



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 Portsmouth Customer Service Office. **A listing of courses offered at our other service offices can be found at www.bwc.ohio.gov/catalog.**

2014	Classroom	Day(s)
Sept. 4	Safety for the Non-safety Professional	1.0
Sept. 16	Effective Safety Teams Half-day Workshop	0.5 a.m.
Sept. 16	Bloodborne Pathogens	0.5 p.m.
Oct. 8	Controlling Workers' Compensation Costs	1.0
Nov. 13	How Workplace Temperatures Impact Worker Safety	0.5 a.m.
Dec. 3	OSHA Recordkeeping Half-day Workshop	0.5 a.m.

2015	Classroom	Day(s)
Feb. 11	Ergonomics: Basic Principles	1.0
March 11	Job Safety Analysis Workshop	0.5 a.m.
April 7-8	Industry Safety Elements (OSHA 10)	2.0
May 6	Accident Analysis	1.0
June 10	Transitional Return-to-Work	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
NEW! Developing a Safety Culture	TBD
Food Service Safety	2 hours
Getting Started with Safety (Equivalency)	4 hours
NEW! Hazard Communication 2012 Basics: Labeling, Safety Data Sheets and Pictograms	30 min
Health Hazards in Construction	1 hour
NEW! Introduction to OSHA	TBD
Ladder/Stairway Safety	1 hour
Office Ergonomics: Computer Workstation and Mobile Computing	1.5 hours
NEW! OSHA Recordkeeping 101	2 hours
Preventing Cuts and Lacerations	1 hour
Preventing Slips/Trips/Falls	1 hour

▶ **Enroll today!** www.bwclearningcenter or 1-800-OHIOBWC



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.
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.
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.
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.
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.**