

# Canton

## Customer Service Office

Yearly schedule  
July 2016 – June 2017 courses

The Ohio Bureau of Workers' Compensation offers over 100 combined occupational safety and health classroom and online courses yearly. These courses are offered as a benefit for Ohio employers with active workers' compensation coverage and their employees at no extra charge.

This listing includes online courses and those offered at one of our training sites across the state. Thank you for your efforts to make a safe work environment.

## Online courses



Accident Analysis

Avoiding Back Trauma

A Five-Step Process for Preventing Work-Related Musculoskeletal Disorders (WMSD) in your Workplace

**NEW!** Bloodborne Pathogens (BBP)

Developing a Safety Culture

Food Service Safety

Hazard Communication 2012 Basics: Labeling, Safety Data Sheets and Pictograms

Health Hazards in Construction

Industrial Hygiene Overview: Recognizing Occupational Health Hazards

Introduction to OSHA

Ladder/Stairway Safety

Office Ergonomics: Computer Workstation and Mobile Computing

OSHA Recordkeeping 101

Preventing Cuts and Lacerations

Preventing Slips/Trips/Falls

**NEW!** Safety and Health Management Programs

2016	Classroom	Day(s)
July 13	First Aid in the Workplace	1.0 Day
Aug. 25	NFPA 70E and You: Insight and Implementation	1.0 Day
Sept. 8	Non-violent Strategies for Caregivers and Other Staff Working Directly with the Public	1.0 Day
Sept. 22	Accident Analysis Half-day Workshop	0.5 Day a.m.
Sept. 22	Bloodborne Pathogens	0.5 Day p.m.
Oct. 4	Controlling Costs through Claims Management	1.0 Day
Oct. 6	Safety Series Workshop Module 3	0.5 Day a.m.
Oct. 6	Machine Guarding Basics	0.5 Day p.m.
Oct. 12-13	Train the Trainer Techniques for Safety	1.5 Days
Oct. 20	Behavior-based Safety Systems Half-day Workshop	0.5 Day a.m.
Oct. 26	First Aid in the Workplace	1.0 Day
Nov. 2	Effective Safety Teams	1.0 Day
Nov. 9	Safety for the Non-safety Professional	1.0 Day
Nov. 15-16	Respirator Fit Testing	2.0 Days
Dec. 5-6	Construction Safety Elements (OSHA10)	2.0 Days
Dec. 8	OSHA Recordkeeping Half-day Workshop	0.5 Day a.m.
Dec. 8	Violence in the Workplace	0.5 Day p.m.
Dec. 13	First Aid in the Workplace	1.0 Day
2017	Classroom	Day(s)
Jan. 11	Emergency Preparedness Planning	1.0 Day
Jan. 23-24	Industry Safety Elements (OSHA 10)	2.0 Days
Feb. 15-16	Trenching and Excavation	2.0 Days
Feb. 23	<b>NEW!</b> Petroleum Education Council Core Refresher (Oil & Gas Industry Safety)	1.0 Day
Feb. 27	Restaurant and Food Service Safety Workshop	0.5 Day a.m.
Feb. 27	Understanding and Identifying Ergonomic Risk Factors	0.5 Day p.m.

**Enroll today!**



[www.bwclearningcenter.com](http://www.bwclearningcenter.com)

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Bureau of Workers' Compensation

# Canton

## Customer Service Office

A listing of courses offered at our other service offices can be found in our Safety Services Catalog online at [www.bwc.ohio.gov/catalog](http://www.bwc.ohio.gov/catalog) under the education and training services section.

