

November 23, 2005

<b>DIRECTIVE:</b> <b>JOB CORPS INFORMATION NOTICE NO. 05-20</b>
---

**TO:**                    ALL JOB CORPS NATIONAL OFFICE 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:**            Department of Labor's Implementation of the New Safety and Health Information Management System Version 4.0

1.    Purpose.    To inform all accident and injury record-keepers that the current Safety and Health Information Management System (SHIMS) will be replaced with the Department of Labor's (DOL) new SHIMS Version 4.0. The department anticipates use of the new system by January 1, 2006.

2.    Background.    SHIMS is the automated system that allows for effective management of injury and illness claims by DOL employees, including Job Corps students. SHIMS Version 4.0 Web-based system for electronic filing was enhanced to incorporate updated DOL security requirements. Each Job Corps center is responsible for designating a primary and secondary accident and injury record-keeper for student injuries; and a human resources record-keeper for staff/contractor injuries. New security measures restrict SHIMS access to the individuals identified as the primary record-keeper, secondary record-keeper, and point of contact for staff/contractors. DOL prohibits anyone other than those identified by the center access to the system in any capacity.

3.    Action.    All Job Corps regional staff, Center Directors, accident and injury record-keepers (safety officers and health and wellness managers), and human resource managers are advised of the following:

- a. SHIMS Version 4.0 will be available via the World Wide Web on a secure server. Users can log on to SHIMS Version 4.0 using any computer with Internet access. The system is no longer limited to a DOL server.
- b. Usernames and passwords currently used to access SHIMS Version 3.0 will not be accepted.
- c. The National Office of Job Corps will issue new identification and passwords to all authorized record-keepers by January 1, 2006.
- d. Current usernames and passwords will not be accepted and should be discarded once SHIMS Version 4.0 is active.
- e. In order to gain access to the new system, all Job Corps Center Directors must complete the attached request form and e-mail it to Fitzhugh.Marsha@dol.gov by December 22, 2005. This form is needed by DOL to generate user identification and passwords for all record-keepers identified by DOL and Job Corps.
- f. The National Office of Job Corps recommends that the primary and secondary accident and injury record-keepers responsibilities be designated to the safety officer and health and wellness managers. Record-keepers are responsible for all cases filed in SHIMS.
- g. It is important to note that all record-keepers understand that the current filing procedure has not changed. *All accidents and injuries must be recorded within 7 calendar days of supervisor notification.*
- h. The graphics within SHIMS Version 4.0 will appear different from the current SHIMS system, but the required filing procedures are the same.
- i. Job Corps has tentatively scheduled training for the new SHIMS Version 4.0 and OSHA 300 at the Job Corps Data Center (JCDC) in Austin, Texas, for January 23–27, 2006. The goal of SHIMS Version 4.0 training is to give participants the information and tools they need to file **timely and appropriate claims using the new SHIMS Version 4.0** to successfully meet DOL and Presidential Safety, Health and Return-to-Employment (SHARE) goals. The tentative training is open **only** to Center Directors, accident and injury record-keepers (safety officers, health and wellness managers), and human resource record-keepers identified by the centers and the National Office of Job Corps. Additional information on the training is forthcoming.
- j. The National Office of Job Corps is also preparing a new SHIMS Version 4.0 and Occupational Safety and Health Administration (OSHA) Training Guide to be issued prior to the 2006 release date.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099, or e-mailed to [Fitzhugh.Marsha@dol.gov](mailto:Fitzhugh.Marsha@dol.gov).

#### Attachments

A – Request Form for SHIMS Version 4.0 Access

B – List of Centers Needing to Supply Requested Information