

BWC's General Guidelines for Group Experience and Group Retrospective Rating two-hour safety training

4123-17-68

Courses offered through BWC Safety and Hygiene training forums:

- Ohio Safety Congress and Expo safety educational sessions
- Division of Safety and Hygiene Training Center ½ and full day courses
- Other forums being developed include regional safety expos, safety webinars
- BWC On Demand courses that are geared toward safety
- Currently available on-line courses that meet the 2-hour criteria

Single courses:

- Avoiding Back Trauma (2hrs)
- Getting Started with Safety (4hrs)

Combined courses: Any combination of the following courses amounting to two or more hours of training:

- Preventing Slips/ Trips /Falls (1hr),
- Industrial Hygiene Overview (1 hr)
- Preventing Cuts and Lacerations (35 min),
- Ladder/Stairway Safety (45min)

All pages of the online course must be completed and the *test passed* before a certificate can be printed from the student transcript in the BWC Learning Center located in the "Personal Learning Center"

BWC online courses can be accessed through the following path: OhioBWC.Com Com - Safety Services – under Training Services - Safety and Hygiene Training center - Web Based Courses - online course, select course(click on BWC Learning Center) -Enter log in ID or for first time customers select "First Visit"

Guidelines for courses offered through non-BWC training forums:

- Topic must be workplace safety related and at least two hours long (or two one-hour classes).
- BWC preapproval is not required.
- Must be conducted by reliable and credible safety training sources. Should a sponsor have any questions about safety training they want to deliver, they can contact their assigned BWC Safety Consultant for guidance.
- In-house training provided that the training is well documented and is beyond the expected regular day-to-day safety training in the workplace.

Sponsor documentation:

- Sponsor must maintain documentation regardless of where the service is delivered.
- Examples of documentation include, but are not limited to, signed class roster and certificate of completion.
- Each policy is required to fulfill the two hour training requirement separately.

List of employers required to comply:

- BWC will provide a list to sponsors in July 2009.
- Quarterly updates will be provided thereafter.