

July 2010 - June 2011

## Columbus

## Classes for Ohio Workers

BWC Ohio Center for Occupational Safety &amp; Health • 13430 Yarmouth Drive • Pickerington, Oh 43147

Attend one of the more than 60 occupational safety, health and ergonomics courses offered by the Ohio Bureau of Workers' Compensation Division of Safety & Hygiene. Classes are held throughout the state as well as online.

The division offers courses at no extra cost to Ohio employers with active workers' compensation policies.

2010	Course	Day (s)	2010	Course	Day (s)
7/28	Powered Industrial Trucks: Developing a Training Program	1.0	11/2-3	Hazard Communications	1.5
7/29	Hazardous Waste Operations and Emergency Response Awareness	0.8	11/3-4	Fall Hazards in Construction and Maintenance	2.0
8/3-5	Respiratory Protection	2.5	11/9	Powered Industrial Trucks: Developing a Training Program	1.0
8/5	First Aid in the Workplace	1.0	11/9	Enhancing Safety through a Drug-free Workplace	0.5 PM
8/18	Nonviolent Strategies for Caregivers and Other Staff Working Directly with the Public	1.0	11/17	NFPA 70E and You: Insight and Implementation	1.0
8/19	Measuring Safety Performance	1.0	12/1-2	Train the Trainer	1.5
8/19	Job Safety Analysis	1.0	12/7-8	Mechanical Power Press	2.0
8/24-25	Hazardous Waste Operations and Emergency Response Operations	2.0			
8/24	Mold and other Indoor Air Quality Concerns	1.0	<b>2011</b>	<b>Course</b>	<b>Day (s)</b>
8/31-9/2	Ergonomics Applied	3.0	1/12-13	Construction Safety Elements (OSHA 10)	2.0
8/31	OSHA Recordkeeping	1.0	1/26	Personal Protective Equipment Selection Criteria	0.5 PM
9/8	Controlling Workers' Compensation Costs	1.0	1/27	Emergency Preparedness Planning	1.0
9/9	Laboratory Safety	1.0	2/8	Effective Safety Teams	1.0
9/9	Safety and Ergonomics for Extended-care Facilities	1.0	2/8-10	Industrial Ventilation	3.0
9/14-16	Safety Fundamentals Examination (ASP) Review	3.0	2/10	First Aid in the Workplace	1.0
9/15-16	Confined Space Assessment and Work	1.5	2/15-17	Respirator Fit Testing	2.5
9/21	10 Steps for Safety	0.5 AM	2/17	OSHA Recordkeeping	1.0
9/22	Lockout/Tagout and Safety-related Work Practices	0.5 AM	2/24	Accident Analysis	1.0
9/23	Accident Analysis	1.0	3/1	Behavior-based Safety Systems	1.0
9/28	Ergonomics: Basic Principles	1.0	3/2	Job Safety Analysis	1.0
9/28-29	Mechanical Power Press	2.0	3/7-11	Basic Construction Safety (OSHA 30)	4.5
9/29	Behavior-based Safety Systems	1.0	3/8	Violence in the Workplace	0.5 AM
9/30	Controlling Costs through Claims Management	1.0	3/16-17	Electrical Safety Audits	2.0
10/5-7	Hazardous Waste Operations and Emergency Response Technician	3.0	3/17	Controlling Workers' Compensation Costs	1.0
10/5	Restaurant and Food Service Safety	1.0	3/23	Machine Guarding Basics	0.5 PM
10/7	OSHA Recordkeeping	1.0	3/23-24	Hazardous Waste Operations and Emergency Response Operations	2.0
10/13	Wellness in the Workplace	0.5 PM	4/4	Temporary Traffic Management	0.5 AM
10/14	First Aid in the Workplace	1.0	4/5-6	Scaffolding Safety	2.0
10/19	Bloodborne Pathogens	0.5 AM	4/6	Controlling Costs through Claims Management	1.0
10/21	Hazardous Waste Operations and Emergency Response Refresher	1.0	4/7	Hazardous Waste Operations and Emergency Response Refresher	1.0
10/26-27	Fundamentals of an Effective Safety and Health Program	2.0	4/12	Ergonomics: Developing an Effective Process	1.0
10/28	Effective Safety Teams	1.0	4/13-14	Fundamentals of an Effective Safety and Health Program	2.0
			4/19-21	Ergonomics Applied	3.0
			4/19	Wellness in the Workplace	0.5 PM

