

July 31, 2002

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 02-03</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  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

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

**SUBJECT:** National Safety and Health Conference, September 17-19, 2002,  
Philadelphia, Pennsylvania

1. Purpose. To provide information about the Fall 2002 East-Coast Safety and Health Conference to be held September 17-19, 2002, at the Radisson Plaza-Warwick Hotel in Philadelphia, Pennsylvania.
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 Job Corps National Office has taken many measures over the years to enhance safety on centers, including sponsoring training conferences for field staff. In the fall of 2001, the national office sponsored a West-Coast Safety and Health Conference that addressed a number of important topics ranging from environmental sanitation to substance abuse.

While enhancing 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 in the recognition of potentially dangerous situations that may occur in dormitories, recreational areas, and training sites, and during off center travel.

To this end, the Job Corps National Office is sponsoring an East-Coast 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 and implementing “best practices”;
- b. Developing proactive approaches for preventing accidents during off center student travel, and for preventing assault and drug/alcohol use on and off center;
- c. Integrating the role of safety into the disability initiative;
- d. Enhancing fire safety on center; and,
- e. Using required web-based reporting systems – Safety and Health Information Management System (SHIMS) and Abatement Tracking System (ATS) – and using other web-based resources.

4. Conference Participants. While the conference is open to all Job Corps staff, the conference is intended primarily for staff in the eastern part of the country; therefore, east coast participants’ registration forms will be given priority in processing.

Participation in the Fall 2002 East-Coast Safety and Health Conference is *strongly encouraged* for safety officers, health and safety managers, corporate/agency representatives, nursing consultants, and project managers in the Boston, New York, Philadelphia, Atlanta, and Chicago regions. Center directors, wellness staff, security staff, and others are welcomed. 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 the orientation session on Tuesday, September 17, 2002 that will cover basic OSHA regulations, 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:

<b>Dates:</b>	Tues., September 17	2:00 p.m. – 4:30 p.m. (Orientation/Refresher Session)
	Tues., September 17	5:00 p.m. – 7:00 p.m. (Registration and Networking)
	Wed., September 18	8:00 a.m. – 4:30 p.m. (Conference)
	Thurs., September 19	8:00 a.m. – 4:30 p.m. (Conference)

**Location:** The Radisson Plaza-Warwick Hotel  
1701 Locust Street  
Philadelphia, PA 19103

**Reservations:** 215/735-6000 or 800/333-3333  
The government rate is \$118 + tax per day.  
Please select a room from the “USDOL/Job Corps Safety and Health Conference” room block.  
**Room reservations must be made by August 26, 2002, in order to guarantee the government rate.**

**Airport Transportation:** The Radisson Plaza-Warwick Hotel is located in downtown Philadelphia. The Lady Liberty shuttle, which runs every 15-20 minutes during peak hours and every 30-45 minutes during non-peak hours, is located in the taxi/shuttle area of the airport. The cost is \$8 each way. A cab ride from the airport is a flat rate of \$20. Self-parking and valet parking are available at the hotel for \$20 and \$24, respectively.

6. Conference Registration and Fee. To register for the conference, complete the attached registration form and return it to DTI Associates, Inc., **no later than August 26, 2002.** A registration fee of \$35 must be submitted (by a check or money order, made payable to “DTI Associates, Inc.”) before participation can be confirmed. Please mail or fax completed registration forms and mail payments to:

DTI Associates, Inc.  
2920 South Glebe Road  
Arlington, VA 22206  
Attn: Carrie Sweatland  
Telephone: 703/299-1661  
Fax: 703/299-4589

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 receive this information in time to register.

9. Expiration Date. September 19, 2002.

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

Attachment

## REGISTRATION FORM

### NATIONAL SAFETY AND HEALTH CONFERENCE

The Radisson Plaza-Warwick Hotel

Philadelphia, Pennsylvania

**September 17-19, 2002**

Participant Name		Title
Organization		
Address Line 1		
Address Line 2		
City, State, Zip		
Phone and Fax		
Email Address		
<p>Will you attend the Orientation/Refresher Session on Tuesday, September 17, 2002 (2-4:30 p.m.) that will cover basic OSHA regulations, safety education, workplace inspections, and more? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If you are a Safety Officer, what other duties, if any, do you perform on center in addition to safety?</p>		
<p>Please list any special accommodations required for participation in the conference:</p>		
<p><b>PLEASE SUBMIT COMPLETED FORM and \$35 REGISTRATION FEE NO LATER THAN AUGUST 26, 2002 TO:</b></p> <p>DTI Associates, Inc. Attention: Carrie Sweatland 2920 South Glebe Road, Arlington, VA 22206 Phone: 703-299-1661 Fax: 703-299-4589</p>		