

# Communicating Safety to Your Spanish Speaking Workforce

The Division of Safety & Hygiene Training Center offers a one day class to anyone who works with, supervises, or directs Spanish speaking employees and is responsible for safety education, injury reduction, training, and communication.

What you will learn:

- ✚ Cultural awareness issues that impact safety training, communication, and trust;
- ✚ Tips and techniques to overcome communication barriers when teaching safety to your Spanish speaking workforce;
- ✚ How to develop a training format and safety environment that works for your Spanish speaking employees;
- ✚ How to motivate and get your Spanish speaking employees involved with safety;
- ✚ Simple two and three word Spanish phrases which can immediately be put into practice.

<b>Date</b>	<b>Location</b>
September 4, 2007	Cleveland
September 5, 2007	Columbus
September 6, 2007	Cincinnati
May 6, 2008	Columbus
May 7, 2008	Cincinnati

Length	1 Day
CEU	.6
CM	1.0
Step Six	6.0
Cost:	Free to Ohio employers
Registration:	See reverse side
Instructors:	Bilingual Solutions International

Bilingual Solutions International is based in Los Angeles, California. Hector M. Escarcega, President of "Bilingual Solutions, is a bilingual human resource trainer, consultant, and motivational speaker with over 23 years working as an OSHA/Professional/Risk Management/Certified Safety Professional. In this class you will learn practical insights and tips into the Latino workforce and their customs, traditions, and values. The goal of Bilingual Solutions is to improve communication, quality of work, production, and to reduce injuries, accidents and fatalities.




Ohio Bureau of Workers' Compensation  
Division of Safety & Hygiene Training Center

## Ohio BWC's Division of Safety & Hygiene Training Center

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### 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, option 2, 2, 2.

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### 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**.

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### 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.

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### 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**.

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### For maximum visibility

To change the size of your screen display:

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.