

September 10, 2007

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 07-06
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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: Safety and Health Information Management System Training Seminar

1. Purpose. To announce that Safety and Health Information Management System (SHIMS) training will be held at the Job Corps Philadelphia Regional Office on October 3, 2007.

2. Background. SHIMS is the automated system that allows for effective management of injury and illness claims by Department of Labor (DOL) employees, including Job Corps students, and Occupational Safety and Health Administration (OSHA) record keeping for students and staff. Each center is responsible for designating a primary and secondary accident and injury record keeper for student injuries, as well as a human resources record keeper for staff/contractor injuries.

The National Office of Job Corps has received a number of requests from centers located on the East Coast, primarily in Boston and Philadelphia for SHIMS training in light of major staff turnover. In some cases, centers currently have no staff knowledgeable in SHIMS record keeping requirements, which may affect the Office of Job Corps' efforts to continue meeting the President's Safety, Health, and Return-to-Employment (SHARE) Initiative. Record keepers from centers located outside the aforementioned regions may also attend this session.

3. Training Goal. The goal of this SHIMS seminar is to give participants the information and tools they need to navigate SHIMS version 4.2 and record timely, accurate cases in compliance with the SHARE Initiative.

4. Training Participants. Due to limited seating, registration will be capped at 28 primary or secondary record keepers responsible for documenting student injuries. It is unnecessary for human resources record keepers to attend this training, as OSHA record keeping is a federal mandate and not included in the SHARE Initiative. The SHIMS record keeper who attends the training is required to train the other center record keepers.

5. Training Logistics. This is a 1-day training seminar. Individuals who need to arrive late or leave early will not be permitted to attend. Training participants are responsible for making their own travel and hotel arrangements.

Please make travel arrangements in accordance with the following information:

Date: October 3, 2007 (8 a.m. to 5 p.m.)

Note: Registration is limited to 28 participants. Do not make travel arrangements until the National Office staff confirms your participation.

Location: U.S. Department of Labor
The Curtis Center
170 S. Independence Mall West
Suite 690C West
(6th & Walnut Streets)
Philadelphia, PA 19106

Onsite Contact Information: OASAM front desk: (215) 861-5069
Conference room: (215) 861-5112

Lunch: On your own

Dress: Casual

6. Training Registration. E-mail fitzhugh.marsha@dol.gov to register. Indicate “SHIMS Registration” in the e-mail subject line. In the body of the e-mail, include:

- a. First and last name of each participant
- b. Job Corps center name
- c. Phone number (direct number, if available)
- d. Any accommodations required at the training

7. Expiration Date. October 3, 2007.

8. Inquiries. Direct inquiries to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.