

# EMPLOYEE SAFETY FOR STAFFING COMPANIES/PEOS

The Ohio Bureau of Workers' Compensation Division of Safety & Hygiene Training Center offers a half-day class to: Staffing companies (temporary agencies), account managers, branch managers, directors of operations, safety directors and sales staff; self-insured staffing companies; professional employer organizations (PEOs), host company human resource managers, and safety directors.

## What you will learn:

- ✚ Best practices for staffing companies/PEOs, including:
  - ✓ How to reduce injuries, illnesses and workers' compensation costs;
  - ✓ How to reduce the impact of a claim;
  - ✓ How to improve communication between staffing organizations and host companies;
  - ✓ Quality control;
  - ✓ How to understand OSHA requirements for safety and health, legal issues, and OSHA recordkeeping;
  - ✓ Safety evaluation of host/client;
  - ✓ How to understand NCCI classifications;
- ✚ The differences between a PEO and staffing company (legal, ownership, and responsibilities).

Date	Location
September 4, 2008	Columbus
January 21, 2009	Mansfield
March 5, 2009	Cincinnati
March 26, 2009	Columbus
June 23, 2009	Youngstown

Length:	Half-day
CEU:	0.3
Step Six:	3.0
Cost:	Free to Ohio employers
Instructors:	OSHA Alliance team members

It is the goal of this Alliance to help the Staffing industry learn how to function more safely. With cooperation of all Alliance members, the Alliance will continue to produce products to promote safety in addition to this course. In an effort to give students a better perspective, our instructors are from both the staffing industry and general safety.

**NOTE:** A safety DVD will be given to all students beginning in 2009. It can assist Staffing agencies when providing their required initial safety training to associates.



# Online registration directions

## 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.

## 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.

## 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.

## 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.

## 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](http://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.