

June 26, 2008

<b>DIRECTIVE:</b> <b>JOB CORPS INFORMATION NOTICE NO. 07-33</b>
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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:**            2008 Job Corps Safety and Health Reviews

1.     Purpose. To inform the Job Corps community that Mabbett & Associates, Inc. will conduct the 2008 Job Corps center safety and health reviews beginning June 23, 2008.

2.     Background. For more than 5 years, Link Technologies, Inc., a National Office of Job Corps contractor, has performed safety and health reviews at Job Corps centers. Recently, the National Office awarded a new contract to Mabbett & Associates, Inc. to perform the safety and health reviews. Mabbett's responsibilities are limited to the annual center safety and health reviews and assigned pre-occupancy inspections. The National Office continues to manage all environmental health and safety issues previously managed by the Office of the Assistant Secretary for Administration and Management (OASAM).

3.     Action. All Regional Office staff, Center Directors, safety officers, health and wellness managers, and other addressees are advised of the following:

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

- (1)    Civilian Conservation Centers that are exempt from the 2008 safety and health review have been notified by the sponsoring agency.
- (2)    Contractor-operated centers that scored 7.4 or higher, unless otherwise notified, are exempt from the 2008 safety and health review, in accordance with the National Office rating system.

- (3) Centers that were exempt from the fiscal year (FY) 2007 safety and health review will be reviewed during the 2008 review period.
- b. Review Process. Reviews conducted during the 2008 period will be performed and reported as follows:
- (1) During the 2008 review period, Mabbett & Associates, Inc. will perform 93 center reviews and assigned pre-occupancy inspections, as scheduled by the National Office (refer to the attachment).
  - (2) Mabbett & Associates, Inc. will contact centers directly to coordinate the center review visit. Centers are permitted to contact Ms. Tan Wilson, Project Manager, Mabbett & Associates, Inc., directly to reschedule reviews. Ms. Wilson can be reached at (571) 203-7908, toll free at (866) 454-7698, or at [wilson@mabbett.com](mailto:wilson@mabbett.com).
  - (3) Pre-occupancy inspections of new and renovated facilities will be scheduled and approved through the National Office. An e-mail must be sent to [safety@jobcorps.org](mailto:safety@jobcorps.org) for approval. When possible, pre-occupancy inspections will be performed in conjunction with the safety and health review. New and/or renovated facilities should not be occupied by Job Corps center students or staff until the pre-occupancy inspection results have been approved by the National Office in accordance with the Job Corps Policy and Requirements Handbook (PRH), Appendix 505, Section V.D. The center operator and the Center Director will assume the risk of new and/or renovated center buildings occupied prior to approval by the National Office.
  - (4) All occupational safety and health (OSH) deficiencies revealed during the safety and health review will be uploaded to the Abatement Tracking System (ATS) within 45 days from the date the review report is submitted to the Regional Office project manager.
  - (5) A courtesy e-mail will be sent to the Regional Office project managers when OSH deficiencies have been uploaded to ATS. Project managers will then forward ATS cases to centers via ATS. A center cannot view and/or respond to deficiencies until the Regional Office project manager forwards the case to the center via ATS.
  - (6) The ATS Web site address is <http://ats.dol.gov>.
  - (7) Regional Office project managers 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 members who require access to ATS should contact the appropriate Regional Office project manager.

- (8) New safety officers who need technical assistance (due to 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 at [safety@jobcorp.org](mailto:safety@jobcorp.org).
- c. Center responsibility in the safety and health review process.
- (1) All centers exempt from 2008 safety and health review must perform an unofficial review of the center's safety program no later than September 30, 2008. Centers should use the FY 2008 Job Corps Safety Program Review Guide to conduct the unofficial review and maintain a copy on file for 3 years. Centers will be required to e-mail a copy of the unofficial review to the National Office at [safety@jobcors.org](mailto:safety@jobcors.org). In cases where there is no center safety manager, the Center Director or his or her designee will perform the unofficial safety and health review.
  - (2) Centers are required by the PRH to submit electronic copies of safety plans in Microsoft Word format to the Regional Office by February 15 of each fiscal year. Safety plans submitted as Adobe PDF files or paper copies will be returned. Centers are reminded that once safety plans are submitted and approved, only subsequent revisions should be submitted. All plans (or updates) will be reviewed by the National Office contractors prior to the safety and health review.
  - (3) If centers have not received an official copy of the safety and health review report within 30 days of the review, contact the Regional Office project manager to request a copy.
- d. Regional Office project managers' responsibility in the safety and health review process.
- (1) It is the responsibility of the Regional Office project manager to ensure that Center Directors and center safety officers receive a copy of the official safety and health review report within 30 days of the review. If you do not receive a copy within 30 days, contact the National Office.
  - (2) Regional Office project managers should also ensure that ATS cases are forwarded to the center via ATS within 45 days from the date the safety and health review report is submitted to the Regional Office project manager.

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](mailto:fitzhugh.marsha@dol.gov).

Attachment

2008 Safety and Health Review Schedule and Pre-occupancy Inspections