

August 31, 2004

DIRECTIVE:           JOB CORPS INFORMATION NOTICE NO. 04-05
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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:                 GRACE A. KILBANE  
                          National Director  
                          Office of Job Corps

SUBJECT:             National Safety and Health Conference

1.     Purpose.     To provide information regarding the National Safety and Health Conference, which will be held October 25-28, 2004, at the Marriott Philadelphia 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 components of this goal. When students feel safe, secure, and healthy, they are likely to remain 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 the fall of 2002, the National Office sponsored an East-Coast Safety and Health Conference that addressed a number of important topics ranging from fire protection to substance abuse.

The Job Corps system must consider how safety is approached at every stage of student progress through their Job Corps experience. 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. To do so,

Job Corps programs and departments must promote training in the recognition of potentially dangerous situations that may occur in dormitories, recreational areas, training sites, and during off-center travel.

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, the Office of the Assistant Secretary for Administration and Management (OASAM), and Occupational Safety and Health Administration (OSHA) representatives.

3. Conference Goals. The goal of the conference is to give participants the information and tools needed to enhance center plans and activities to include:

- a. Better insight into the vision, goals, and priorities of the National Office as they relate to safety;
- b. Enhanced skills to be more effective as safety staff members;
- c. Awareness of the latest regulatory updates and how to comply;
- d. Development of proactive approaches for preventing accidents during off-center student travel, and for preventing assault and drug/alcohol use on and off-center;
- e. Use of required Web-based reporting systems – Safety and Health Information Management System (SHIMS) and Abatement Tracking System (ATS), and using other Web-based resources; and,
- f. Collaboration and discussion of issues with counterparts from other centers and regions to acquire new ideas and different ways to resolve similar issues.

4. Conference Participants. The conference is open to all safety officers, center directors, center operators, support contractors, health and wellness managers and OASAM and OSHA representatives.

Participation in the National Safety and Health Conference is *strongly encouraged* for safety officers, health and safety managers, corporate/agency representatives, nursing consultants, and regional project managers. Center directors, wellness staff, security staff, and others are welcomed. OASAM and OSHA representatives have been invited under separate correspondence.

**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 refresher session on Monday, October 25, 2004, that will cover SHIMS/ATS, and the membership of the Job Corps safety team. This refresher session is open to all participants who would benefit from a refresher session on these issues.

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

<b>Dates:</b>	Mon., October 25	1:00 p.m. – 4:00 p.m. (Pre-registration/Refresher Session)
	Mon., October 25	5:30 p.m. – 7:30 p.m. (Registration and Networking)
	Tues., October 26	8:30 a.m. – 4:30 p.m. (Conference)
	Wed., October 27	8:30 a.m. – 4:30 p.m. (Conference)
	Thurs., October 28	8:00 a.m. – 11:30 a.m. (Conference)

**Location:** Marriott Philadelphia Downtown  
1201 Market Street  
Philadelphia, Pennsylvania 19107  
(215) 625-2900 or (800) 228-9290

**Reservations:** **All hotel reservations must be made by October 4, 2004, in order to guarantee the government rate.** Please call the Marriott Philadelphia directly to make your reservation. The group rate of \$122 + tax per room will be honored by identifying yourself as a participant of the “Job Corps Safety and Health Conference” room block.

**Transportation:** The Marriott Philadelphia 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. Valet parking is available at the hotel for \$30 a night.

6. Conference Registrations and Fee. DTI Associates is pleased to offer on-line registration. To register, and to obtain other pertinent conference details, please visit [www.dtiassociates.com/Jcconference](http://www.dtiassociates.com/Jcconference). Registration may also be completed by mailing or faxing the attached registration form and \$40 fee to DTI Associates. (Mailing address and fax number can be found on the registration form.) Please register for the conference **no later than September 30, 2004.**

7. Action. Recipients of this Notice are to ensure that the appropriate staff receives this information in time to register.

8. Expiration Date. October 28, 2004.

9. Inquiries. Direct any inquiries to Marsha Fitzhugh, at (202) 693-3099, or email to Fitzhugh.Marsha@dol.gov.

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