

May 29, 2009

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 08-50
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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 2009 Occupational Safety and Health Program Review Guide

1. Purpose. To provide to the Job Corps community the fiscal year (FY) 2009 Job Corps Occupational Safety and Health (OSH) Program Review Guide.

2. Background. Each year, the National Office of Job Corps updates the OSH Program Review Guide used by the National Office contractor that conducts OSH program reviews of Job Corps centers. The OSH Program Review Guide is designed to measure the overall effectiveness of a center's safety program.

3. Changes to FY 2009 OSH Program Review Guide. All Regional Office staff, center operators, center directors, safety officers, and health and wellness managers are advised of the following changes to the FY 2009 OSH review guide:
 - a. There are minor changes in some element / sub-element level orderings. To ensure that all required elements appropriately fall within the 1.0 to 5.0 range, some items were shifted. This does not add any requirements; rather, it reorders a few of the required elements.

 - b. There is some additional language and revised language, where appropriate, intended to clarify the criterion or measure. These changes are derived from common concerns and comments received from centers and reviewers following the FY 2008 OSH reviews.

 - c. In the "Source" column, relevant Job Corps directives are listed. Also included are parenthetical citations, which correspond to proposed revisions of the Job

Corps Policy and Requirements Handbook (PRH). There are no added requirements; however, the references to the proposed revised PRH are to aid centers once the PRH changes are finalized.

4. Action. Addressees are to ensure that this Information Notice is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.

Attachments

A – FY 2009 Occupational Safety and Health Program Review Guide

B – FY 2009 Occupational Safety and Health Program Review Guide – Frequently Asked Questions