



# July 2014 - June 2015 courses

The Ohio Bureau of Workers' Compensation offers more than 74 occupational safety, health and ergonomic courses for Ohio employees to attend. Classes are available online and held throughout the state at our regional service offices.

One of the benefits for employers with active workers' compensation coverage is there is no additional charge to register their employees for classes. The following is a list of courses available online and at the Governor's Hill Customer Service Office. **A listing of courses offered at our other service offices can be found at [www.bwc.ohio.gov/catalog](http://www.bwc.ohio.gov/catalog).**

2014	Classroom	Day(s)
July 24	First Aid in the Workplace	1.0
July 28 - Aug. 1	Basic Industry (OSHA 30)	4.5
Aug. 13-14	Industry Safety Elements (OSHA 10)	2.0
Aug. 21	Accident Analysis	1.0
Aug. 26	OSHA Recordkeeping	1.0
Sept. 4	Effective Safety Teams	1.0
Sept. 9	Powered Industrial Trucks: Developing a Training Program	1.0
Sept. 11	Safety and Ergonomics for Extended-care Facilities	1.0
Sept. 15-17	Respirator Fit Testing	2.5
Sept. 24	Hazard Communication	1.0
Sept. 29- Oct. 3	Hazardous Waste Operations and Emergency Response 40 Hour	5.0
Oct. 7	Controlling Workers' Compensation Costs	1.0
Oct. 9	How Workplace Temperatures Impact Worker Safety	0.5 a.m.
Oct. 15-16	Construction Safety Elements (OSHA 10)	2.0
Oct. 20-24	Advanced Safety for Public Employers	5.0
Oct. 27-30	Electrical Hazard Recognition and Abatement	3.5
Nov. 4	Accident Analysis	1.0
Nov. 6	Noise and Hearing Conservation	1.0
Nov. 19	Job Safety Analysis Workshop	0.5 a.m.
Nov. 19	Machine Guarding Basics	0.5 p.m.

2015	Classroom	Day(s)
Dec. 10-11	Fall Hazards in Construction and Maintenance	2.0
Jan. 14	Mold and Other Indoor Air Quality Concerns	1.0
Jan. 22	OSHA Recordkeeping	1.0
Jan 27-28	Construction Safety Elements (OSHA 10)	2.0
Feb. 19	Safety for the Non-safety Professional	1.0
Feb. 25	Ergonomics: Basic Principles	1.0
March 2 - 6	Basic Construction Safety (OSHA 30)	4.5
March 9	Accident Analysis	1.0
March 11-12	Industry Safety Elements (OSHA 10)	2.0
March 18	First Aid in the Workplace	1.0
March 24	Confined Space Assessment and Work	1.0
March 26	How Workplace Temperatures Impact Worker Safety	0.5 a.m.
April 7	Temporary Traffic Management	0.5 a.m.
April 9	Effective Safety Teams	1.0
April 14	<b>NEW!</b> Health Hazard Awareness & Toxicology Basics	1.0
April 22-23	Construction Health and Safety Technician (CHST) Review	2.0
April 29	Accident Analysis	1.0
April 30	Wellness in the Workplace Workshop	0.5 a.m.
April 30	Bloodborne Pathogens	0.5 p.m.

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May 5	Behavior-based Safety Systems	1.0
May 7	NFPA 70E and You: Insight and Implementation	1.0
May 14	First Aid in the Workplace	1.0
May 19	Nonviolent Strategies for Caregivers and Other Staff Working Directly with the Public	1.0
June 1-5	Basic Industry Safety (OSHA 30)	4.5
June 11	Controlling Workers' Compensation Costs	1.0
June 16	OSHA Recordkeeping	1.0
June 18	<b>NEW!</b> Advanced Lockout/Tagout	1.0
June 23	Accident Analysis	1.0

Online courses	Length
Accident Analysis	0.5 hours
Avoiding BackTrauma	2 hours
A Five-Step Process for Preventing Work-Related Musculoskeletal Disorders (WMSDs) in your Workplace	1 hour
<b>NEW!</b> Developing a Safety Culture	TBD
Food Service Safety	2 hours
Getting Started with Safety (Equivalency)	4 hours
<b>NEW!</b> Hazard Communication 2012 Basics: Labeling, Safety Data Sheets and Pictograms	30 min
Health Hazards in Construction	1 hour
<b>NEW!</b> Introduction to OSHA	TBD
Ladder/Stairway Safety	1 hour
Office Ergonomics: Computer Workstation and Mobile Computing	1.5 hours
<b>NEW!</b> OSHA Recordkeeping 101	2 hours
Preventing Cuts and Lacerations	1 hour
Preventing Slips/Trips/Falls	1 hour

# Using the BWC Learning Center

## How to enroll in a class

1. Go to <https://www.bwclearningcenter.com>.
2. Enter your Login ID and Password, **Click Log In**.
3. **Click Click here for Course Catalog**.
4. Enter a Keyword for your desired class and Click Search.
5. **Click** the course title in which you would like to enroll.
6. **Click** the location for the date you wish to attend.
7. **Click** Enroll.
8. **Mouse Over My Workspace** to return to *My Homepage* or *My Calendar*.

## How to print a certificate

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com).
2. Enter your Login ID and Password, **Click Log In**.
3. **Click Click here for Transcript or Certificate**.
4. In the Content Filter drop-down box, **Click Completed Courses**, **Click Apply**.
5. Click the course for which you would like a certificate.
6. **Click View Certificate**.
7. The system will generate a PDF document of your certificate. You can save or print the certificate.  
**Note:** You will need to download Adobe Reader prior to clicking *View Certificate* to view the PDF document.

## How to update your login ID, contact or profile information

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com).
2. Enter your Login ID and Password, **Click Log In**.
3. **Mouse Over My Workspace**, in the drop-down menu, **Mouse Over My Account**.
4. To select the information you would like to update or change, **Click Edit Login ID**, **Edit Password**, or **Edit Profile**.
5. Edit as necessary and be sure to **Click Save** before exiting the page to save your changes.
6. **Click Return** or **Mouse Over My Workspace** to return to *My Homepage*.

## How to find directions to a training facility

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com).
2. Enter your Login ID and Password, **Click Log In**.
3. **Mouse Over Learning Center**, in the drop-down menu, **Click Training Facilities**.
4. Enter a Keyword for the city or location, **Click Search**.
5. **Click** the desired facility and **Click Map/Directions**.
6. In the pop up window, enter your destination origin and **Click Get Directions**.  
**Note:** To view the desired training facility map, Click View Destination Map above the training facility address.
7. You should see your destination origin in the green "A" box, **Click Get Directions**.
8. Close the pop up window and **Click Return** to return to *My Homepage* or to select another training facility.

## How to cancel enrollment for a class

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com).
2. Enter your Login ID and Password, **Click Log In**.
3. **Mouse Over My Workspace**, in the drop-down menu, **Mouse Over My Transcript**.
4. In the *Content Filter* drop-down box, **Click All Courses** and **Click Apply**.
5. **Click** the title of the class you wish to unenroll.
6. **Click Unenroll**.
7. **Click Return** or **Mouse Over My Workspace** to return to *My Homepage* or *My Transcript*.

**If you have any questions or need help with the BWC Learning Center, call 1-800-644-6292 or 614-995-8622.**