

February 3, 2005

DIRECTIVE:           JOB CORPS INFORMATION NOTICE NO. 04 - 16
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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:             Safety and Health Information Management System and  
                          Occupational Safety and Health Administration 300 Training

1.     Purpose. To announce the Safety and Health Information Management System (SHIMS) and Occupational Safety and Health Administration (OSHA) 300 training to be presented at the Job Corps Data Center (JCDC) in Austin, Texas.

2.     Background. Effective January 1, 2005, the OSHA 2014 has been replaced with the OSHA 300 Log which enables the Department of Labor (DOL) to comply with the new OSHA injury/illness record keeping requirements for all federal agencies. While safety officers and wellness managers will continue to submit electronic claims to the Officer of Workers' Compensation Programs (OWCP) in SHIMS, they also will be able to easily enter injury and illness information required under the new OSHA injury/illness record keeping standards for students, staff and contractors. The log is automatically generated within SHIMS during the filing of first aid, and Compensation Act-1 and -2 (CA-1, CA-2) claims. SHIMS allows printing of the OSHA 300 Log to meet posting requirements.

The field was previously informed of the dates of training. We are formally communicating this to the field in this Information Notice.

3.     Training Goals. The goal of the training is to give participants the information and tools they need to comply, in order to be successful in meeting DOL and the Presidential Safety, Health and Return-to-Employment (SHARE) goals.

4. Training Participants. Due to limited seating, the seminar session is open **only** to all safety officers, health and wellness managers or other designated staff responsible for entering claims in SHIMS.

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

**Date:**

Select one day only.

February 15, 2005 (8:00 a.m. – 4:30 p.m.)

February 16, 2005 (8:00 a.m. – 4:30 p.m.)

February 17, 2005 (8:00 a.m. – 4:30 p.m.)

**Training Location:**

National Job Corps Data Center

1627 Woodland

Austin, Texas 78741

(800) 598-5008, Option 2

**Hotel Reservations:**

Omni Hotel South Park – available February 15 and 17 **only**

4140 Governors Row

Austin, Texas 78744

Phone: (512) 448-2222

Rate: \$85/night

Complimentary shuttle service to and from the airport

Hampton Inn Austin South – available February 15, 16, and 17

4141 Governors Row

Austin, Texas 78744

Phone: (512) 442-4040

Rate: \$75/night

Complimentary shuttle service to and from the airport

Complimentary hot breakfast provided daily

Please contact the hotels directly to make your reservation. Tell the reservation clerk that you are with the DOL – SHIMS conference. The cut-off date for the government rate of \$75.00 is Thursday, February 10, 2005.

The distance is approximately 2.3 miles to get from either hotel to the Data Center and taxis are available.

**Airport Transportation:**

Austin-Bergstrom International Airport

3600 Presidential Blvd.

Austin, Texas 78719

Distance from the airport to the hotels is approximately 7.8 miles.

6. Training Registration. Please register at [www.advancedsurvey.com](http://www.advancedsurvey.com) at the "Take A Survey" box on the right-hand side of the Home page. Enter the survey number 21354 and click "GO". This will direct you to the Job Corps SHIMS/DOL training application. You will be contacted by email if the training session you requested **is closed**. Registrations will be processed in the order in which they are received.
7. Action. Center Directors are to ensure that this Notice is distributed to Job Corps center safety, health, and wellness managers, or other designated staff responsible for entering claims in SHIMS.
8. Expiration Date: February 17, 2005
9. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099, or emailed to [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).