

# Safety & Health

## Classes for Ohio Workers

**July - September 2007**

The Ohio Bureau of Workers' Compensation Division of Safety & Hygiene Training Center offers 64 occupational safety, health, and ergonomic courses in twelve locations statewide and seven online courses. All courses are offered at no additional cost to Ohio employers who pay into the Ohio workers' compensation insurance fund. Courses are designed to emphasize practical application of safety principles, to help develop a safety culture, and to provide current and proposed standards for regulatory compliance.

For more information or to register, see reverse side for online directions or call **1-800-OHIOBWC**, option 2, 2, 2.

**BWC**

Better Workers' Compensation

Built with you in mind



### Course Title

<u>Course Title</u>	<u>Length</u>
Accident Analysis	1.0 day
Advanced Rate Making	0.5 day
Asthma! Is Your Company at Risk?	1.0 day
Behavior-based Safety Systems	1.0 day
Bloodborne Pathogens	0.5 day
Certified Safety Professional (CSP)	3.0 days
Communicating Safety to Your Spanish Speaking Workforce	1.0 day
Comprehensive Industrial Hygiene Review (CIH)	4.5 days
Confined Space Assessment and Work	2.0 days
Controlling Costs Through Claims Management	1.0 day
Controlling Workers' Compensation Costs	1.0 day
Effective Safety Teams	1.0 day
Electrical Hazard Recognition and Abatement	3.5 days
Electrical Safety Audits	2.0 days
Emergency Preparedness Planning	1.0 day
Enhancing Safety Through a Drug-free Workplace	0.5 day
Ergonomics Applied	3.0 days
Ergonomics Basic Principles	1.0 day
Ergonomics: Developing an Effective Process	1.0 day
Fall Hazards in Construction and Maintenance	2.0 days
First Aid in the Workplace	1.0 day
Fundamentals of an Effective Safety and Health Program	2.0 days
Got Mold?	1.0 day
Hazard Communication	1.5 days
Hazardous Waste Operations and Emergency Response Awareness	0.8 day
Hazardous Waste Operations and Emergency Response Operations	2.0 days
Hazardous Waste Operations and Emergency Response Refresher	1.0 day
Indoor Air Quality	2.0 days
Job Safety Analysis	1.0 day
Lockout/Tagout and Safety-related Work Practices	0.5 day
Mechanical Power Press	2.0 days
NFPA 70E and You: Insight and Implementation	1.0 day
Noise and Hearing Conservation	2.0 days
Nonviolent Strategies for Caregivers	1.0 day
OSHA Recordkeeping	1.0 day
Personal Protective Equipment Selection Criteria	0.5 day
Powered Industrial Trucks: Developing a Training Program	1.0 day
Public Employers: Injury, Illness, Needlestick Recordkeeping	1.0 day
Restaurant and Food Service Safety	0.8 day
Safety and Ergonomics for Extended Care Facilities	1.0 day
Safety Works for Industry Module 1	0.5 day
Safety Works for Industry Module 2	0.5 day
Temporary Traffic Management	0.5 day
10 Step Business Plan	0.5 day
Train the Trainer	1.5 days
Violence in the Workplace	0.5 day
Wellness in the Workplace	0.8 day

### Online Courses


Avoiding Back Trauma  
 Ergonomics: Office Ergonomics  
 Getting Started with Safety  
 Industrial Hygiene Overview: Recognizing Occupational Health Hazards  
 Ladder/Stairway Safety  
 Preventing Cuts and Lacerations  
 Preventing Slips/Trips/Falls

## Ohio BWC's Division of Safety & Hygiene Training Center

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### 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 **Personal Learning Center**, which is located on the left side of the home page.
  10. For assistance, please call 1-800-OHIOBWC, option 2, 2, 2.
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### 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**.
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### 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.
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### 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 pixels.