## Columbus Classes for Ohio Workers Continued

2011	Course	Day (s)	2011	Course	Day (s)
4/21	Bloodborne Pathogens	0.5 AM	5/24	Hazardous Waste Operations and Emergency Response Awareness	0.8
4/21	How Methamphetamines Affect the Workplace	0.5 PM	5/24	Powered Industrial Trucks: Developing a Training Program	1.0
4/26-28	Trenching and Excavation	3.0	5/25	Machine Guarding Basics	0.5 AM
4/27	Effective Safety Teams	1.0	5/25	You Don't Have to Speak Spanish to Communicate Safety to Your Spanish-speaking Workforce	1.0
5/3-4	Mechanical Power Press	2.0	5/25	Fall Hazards in Construction and Maintenance	2.0
5/3	Accident Analysis	1.0	6/1-2	Laboratory Safety	1.0
5/5	Asthma! Is Your Company at Risk?	1.0	6/1	Lockout/Tagout and Safety-related Work Practices	0.5 PM
5/10	Employee Safety for Staffing Companies/PEOs	0.5 AM	6/7	Personal Protective Equipment Selection Criteria	0.5 AM
5/10	10 Steps for Safety	0.5 PM	6/9	First Aid in the Workplace	1.0
5/11	Controlling Workers' Compensation Costs	1.0	6/22	Certified Safety Professional (CSP) Review	3.0
5/11-12	Hazard Communication	1.5			
5/17-18	Train the Trainer	1.5			
5/19	Nonviolent Strategies for Caregivers and Other Staff Working Directly with the Public	1.0			
5/23-26	Electrical Hazard Recognition and Abatement	3.5			

### Online courses

Avoiding Back Trauma	Ladder/Stairway Safety
Getting Started with Safety	Preventing Cuts and Lacerations
Industrial Hygiene Overview	Preventing Slips/Trips/Falls

### How to enroll in a class

To enroll in a class:

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com)
2. If this is your first visit, please click on First Visit and complete the requested information. If you do not know your BWC policy number, please ask your company's Human Resource person.
3. On the home page, click on Learning Center.
4. Click on Course Information & Enrollment.
5. Search by keyword, entering a word(s) that is closely related to the desired course. Click **Search**. The results will appear in the lower left corner of the screen. If it is difficult to see, consider changing the size of your screen display (directions below for "maximum visibility").
6. Locate the desired course and click on the information icon.
7. In the lower right section of the screen, locate the date/location of your choice. Click **Enroll**.
8. If you have given an e-mail address, you will receive an e-mail confirming your enrollment. If you have no e-mail address, you will receive a fax or letter.
9. Once you are enrolled, you can view your list of selected classes (and cancel, if needed) in the, which is located on the left side of the home page.
10. For assistance, please call 1-800-OHIOBWC

### How to update a profile

To update your own user information in BWC Learning Center:

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com)
2. Click on **User Information Center**.
3. Click on **Student Records**.
4. Click on **Update Profile**.
5. Edit as needed. Click **Submit**

### How to find directions

To find addresses, directions or maps to training facilities:

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com)
2. Click on User Information Center.
3. Click on Facilities & Training Locations.
4. Locate the desired facility. Click on the information icon  .
5. Directions are displayed in the lower right section of the screen.

### How to cancel a class

To cancel a class:

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com)
2. On the left side of the home page, select Personal Learning Center.
3. Locate the class.
4. Click on **Cancel**.

### For maximum visibility

To change the size of your screen display:

1. From the START icon, select Settings.
2. Select Control Panel.
3. Select Display, then the "Settings" tab.
4. In the "Screen Area," move the gauge to 1024 x 768 pixel

### How to print certificates

To print a certificate for a class you have completed:

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com)
2. On the left side of the home page, click on Personal Learning Center
3. Click on the **Transcript** tab.
4. Locate the course you have completed, click on [certificate](#).
5. Print it.

For more information, call 1.800.OHIOBWC. To register for a class online follow directions.