

June 17, 2008

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 07- 31

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: New Safety Officer Resources

1. Purpose. To ensure that all new Job Corps center safety officers have the most recent safety program information and the resources to maintain center safety and occupational health programs.
2. Background. Analysis of center safety program reviews has revealed that centers often lose key components of the safety program when staff turnover occurs in the safety officer position. Furthermore, program continuity established under a particular safety officer is compromised when that person leaves the position. In an effort to limit the effects of staff turnover on the center safety program, the National Office of Job Corps has compiled relevant Job Corps directives and safety and occupational health resources that will aid new safety officers. The selected materials include Job Corps Policy and Requirements Handbook (PRH) Chapter 5 and Appendix 505; Job Corps directives; the Job Corps Safety Program Review Guide; the Safety and Health Information Management System (SHIMS) User's Guide; the Abatement Tracking System (ATS) User's Guide; and *Safety Circle* newsletters. Resources are posted on the Job Corps Community Web Site, which is accessible through Citrix.
3. Action. Regional project managers, center operators, and Center Directors should make this information available to new safety officers or acting safety officers upon assignment of duties. Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov, Kelley Clark at (202) 693-3089 or clark.kelley@dol.gov, or Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.