



# Ohio | Industrial Commission

## FACT SHEET: RULE-MAKING PROCESS

**Contact Us**  
 (800) 521.2691; Toll-free nationwide  
 (800) 686.1589; Toll-free TDD  
 Email: [askIC@ic.ohio.gov](mailto:askIC@ic.ohio.gov)  
 Web: [www.ic.ohio.gov](http://www.ic.ohio.gov)

### What Rules are Required?

State law requires the Industrial Commission (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.

### Main Steps in the IC’s Rule-Making Process

1. A rule is reviewed, amended or drafted by the IC.
2. The new rule proposal is filed with the Common Sense Initiative Office (CSI) and the Joint Committee on Agency Rule Review (JCARR).
3. Public notice of the rule proposal is posted, followed by a public hearing held by the IC.
4. The IC considers comments from the public hearing and comment period.
5. Finalization of rules.

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. The notice of public hearing includes a summary describing any change to an existing rule or any new rule that the IC is considering.

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

The IC publishes its Notice of Public Hearing in the Register of Ohio at least 30 days prior to the date set for the public hearing. The Register of Ohio’s website is [www.registerofohio.state.oh.us](http://www.registerofohio.state.oh.us). 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, and on the IC’s website.

### The Public Hearing

The IC holds public hearings to consider rule changes at our downtown Columbus headquarters, located at 30 West Spring Street. Anyone can attend a public hearing and make comments or state concerns about proposed rules. Public hearings take place on a weekday between 8 a.m. and 5 p.m.

If you can’t attend the public hearing, you may submit comments to the IC’s Legal Research Unit, before and after the public hearing, in the following ways:

- Mail: Ohio Industrial Commission, Legal Research Unit, 30 West Spring Street, Level 10, Columbus, OH, 43215
- Fax: (614) 466.3374
- Telephone: (800) 521.2691 or 614.752.4219, between 8 a.m. and 5 p.m.
- Email: [rulecomments@ic.ohio.gov](mailto:rulecomments@ic.ohio.gov)

Copies of all current IC rules can be obtained by contacting the Legal Research Unit at the address and phone number previously listed. They are also posted on the IC’s website at [www.ic.ohio.gov](http://www.ic.ohio.gov). Click on the IC Policies link.

### After the Public Hearing

After considering the comments at the public hearing, the IC may make 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. The public is welcome to comment on any of the rules on the agenda of a JCARR hearing. For more information about the Committee or rules it considers, write or visit JCARR at 77 South High Street, Columbus, OH, 43215. You can also visit the JCARR website, [www.jcarr.state.oh.us](http://www.jcarr.state.oh.us), for more information about the Committee’s operations.

**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 Customer Service.**

### Questions About the Rule-Making Process

#### When are IC public hearings held?

Our public hearings always take place on a weekday between 8 a.m. and 5 p.m.

#### May 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 offices, BWC service offices, JCARR, the Legislative Service Commission, the Secretary of State and the Office of Small Business.

#### How can I obtain a copy of current IC rules?

The public can obtain copies of current IC rules at no cost by contacting the Legal Research Unit at the address or telephone number listed earlier. 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 website, [www.ohio.gov](http://www.ohio.gov). All current IC rules can also be obtained from the IC’s website.

#### Who should I contact if I have a concern about the promulgation of a rule?

If a person, entity or regulated industry finds the Commission has not satisfactorily addressed a concern relating to the promulgation of a rule, the concern should be directed to the Legislative Liaison telephone at (800) 521.2691, or by email at [askIC@ic.ohio.gov](mailto:askIC@ic.ohio.gov).