

November 7, 2003

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 03-16
--

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: Young Workers' Safety

1. Purpose. To provide information on curriculum and training available to promote the safety of young workers.

2. Background. Providing instruction related to safety is an important and required part of the Job Corps program. The national Young Worker Safety Resource Center (YWSRC) provides training, technical assistance, and resource materials on young worker safety to teachers, job training and placement professionals, and others responsible for the safety of young workers (including Job Corps staff). The YWSRC, funded by OSHA, is a partnership between the Labor Occupational Health Program at U.C. Berkeley on the west coast and the Education Development Center, Inc. on the east coast.

The YWSRC offers curricula (*Safe Work, Safe Workers and Work Safe!*) on basic job health and safety information for Job Corps-aged students, including youth with developmental and learning disabilities. The curricula include instructor's notes and training materials for 3-hour workshops. Both curricula cover how to recognize and reduce hazards in the workplace, employees' rights and responsibilities, and how to speak up about workplace

Every 6 minutes, in the U.S., a teenager is injured seriously enough on the job to go to a hospital emergency room. Only one-third of work-related injuries are seen in emergency departments, therefore it is likely that nearly 230,000 teens suffer work-related injuries each year. ¹
--

¹ National Institute for Occupational Health and Safety

concerns in an effective manner. The complete curricula are available for a nominal fee. State-specific versions are currently available for California, Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, and Vermont. In these states, and possibly others on request, the YWSRC also offers a 4-hour train-the-trainer workshop to prepare instructors to teach youth about occupational safety and health. The cost to deliver the training is nominal (copying of materials).

3. Action. All centers should visit the YWSRC website at www.youngworkers.org, and other youth worker safety sites (see Attachment) for training, technical assistance, and resource materials. Job Corps centers in states where specific curricula and train-the-trainer services are available should contact one of the YWSRC offices (Diane Bush, UC Berkeley at 510-643-2424 or Chris Miara, Education Development Center, Inc. at 617-618-2238) for more information and to arrange training.

Addressees are to ensure that a copy of this Notice is distributed to appropriate staff.

4. Expiration Date. September 2004.

5. Inquiries. Direct any inquiries to Barbara Grove, RN at (202) 693-3116, or grove.barbara@dol.gov.

Attachment