

March 5, 2007

<b>DIRECTIVE:</b> JOB CORPS INFORMATION NOTICE NO. 06-22
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL OFFICE STAFF  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                          ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:**               ESTHER R. JOHNSON, Ed.D.  
                          National Director  
                          Office of Job Corps

**SUBJECT:**           Fiscal Year 2007 Job Corps Safety Program Reviews

1.     Purpose. To inform the Job Corps safety and health community that Link Technologies, Inc., will conduct fiscal year (FY) 2007 Job Corps center Safety Program Reviews beginning March 13, 2007.

2.     Background. Link Technologies, Inc., a National Office of Job Corps contractor, has performed Safety Program Reviews at Job Corps centers since 2003. The effective date of the contract for FY 2007 reviews is March 13, 2007, through March 12, 2008. Link Technologies' responsibilities are limited to the annual center assessments. The National Office of Job Corps now manages all environmental health and safety issues previously managed by the Office of the Assistant Secretary for Administration and Management (OASAM).

The National Office of Job Corps' Safety and Health Program has been realigned to be part of the Division of Information Technology (IT) and Program Support. Marsha Fitzhugh, Team Leader for Program Support, will continue to provide oversight of all Safety and Health Program issues, with the support of National Office contractors Tidewater, Inc., and Link Technologies, Inc.

3.     Exempt Centers. Criteria for center exemption from review are as follows:

- a.     Civilian Conservation Centers that scored 8.0 or higher on the last Safety Program Review are exempt from the FY 2007 Safety Program Review, in accordance with the U.S. Department of Agriculture (USDA) Forest Service rating system.

- b. Contractor-operated centers that scored 7.7 or higher are exempt from the FY 2007 Safety Program Review, in accordance with the National Office of Job Corps rating system.
  - c. Centers that were exempt from the FY 2006 Safety Program Review will be reviewed during FY 2007.
4. Review Process. All Regional Office staff, Center Directors, safety officers, health and wellness managers, and other addressees are advised of the following:
- a. During FY 2007, Link Technologies, Inc., will perform 90 center reviews and 10 pre-occupancy inspections, as scheduled by the National Office (see the Attachment).
  - b. Link Technologies, Inc., will contact centers directly to coordinate the center review visit. Centers are permitted to contact Link Technologies directly to request rescheduled reviews.
  - c. Pre-occupancy inspections of new and renovated facilities will be scheduled and approved through the National Office of Job Corps. An e-mail must be sent to Marsha Fitzhugh at [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov) for approval. When possible, pre-occupancy inspections will be performed in conjunction with the Safety Program Review.
  - d. All occupational safety and health (OSH) deficiencies revealed during the Safety Program Review will be uploaded to the Abatement Tracking System (ATS) within 30 days from the date the review report is submitted to the Regional Office program manager.
  - e. A courtesy e-mail will be sent to Regional Office program managers when OSH deficiencies have been uploaded to ATS. They will then forward ATS cases to centers via ATS. Centers cannot view and/or respond to the deficiencies until the Regional Office program manager forwards the case to the center via ATS.
  - f. The ATS Web site address has changed to: <http://ats.dol.gov/>.
  - g. Regional Office staff who require access to ATS should e-mail Marsha Fitzhugh at [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov) to request access. All center staff should contact the appropriate Regional Office program manager.
  - h. New safety officers who need technical assistance (due to the lack of an established safety and health program or other safety-related issues), and others who have technical questions and concerns related to center environmental health and safety, should contact the National Office for support.

5. Action. Centers and Regional Office program managers shall do the following:
  - a. Centers:
    - (1) All centers exempt from FY 2007 Safety Program Review must perform an unofficial review of their center's safety program no later than September 30, 2007. Centers should use the FY 2007 Job Corps Safety Program Review Guide to conduct the unofficial review and maintain a copy on file. Centers will be required to provide a copy of the unofficial report upon request from the National Office.
    - (2) Centers are required by the Job Corps Policy and Requirements Handbook (PRH) to submit safety plans to the Regional Office by February 15 each year. Centers are reminded that once safety plans are submitted and approved, only subsequent revisions should be submitted. All plans (or updates) will be reviewed prior to the Safety Program Review.
    - (3) If centers have not received an official copy of their Safety Program Review report within 30 days of the review, they should contact the Regional Office program manager to request a copy.
  - b. Regional Office Program Managers:
    - (1) It is the responsibility of the Regional Office program manager to ensure that Center Directors and center safety officers receive a copy of the official Safety Program Review report within 30 days of the review.
    - (2) Regional Office program managers should also ensure that ATS cases are forwarded to the center via ATS within 30 days from the date the Safety Program Review report is submitted to the Regional Office program manager.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

6. Expiration Date. Until superseded.

7. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or Fitzhugh.Marsha@dol.gov.

Attachment

Schedule of FY 2007 Safety Reviews