

May 13, 2009

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 08-46

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 2009 Job Corps Annual Occupational Safety and Health
 Program Reviews

1. Purpose. To inform the Job Corps community that (1) annual occupational safety and health (OSH) program reviews will be conducted by National Office of Job Corps contractor Mabbett & Associates, Inc. beginning in June 2009; (2) OSH findings identified in previous reviews and documented in the Abatement Tracking System (ATS) must be abated prior to the scheduled review; and (3) reviews will be conducted according to the attached tentative schedule.

2. Background. Each year, a National Office contractor conducts OSH reviews of Job Corps centers to ensure that all center operators implement the safety and health program outlined in the Policy and Requirements Handbook (PRH). The review is conducted using the OSH program review guide, which is designed to measure the overall effectiveness of a center's safety program. Mabbett & Associates, Inc.'s responsibilities are limited to annual center reviews and pre-occupancy inspections.

3. Action. All Regional Office staff, center operators, center directors, safety officers, and health and wellness managers are advised of the following:
 - a. During this contract period (May 1, 2009 – April 30, 2010), Mabbett & Associates, Inc. will perform occupational safety and health reviews at all Job Corps centers. No centers will be exempt this review period. Refer to the attached tentative review schedule.

- b. Pre-occupancy inspections of new and renovated facilities will be coordinated through the Regional Office and approved by the National Office in accordance with PRH Appendix 505, V.D.
 - c. Mabbett & Associates, Inc. will contact centers directly to schedule reviews.
 - d. Rescheduling of reviews will be coordinated with Mabbett & Associates, Inc. Do not contact the National Office of Job Corps to reschedule reviews.
 - e. In preparation for the review, all centers reviewed between May 1, 2008 and April 30, 2009 should have received their final OSH reports from the Regional Office.
 - f. The Regional Office must ensure that all centers abate all OSH findings. All Abatement Tracking System (ATS) cases issued in prior years must be closed prior to review unless the center requires funding for specific deficiencies.
 - g. Prior to the onsite review, Mabbett & Associates, Inc. will ask centers to submit safety and occupational health plans and other documentation required for the review.
 - h. All OSH deficiencies identified during the review will be uploaded to ATS within 60 days of the report date. A courtesy e-mail will be sent to Regional Office project managers when deficiencies have been uploaded to ATS. Project managers should then forward ATS cases to centers via ATS.
- Note:** A center cannot view and/or respond to the deficiencies until the project manager forwards the case in ATS to the center.
- i. 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. Therefore, the National Office recommends that all safety and health plans be maintained electronically in the Regional Office and at the center. All OSH plans (or revisions) must be submitted to the Regional Office in electronic format only. Paper plans received from the center will be rejected.
 - j. It is the responsibility of the center director to ensure that centers maintain both electronic and paper files of all occupational safety and health plans.
 - k. In accordance with PRH 5.14, R2, a center occupational safety and health plan that has been approved previously should not be resubmitted unless it has been subsequently revised.

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.

Attachment

2009 Occupational Safety and Health Reviews