

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

## July to Sept. 2016

2016	Classroom	Day(s)
Aug. 18	First Aid in the Workplace	1.0 Day
Aug. 30	Welding and Brazing Safety	1.0 Day
Sept. 7	Hazard Communication Half-day Workshop	0.5 Day a.m.
Sept. 7	OSHA Recordkeeping <i>(Non-catalog course; to register, call the Dayton Customer Service Office at 937-264-5230)</i>	0.5 Day p.m.
Sept. 20	Noise and Hearing Conservation	1.0 Day
Sept. 28	Effective Safety Teams Half-day Workshop	0.5 Day a.m.
Sept. 28	Violence in the Workplace	0.5 Day p.m.

**Enroll today!** 

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

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## Oct. to Dec. 2016

2016	Classroom	Day(s)
Oct. 4	Emergency Preparedness Planning Half-day Workshop	0.5 Day a.m.
Oct. 4	Behavior-based Safety Systems Half-day Workshop	0.5 Day p.m.
Oct. 5-6	<b>NEW!</b> OSHA 10 Construction in Spanish	2.0 Days
Oct. 18	Measuring Safety Performance	1.0 Day
Nov. 3	Controlling Costs through Claims Management	1.0 Day
Nov. 15	Ergonomics: Basic Principles	1.0 Day
Nov. 29-30	Industry Safety Elements (OSHA 10)	2.0 Days
Dec. 6	Job Safety Analysis	0.5 Day a.m.
Dec. 6	Personal Protective Equipment Selection Criteria	0.5 Day p.m.
Dec. 15	Lockout/Tagout and Safety-related Work Practices	0.5 Day a.m.
Dec. 15	Machine Guarding Basics	0.5 Day p.m.

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# Dayton

## Customer Service Office

Quarterly schedule  
Jan. to March 2017

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## Jan. to March 2017

2017	Classroom	Day(s)
Jan. 5	Accident Analysis Half-day Workshop	0.5 Day a.m.
Jan. 5	OSHA Recordkeeping Half-day Workshop	0.5 Day p.m.
Jan. 25	Safety for the Non-safety Professional	1.0 Day
Feb. 7-8	Construction Safety Elements (OSHA10)	2.0 Days
Feb. 14	Transportation-injury Prevention Tips for Truck Drivers	0.5 Day a.m.
Feb. 14	Powered Industrial Trucks: Developing a Training Program Half-day Workshop	0.5 Day p.m.
Feb. 28	Bloodborne Pathogens	0.5 Day a.m.
Feb. 28	Wellness in the Workplace Workshop	0.5 Day p.m.
March 14	Fundamentals of Training	1.0 Day
March 21	Thermal Stress	0.5 Day a.m.

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## April to June 2017

2017	Classroom	Day(s)
April 3	NFPA 70E and You: Insight and Implementation	1.0 Day
April 18	Safety and Ergonomics for Extended-care Facilities	1.0 Day
April 25	Confined Space Assessment and Work	1.0 Day
May 16	Accident Analysis Half-day Workshop	0.5 Day a.m.
May 16	OSHA Recordkeeping Half-day Workshop	0.5 Day p.m.
May 24	First Aid in the Workplace	1.0 Day
June 1	Effective Safety Teams Half-day Workshop	0.5 Day a.m.
June 1	Violence in the Workplace	0.5 Day p.m.
June 12	Emergency Preparedness Planning Half-day Workshop	0.5 Day a.m.
June 12	Behavior-based Safety Systems Half-day Workshop	0.5 Day p.m.
June 20	Ergonomics: Basic Principles	1.0 Day

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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*.