

Workplace Safety

Web Courses

BWC's Division of Safety & Hygiene is dedicated to meeting customers' needs for occupational safety and health training. The division's training center offers many resources, including *Web-based training classes. Employees can learn in their own work environment at their own pace, choosing a window of learning time when work is not adversely affected. This reduces travel time to zero, and saves travel expenses and time away from the job.

**Internet access required*



Course	Who should participate	What you will learn
Avoiding Back Trauma	Anyone interested in preventing back pain disability or those who perform lifting, pushing and/or pulling activities in the course of their job	<ul style="list-style-type: none"> ○ The risk factors for back pain ○ How to use and apply BWC/The Ohio State University Lifting Guidelines ○ How to use ergonomics to prevent back pain
Getting Started with Safety	Individuals asked to develop a safety and health program at work, but have no prior experience in this area	<ul style="list-style-type: none"> ○ Employer's and employee's responsibility for a safe work environment ○ What hazards to look for ○ How to do a job safety analysis ○ Available resources ○ What written programs are needed ○ What training is needed
Industrial Hygiene Overview: Recognizing Occupational Health Hazards	Anyone involved with health and safety, but has limited knowledge of industrial hygiene issues, or those who are interested in a broad overview of industrial hygiene topics	<ul style="list-style-type: none"> ○ Definition of occupational/ industrial hygiene ○ Recognition of potential health hazards (dusts, mists, gases, vapors, noise, etc.) ○ Evaluation methods used to determine employee exposure to chemical and physical hazards ○ Control methods to reduce the risk of occupational illness or injury ○ Required written programs
Ladder/ Stairway Safety	Anyone interested in the safety considerations, rules, and regulations regarding ladders and stairs from construction to general use	<ul style="list-style-type: none"> ○ Ladder types ○ Safety, maintenance, and storage of ladders ○ How to choose the right ladder for the job ○ How to safely use and control stairs, platforms, handrails, and guardrails ○ Legal requirements and guidelines for stair construction
Preventing Cuts and Lacerations	Those involved in industries that cut products or anyone with cut or laceration concerns	<ul style="list-style-type: none"> ○ About the different types of cuts and lacerations and the causes of each ○ Controls and prevention measures to avoid and eliminate cutting hazards
Preventing Slips/Trips/Falls	Anyone interested in preventing slips, trips, and falls or affected by them will find this class beneficial	<ul style="list-style-type: none"> ○ Housekeeping programs ○ Ladder safety, scaffolding and work platforms ○ Design and maintenance of walkways and stairs ○ Appropriate footwear

To register

Phone: Call 1-800-OHIOBWC.

Online: Visit www.bwclearningcenter.com.

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.