

# 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 Lima 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)
Sept. 25	Violence in the Workplace	0.5 a.m.
Sept. 25	Bloodborne Pathogens	0.5 p.m.
Oct. 22-23	Respiratory Protection	2.0
Nov. 5	OSHA Recordkeeping	1.0
2015	Classroom	Day(s)
March 10	Confined Space Assessment and Work	1.0
March 18-19	Train the Trainer	1.5
April 8	Controlling Workers' Compensation Costs	1.0
April 22	Machine Guarding Basics	0.5 a.m.
April 22	Lockout/Tagout and Safety-related Work Practices	0.5 p.m.
May 5	Job Safety Analysis Workshop	0.5 p.m.
May 5	Effective Safety Teams Half-day Workshop	0.5 a.m.
May 19-20	Industry Safety Elements (OSHA 10)	2.0
June 4	First Aid in the Workplace	1.0
June 9	Advanced Lockout/Tagout	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
<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



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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](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.**