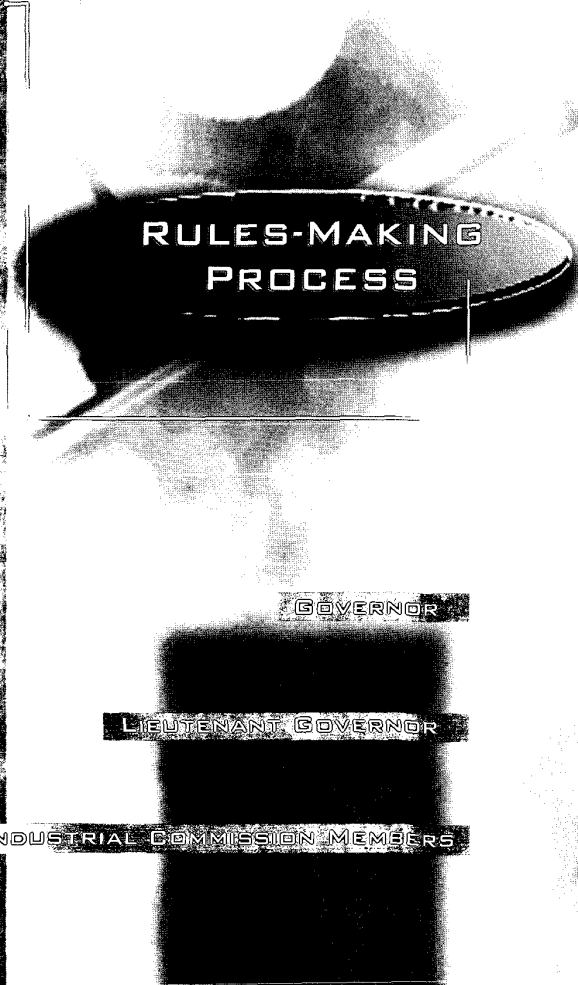
Springfield
 1 S. Limestone St., 4th Floor
 Springfield, Ohio 45502
 Telephone: (937) 327-1344
 FAX: (937) 327-1345

Zanesville
 905 Zane St.
 Zanesville, Ohio 43701
 Telephone: (740) 450-5162
 FAX: (740) 450-5164

Toledo Region
 Toledo
 One Government Center
 Suite 1500
 Toledo, Ohio 43604
 Telephone: (419) 245-2740
 FAX: (419) 245-2652

Lima
 2025 E. Fourth St.
 Lima, Ohio 45804-0780
 Telephone: (419) 227-7193
 FAX: (419) 227-7150

Industrial Commission of Ohio's rules-making process



GOVERNOR

LIEUTENANT GOVERNOR

INDUSTRIAL COMMISSION MEMBERS



OUR MISSION

The Industrial Commission of Ohio (IC) serves injured workers and Ohio employers through expeditious and impartial resolution of issues arising from workers' compensation claims and through establishment of adjudication policy.

THE HEARING PROCESS

The State of Ohio charges the IC with resolving disputes over the payment of compensation and medical benefits in claims filed for work-related injuries and occupational diseases. The IC conducts hearings at its offices throughout Ohio for the convenience of the employees and the employers, and makes decisions in all contested workers' compensation claims.

The IC comprises three commissioner members nominated by the Governor and approved by the Ohio Senate. One member represents the public, one member represents employees, and one member represents employers.

If a workers' compensation claim is contested, the IC sets a hearing before a district hearing officer (DHO). The IC conducts the hearing at its office nearest the injured worker's residence. If a party is dissatisfied with the DHO's decision, that party may make an appeal in writing and file it within 14 days of receipt of that decision.

The law guarantees injured workers and employers the right to appeal a DHO's decision to the staff hearing officer (SHO) level. If a party is dissatisfied with the DHO decision, an SHO conducts a second hearing.

If a party is dissatisfied with the SHO's decision, that party may make an appeal in writing and file it with the IC. The party must make the appeal within 14 days of the receipt of the SHO decision.

The IC will decide if an appeal is to be accepted for hearing before its commissioners, or refuse to hear such an appeal. If either party is not satisfied with the decision of the IC, or if the IC refuses to hear an appeal filed from an SHO determination, the employee or employer may file an appeal in the appropriate state court, if the order does not involve a decision on extent of disability.

WHAT RULES ARE REQUIRED

State law requires the IC to adopt governing rules. These rules include general policy matters, operating procedures, assignment of responsibilities, and a code of ethics. The law requires the IC to review each of its rules at least once every five years.

STEPS IN THE RULES PROCESS

The main steps in the IC's rules-making process are:

1. Review/drafting of a rule by the IC;
2. Proposal of rules to the Joint Committee on Agency Rule Review (JCARR);
3. Public notice of rule proposal and public hearing;
4. Consideration of comments from hearing and comment period;
5. Finalization of rules.

If the IC adopts, amends, or rescinds a rule, it files copies of the rule with the JCARR, the Secretary of State, the Legislative Service Commission (LSC), and the Office of Small Business. These organizations keep rules on file for public review. Every IC district office and Bureau of Workers' Compensation (BWC) service office also make copies of rules available at no cost to the public.

After the IC files a proposed rule it must conduct a public hearing between 31 and 40 days after that filing, and provide notice of the public hearing at least 30 days before the date of hearing. The notice of public hearing includes a summary of each rule the IC will consider at the hearing. These summaries will describe any change to an existing rule or briefly describe any new rule that the IC is considering.

The IC publishes its notice of public hearing in seven newspapers throughout the state. The notice, along with copies of the rules, are distributed to the above-mentioned state agencies and posted in every office of the IC and the BWC.

THE PUBLIC HEARING

The IC conducts its public hearings to consider a proposed rule at its offices at 30 West Spring Street in Columbus. It encourages the public to attend hearings to make comments or state concerns about proposed rules. If attending a public hearing is not possible, individuals may submit comments before and after the hearing in the following ways:

Mail written comments to:

The Industrial Commission of Ohio, Legal Services, 30 West Spring Street, Level 9, Columbus, OH 43215;

Fax comments to:

Legal Services at (614) 728-5517; or Telephone: Legal Services at (800) 521-2691 or (614) 466-3157 between 8 a.m. and 5 p.m. weekdays.

AFTER THE PUBLIC HEARING

After listening to comments at the public hearing, the IC may consider changes to the rule and re-file it. If the IC makes no changes, the public has another opportunity to comment on the rule. JCARR conducts public hearings to consider the rules filed by each state agency, and the public is welcome to comment on any of the rules on the agenda of a JCARR hearing. For more information about JCARR or rules it considers, write or visit JCARR at 77 South High Street, Concourse Level, Columbus, OH 43215. The JCARR website, www.jcarr.state.oh.us, has information about its operations.

WHERE TO FIND INDUSTRIAL COMMISSION RULES

The public can obtain copies of current IC rules at no cost by writing to Legal Services, 30 West Spring Street, Level 9, Columbus, OH 43215, or by calling Legal Services at (800) 521-2691 or (614) 466-3157. Links to the Ohio Administrative Code, which contains rules of the IC and rules of other state agencies, may be found at the State of Ohio's web page, www.state.oh.us. The state's web page is also accessible from the IC's web page, www.ic.state.oh.us.

If you have a disability that requires special accommodations at a hearing, please contact the IC in advance of your hearing. Interpreter services for language or hearing impairment are available through our Customer Service.