Ohio | Bureau of Workers' Compensation

July 2011 - June 2012

Mansfield

Classes for Ohio Workers

BWC Mansfield Service Office . 240 Tappan Drive North, Suite A . Mansfield, Oh 44906

Attend one of the more than 60 occupational safety, health and ergonomic 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.

2011	Course	Day (s)
8/31	Behavior-based Safety Systems	1.0
9/13	Ergonomics: Basic Principles	1.0
9/22	Hazard Communication One-day Workshop	1.0
9/29	Controlling Workers' Compensation Costs	1.0
10/5	First Aid in the Workplace	1.0
10/26-27	Electrical Safety Audits	2.0
11/1-2	Construction Safety Elements (OSHA 10)	2.0
12/13	Powered Industrial Trucks: Developing a Training Program	1.0

2012	Course	Day (s)
1/26	Job Safety Analysis Half-day workshop	0.5 AM
1/26	Personal Protective Equipment Selection Criteria	0.5 PM
2/29	Ergonomics: Developing an Effective Process	1.0
3/6	Accident Analysis	1.0
3/14	Lockout/Tagout and Safety-related Work Practices	0.5 AM
3/14	Machine Guarding Basics	0.5 PM
3//22	Controlling Costs through Claims Management	1.0
4/10-12	Trenching and Excavation	3.0
4/17	Safety Works for Industry Module 1	0.5 AM
4/24	Safety Works for Industry Module 2	0.5 AM
5/1	Safety Works for Industry Module 3	0.5 AM
5/1	Bloodborne Pathogens	0.5 PM
5/8	Safety Works for Industry Module 4	0.5 AM
5/15	Safety Works for Industry Module 5	0.5 AM
5/22	Safety Works for Industry Module 6	0.5 AM
6/5	OSHA Recordkeeping	1.0
6/12-14	Safety Fundamentals Examination (ASP) Review	3.0

Online courses

- Accident Analysis
- Avoiding Back Trauma
- Getting Started with Safety
- Health Hazards in Construction
- Industrial Hygiene Overview
- Ladder/Stairway Safety
- Musculoskeletal Disorders in the Workplace
- Preventing Cuts and Lacerations
- Preventing Slips/Trips/Falls

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

Online registration directions

How to enroll in a class

To enroll in a class:

1. Go to 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 Personal Learning Center, 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;
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;
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;
2. On the left side of the home page, select Personal Learning Center;
3. Locate the class;
4. Click on Cancel.

To change your screen display size:

For maximum visibility

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 pixels.

How to print certificates

To print a certificate for a class you have completed:

1. Go to 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.