Mansfield
Customer Service Office

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
- Bloodborne Pathogens (BBP)
- Construction Work in Confined Spaces
- 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
- Safety and Health Management Programs
- **NEW!** Young Worker Safety

July to Sept. 2018

2018	Classroom	Day(s)
Aug. 2	Confined Space Assessment and Work	1.0 Day
Aug. 16	Controlling Workers' Compensation Costs	1.0 Day
Aug. 21	Safety for the Non-safety Professional	1.0 Day

Enroll today! FREE TUITION

www.bwclearningcenter.com
419-529-7629 • 1-800-OHIOBWC

Ohio | Bureau of Workers' Compensation

Using the BWC Learning Center

How to create a new account

1. Go to www.bwclearningcenter.com
2. Click *Need an Account?*
3. Select the user type radio button *External User*.
4. Input the employer policy number.
5. Enter a Login ID (minimum of 4 characters).
6. Enter your email address (if applicable and highly recommended although not required field)
7. Enter a password (must be 8 characters to include one capital letter and at least 1 number); confirm password.
8. Enter your first name.
9. Enter your last name.
10. Enter your work phone number.
11. Select *Enable Accessibility* for hearing/vision impairment (for screen readers and speech recognition software).
12. Click Create and receive the welcome screen—click *Home* to see the home screen.

How to print a certificate

1. Go to www.bwclearningcenter.com
2. Enter your login ID and password and click *Log In*.
3. From the top navigation menu, Click *Transcript*.
4. Next to the class desired, click *View Certificate*.
5. The system will generate a PDF document of your certificate. You can save or print the certificate.

OR

1. From the Home page, scroll down to *Completed Training*.
2. Next to the class desired, click *View Certificate*.
3. The system will generate a PDF document of your certificate. You can save or print the certificate.

How to cancel enrollment for a class

1. Go to www.bwclearningcenter.com or call 1-800-644-6292.
2. Enter your login ID and password and click *Log In*.
3. From the Home page, scroll down to *Current Training*, to display the list of classes you are enrolled in.
4. In the action box, next to the course that is desired, select *Cancel Enrollment*.
5. A message 'Your enrollment for the selected course was cancelled' will display at the top of your screen.

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. To edit your login ID or password mouse over the avatar with initials (e.g. KB), in the drop-down menu click *Account*.
4. Edit login ID or password as necessary and click *Save*.
5. From the Home page under the right, *User Information* block, click *Edit User Information*.
6. Edit as necessary and be sure to click *Save* before exiting the page to save your changes.

How to enroll in a class

1. Go to www.bwclearningcenter.com or call 1-800-644-6292.
2. Enter your login ID and password and click, *Log In*.
3. In the search engine under *Browse Catalog*, type in the desired class. Note: On the left, filter the Content *Type by Classroom* to find the class more quickly.
4. Click on the name of the desired class.
5. Find the class you desire to attend and click, *Enroll*.
6. A message 'You are enrolled in the course' will display.