

Cleveland

Garfield Heights Customer Service Office

Yearly schedule

July 2016 – June 2017 courses

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

2016	Classroom	Day(s)
July 28	Accident Analysis	1.0 Day
Aug. 3	Advanced Lockout/Tagout	1.0 Day
Aug. 8-9	Construction Health and Safety Technician (CHST) Review	2.0 Days
Aug. 17	Controlling Workers' Compensation Costs	1.0 Day
Aug. 22-26	Basic Industry Safety (OSHA 30)	4.75 Days
Aug. 30	Ergonomics: Developing an Effective Process	1.0 Day
Sept. 6-8	Safety Fundamentals Examination Associate Safety Professional (ASP) Review	3.0 Days
Sept. 13	Effective Safety Teams	1.0 Day
Sept. 15	Thermal Stress	0.5 Day a.m.
Sept. 15	Work Zone Traffic Control and Safety	0.5 Day p.m.
Sept. 19-20	Trenching and Excavation	2.0 Days
Sept. 22	OSHA Recordkeeping	1.0 Day
Sept. 26-30	Hazardous Waste Operations and Emergency Response 40 Hour	5.0 Days
Oct. 4	Safety for the Non-safety Professional	1.0 Day
Oct. 5-6	Industry Safety Elements (OSHA 10)	2.0 Days
Oct. 12	Accident Analysis	1.0 Day
Oct. 17-21	Basic Construction Safety (OSHA 30)	4.75 Days
Oct. 24-26	Advanced Safety for Public Employers (ASPE) Part One	2.5 Days
Oct. 27	Ergonomics: Basic Principles	1.0 Day
Nov. 9	Behavior-based Safety Systems	1.0 Day
Nov. 14-15	Construction Safety Elements (OSHA10)	2.0 Days
Nov. 17	Job Safety Analysis	0.5 Day a.m.
Nov. 17	Machine Guarding Basics	0.5 Day p.m.
Dec. 1	Safety for the Non-safety Professional	1.0 Day
Dec. 7	Safety and Ergonomics for Extended-care Facilities	1.0 Day

Enroll today!



www.bwclearningcenter.com

216-584-0115 • 1-800-OHIOBWC



Bureau of Workers' Compensation

Cleveland

Garfield Heights Customer Service Office

A listing of courses offered at our other service offices can be found in our Safety Services Catalog online at www.bwc.ohio.gov/catalog under the education and training services section.

2016	Classroom continued	Day(s)
Dec. 12-13	Fall Hazards in Construction and Maintenance	2.0 Days
Dec. 15	Effective Safety Teams	1.0 Day
2017	Classroom	Day(s)
Jan. 9-10	NEW! OSHA 10 Construction in Spanish	2.0 Days
Jan. 11	Accident Analysis	1.0 Day
Jan. 19	OSHA Recordkeeping	1.0 Day
Jan. 25	Crane Rigging and Signal Person Duties	1.0 Day
Feb. 14-15	Construction Safety Elements (OSHA10)	2.0 Days
Feb. 16	Noise and Hearing Conservation	1.0 Day
Feb. 22	Controlling Workers' Compensation Costs	1.0 Day
March 1	Machine Guarding Basics	0.5 Day a.m.
March 1	Lockout/Tagout and Safety-related Work Practices	0.5 Day p.m.
March 13-15	Advanced Safety for Public Employers (ASPE) Part Two	2.5 Days
March 21	Powered Industrial Trucks: Developing a Training Program Half-day Workshop	0.5 Day a.m.
March 21	Work Zone Traffic Control and Safety	0.5 Day p.m.
March 22	First Aid in the Workplace	1.0 Day
March 23	Safety and Ergonomics for Extended-care Facilities	1.0 Day
March 27	Health Hazard Awareness & Toxicology Fundamentals	1.0 Day
April 11	Effective Safety Teams	1.0 Day
April 13	OSHA Recordkeeping	1.0 Day
April 17-21	Basic Construction Safety (OSHA 30)	4.75 Days
April 24-25	Industry Safety Elements (OSHA 10)	2.0 Days
April 27	Advanced Lockout/Tagout	1.0 Day
May 2	Confined Space Assessment and Work	1.0 Day
May 9	Thermal Stress	0.5 Day a.m.
May 9	Job Safety Analysis	0.5 Day p.m.
May 11	Behavior-based Safety Systems	1.0 Day
May 16	Accident Analysis	1.0 Day
May 17-18	Scaffolding Safety	2.0 Days
May 23	NFPA 70E and You: Insight and Implementation	1.0 Day
May 24	Safety for the Non-safety Professional	1.0 Day
May 31	Ergonomics: Basic Principles	1.0 Day
June 13	Ergonomics: Developing an Effective Process	1.0 Day
June 15	Effective Safety Teams	1.0 Day
June 19-23	Basic Industry Safety (OSHA 30)	4.75 Days
June 27	Hazard Communication	1.0 Day

**FREE
TUITION**

Enroll today!

www.bwclearningcenter.com

216-584-0115

1-800-OHIOBWC

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
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.

How to enroll in a class

1. Go to 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*.

How to print a certificate

1. Go to 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.

How to update your login ID, contact or profile information

1. Go to 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*.

How to cancel enrollment for a class

1. Go to 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*.