2017	Classroom continued	Day(s)
March 1	First Aid in the Workplace	1.0 Day
March 14	Personal Protective Equipment Selection Criteria	0.5 Day a.m.
March 14	Respirators: Do We Need Them?	0.5 Day p.m.
March 16	Tree Work Essentials: Chainsaws, Chippers and other Safety Concerns	1.0 Day
March 20	Combustible Dust Hazards: Recognition, Evaluation and Control Recommendations	1.0 Day
March 22	Lockout/Tagout and Safety-related Work Practices	0.5 Day a.m.
March 22	Accident Analysis Half-day Workshop	0.5 Day p.m.
March 27-28	Electrical Safety Audits	2.0 Days
March 29-30	Construction Safety Elements (OSHA10)	2.0 Days
April 3	Effective Safety Teams	1.0 Day
April 6	Confined Space Assessment and Work	1.0 Day
April 11-13	Certified Safety Professional (CSP) Examination Review	3.0 Days
April 18	Hazardous Waste Operations and Emergency Response Awareness	0.5 Day a.m.
April 18	Noise and Hearing Conservation Half-day Workshop	0.5 Day p.m.
April 20	Controlling Workers' Compensation Costs	1.0 Day
April 26-27	Industry Safety Elements (OSHA 10)	2.0 Days
May 4	Hazard Communication	1.0 Day
May 9	First Aid in the Workplace	1.0 Day
May 10	Emergency Preparedness Planning	1.0 Day
May 11	Powered Industrial Trucks: Developing a Training Program Half-day Workshop	0.5 Day a.m.
May 11	Job Safety Analysis	0.5 Day p.m.
May 17	Welding and Brazing Safety	1.0 Day
May 22-23	Train the Trainer Techniques for Safety	1.5 Days
May 24	Transportation-injury Prevention Tips for Truck Drivers	0.5 Day a.m.
May 24	Work Zone Traffic Control and Safety	0.5 Day p.m.
June 1	<b>NEW!</b> Electrical Basics	0.5 Day a.m.
June 1	Lockout/Tagout and Safety-related Work Practices	0.5 Day p.m.
June 7	Safety for the Non-safety Professional	1.0 Day
June 13	Safety Series Workshop Module 6	0.5 Day a.m.
June 13	Thermal Stress	0.5 Day p.m.
June 14	Hazardous Waste Operations and Emergency Response Refresher	1.0 Day
June 19-22	Electrical Hazard Recognition and Abatement	3.5 Days
June 28	Measuring Safety Performance	1.0 Day

**FREE**  
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# Using the BWC Learning Center

## How to create a new account

**Note:** Please confirm you do not have an existing account in the BWC Learning Center to avoid an unnecessary duplicate account. We cannot merge duplicate accounts. Please call 1-800-644-6292 or 614-995-8622 if you have forgotten your login or password information. We may make duplicate accounts inactive.

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com)
2. **Click** *Create New Account* at the bottom left of your screen.
3. On the next screen, enter your policy number.
4. **Click** *Next*, the system displays the *User Information* screen.
5. Please create your login ID and password (password must consist of 6 to 20 characters; the password is case sensitive); confirm password.
6. Enter your first name, last name and email address.
7. **Click** *Next* and the system will create your account. To add your phone number, address and other contact information, see the section below called: How to update your login ID, contact or profile information.

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## How to enroll in a class

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com), or call 1-800-644-6292 or 614-995-8622.
2. Enter your Login ID and Password and **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*.

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## How to print a certificate

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com).
2. Enter your Login ID and Password and **Click** *Log in*.
3. **Click** on *Click here for Transcript or Certificate*.
4. In the *Content Filter* drop-down box, to ensure you can access the entire transcript page, make sure the following fields are blank: Start Date, End Date and Content Filter. **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.

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## 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 and **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*.

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## How to cancel enrollment for a class

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com).
2. Enter your Login ID and Password and **Click** *Log in*.
3. **Mouse over** *My Workspace*, in the drop-down menu, **Click** *My Transcript*.
4. In the *Content Filter* drop-down box, **Select** *All Courses* and **Click** *Apply*.
5. **Click** the title of the class to cancel your registration.
6. **Click** *Unenroll*.