Ohio | Bureau of Workers' Compensation

Division of Safety & Hygiene

Yearly
Mansfield
240 Tappan Drive, N., Suite A
Ontario, OH 44906-1366

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 Mansfield Customer Service Office. **A listing of courses offered at our other service offices can be found at www.bwc.ohio.gov/catalog.**

2014	Classroom	Day(s)
Aug. 26	Ergonomics: Basic Principles	1.0
Oct. 8	Advanced Lockout/Tagout	1.0
Oct. 21	Accident Analysis Half-day Workshop	0.5 a.m.
Oct. 21	Emergency Preparedness Planning Half-day Workshop	0.5 p.m.
Nov. 5	Confined Space Assessment and Work	1.0
Nov. 18	NFPA 70E and You: Insight and Implementation	1.0
2015	**Classroom**	**Day(s)**
Jan. 13-14	Trenching and Excavation	2.0
Feb. 26	Residential Fall Protection	0.5 a.m.
Feb. 26	Bloodborne Pathogens	0.5 p.m.
March 12	Controlling Workers' Compensation Costs	1.0
March 18-19	Scaffolding Safety	2.0
March 23-24	Hazardous Waste Operations and Emergency Response Operations	2.0
March 26	First Aid in the Workplace	1.0
April 16	Accident Analysis Half-day Workshop	0.5 a.m.
April 16	Job Safety Analysis Workshop	0.5 p.m.
April 20-24	Advanced Safety for Public Employers	5.0
May 13	Powered Industrial Trucks: Developing a Training Program	1.0
June 2	Safety for the Non-safety Professional	1.0
June 24	OSHA Recordkeeping	1.0

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

Enroll today! www.bwclearningcenter or 1-800-OHIOBWC

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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.
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.
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.
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.
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.