

August 30, 2001

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 01- 03</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

**FROM:** RICHARD C. TRIGG  
National Director  
Office of Job Corps

**SUBJECT:** National Safety and Health Conference, October 22-25, 2001, Seattle, Washington

1. Purpose. To provide information about the Fall 2001 National Safety and Health Conference to be held October 22-25, 2001, at the Westin Hotel in Seattle, Washington.
2. Background. Job Corps is committed to teaching young adults the skills they need to begin careers and to succeed in today's world. Teaching safety at Job Corps centers and keeping students and staff free of injuries and illnesses are major parts of this goal. When students feel safe, secure, and healthy, they are likely to stay enrolled in Job Corps long enough to gain the skills they need to achieve long-term labor market success.

The National Office of Job Corps has taken many measures over the years to enhance safety on centers, including sponsoring training conferences for field staff. In 1999 and 2000, the national office sponsored National Safety and Health Conferences that addressed a number of important topics ranging from environmental sanitation to substance abuse.

With implementation of the Career Development Services System (CDSS), Job Corps must consider how safety is approached. It is critical that center operators, center staff, and students understand that safety issues should not be addressed through a "stand-alone" program for which one staff member is responsible. The Job Corps system must recognize that safety can be championed in many ways, such as through a CDSS plan that promotes training for all staff and students in hazard recognition in dormitories, recreational areas, and training sites. Safety is an integral part of a successful CDSS.

To this end, the National Office of Job Corps is sponsoring a National Safety and Health Conference that will address national priorities and the needs of center staff. The agenda for the

conference was developed with input from safety officers, center directors, center operators, support contractors, and OASAM and OSHA representatives.

3. Conference Goals. The goals of the conference are to give participants the information and tools they need to enhance center plans and activities in the areas of:

- a. Integrating the role of safety into CDSS
- b. Integrating the role of safety into the Disability Initiative
- c. Using *required* web-based reporting systems – SHIMS (Safety and Health Information Management System) and ATS (Abatement Tracking System) – and using other web-based resources
- d. Developing pro-active approaches to preventing assault, and alcohol and drug use on center
- e. Incorporating new and existing DOL safety requirements

4. Conference Participants. While the conference is open to all Job Corps staff, the conference is intended primarily for staff in the western part of the country; therefore, west coast participants' registration forms will be given priority in processing. An east coast National Safety and Health Conference is planned for the spring of 2002.

Participation in the Fall 2001 National Safety and Health Conference is *strongly encouraged* for safety officers, health and safety managers, corporate/agency representatives, nursing consultants, and project managers in the Kansas City, Dallas, Denver, San Francisco, and Seattle regions. Participation by center directors, wellness center managers, security staff, and other center staff is also encouraged. OASAM and OSHA representatives have been invited under separate cover.

*Note:* New Safety Officers – those who have worked in this capacity for Job Corps for 1 year or less – are *strongly encouraged* to attend an orientation session on Monday, October 22, 2001 that will cover basic OSHA regulations, fire prevention, safety education, workplace inspections, and more. This orientation is open to all participants who would benefit from a refresher session.

5. Conference Logistics. Please make travel arrangements in accordance with the following information:

<u>Dates:</u>	Monday, October 22	2:00 p.m. – 4:30 p.m. (Orientation/Refresher Session)
	Monday, October 22	5:00 p.m. – 7:00 p.m. (Registration and Networking)
	Tuesday, October 23	8:00 a.m. – 4:30 p.m. (Conference)
	Wednesday, October 24	8:00 a.m. – 4:30 p.m. (Conference)
	Thursday, October 25	8:00 a.m. – 4:30 p.m. (Conference)

Location: The Westin Hotel  
1900 Fifth Avenue  
Seattle, WA 98101

Reservations: 206/728-1000 or 800/228-3000  
The government rate is \$109 + tax.  
Please select a room from the "U.S. Department of Labor/ Job Corps" room block.  
**Room reservations must be made by September 24, 2001, in order to guarantee the government rate.**

Airport Transportation: The Westin Hotel is located in downtown Seattle. The Grayline Airport Express shuttle is available near the United Airlines Baggage Claim area. The cost is \$8.50 for a one-way ticket or \$14 roundtrip. The shuttle into town takes approximately 1 hour; the return trip to the airport takes approximately 30 minutes. A cab ride from the airport is approximately \$35; a return trip is approximately \$25. Self-parking is available at the hotel for \$21 per 24-hour period.

6. Conference Registration and Fee. To register for the conference, complete the attached registration form and return it to Tidewater, Inc., **no later than September 24, 2001**. A registration fee of \$35 must be submitted (by a check or money order made payable to "Tidewater, Inc.") before participation can be confirmed. Please mail or fax completed registration forms and mail payments to:

Tidewater, Inc.  
2821 Q Dorr Avenue  
Fairfax, VA 22031  
Attn: Shannon Cardwell  
Telephone: 703/204-3580  
Fax: 703/204-3581

7. Confirmation of Participation. Confirmation notices will be delivered via email or fax upon receipt of the \$35 registration fee. Registrants should wait to receive a confirmation notice before making non-refundable travel arrangements.

8. Action. Recipients of this Notice should ensure that appropriate staff receives this information in time to register.

9. Expiration Date. October 26, 2001.

10. Inquiries. Direct any inquiries to Jennie Pittman, at 202/693-3104, or e-mail JPittman@doleta.gov.

Attachment

**NATIONAL SAFETY AND HEALTH CONFERENCE**  
**Westin Hotel**  
**Seattle, Washington**  
**October 22-25, 2001**

**REGISTRATION FORM**

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Participant Name	Title

Organization	
Address Line 1	
Address Line 2	
City, State, Zip	
Phone and Fax	
Email Address	

Will you attend the Orientation/Refresher Session on Monday, October 22, 2001 (2-4:30 p.m.) that will cover basic OSHA regulations, fire prevention, safety education, workplace inspections, and more?

YES      NO

If you are a Safety Officer, what other duties, if any, do you perform on center in addition to safety?

Please list any special accommodations required for participation in the conference:

<p><b>BY SEPTEMBER 24, 2001</b></p> <p><b>PLEASE SUBMIT COMPLETED FORM and \$35 REGISTRATION FEE TO:</b></p> <p>Tidewater, Inc. Attention: Shannon Cardwell 2821Q Dorr Avenue, Fairfax, Virginia 22031 Phone: 703/204-3580 Fax: 703/204-3581</p>
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