April 23, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 09-85

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: EDNA PRIMROSE
                      National Director
                      Office of Job Corps

SUBJECT: Accident Investigation Webinar

1.   Purpose. To provide information and guidance about the Accident Investigation Webinar hosted by the National Office of Job Corps.

2.   Background. In accordance with 29 CFR 1960, federal agencies, including Job Corps centers, are required to investigate all accidents. To ensure all individuals responsible for conducting accident investigations have a full understanding of the process, the National Office is hosting a Webinar entitled, "Accident Investigation Basics/Conducting an Accident Investigation," that will address:

      a.   The difference between an accident and an incident;

      b.   The regulatory requirements for conducting an accident investigation;

      c.   How to prepare and conduct an accident investigation; and

      d.   Identifying root cause and developing corrective actions.

3.   Action.

      a.   Center Directors are to ensure individuals responsible for conducting accident investigations, including safety officers, safety committee members, and other designated center staff, participate in this training.

      b.   Pre-registration is required no later than Friday, April 30, 2010.

c. Due to the expected size of the audience, to prevent the system from being overloaded, we highly recommend center participants view the Webinar in groups requiring only one Internet and telephone connection per location.

d. How to pre-register:

1. Pre-register online at https://access.jobcorps.org.

2. Click on the Job Corps Community Web site icon.

3. In the tool bar on the left-hand side of the page at the bottom of the screen select "Event Registration."

4. Under "Event Listing" select the appropriate Webinar date range in accordance with your location:

Participants located in the Boston, Philadelphia, and Atlanta Regions select Tuesday, May 4, 2010 only.

Participants located in the Dallas, Chicago, and San Francisco Regions select Wednesday, May 5, 2010 only.

Note: Please note all event times listed are Central Time Zone. Please adjust time for your time zone.

5. Click "Search Events."

6. Choose the appropriate Webinar based on your location. Click the title "Accident Investigation Webinar."

7. Click the box "Register for This Event."

8. Enter your registration information and click "Submit Registration."

9. Click "Confirm."

10. Once you have confirmed your registration an e-mail confirmation will be sent providing Webinar connection information.

e. Participants should log on the Webinar at least 5-10 minutes early the day of the Webinar to allow time to resolve any technical difficulties.

f. The PowerPoint presentation and supporting documents will be uploaded to the meeting room File Share area for viewing during each webinar. For future

reference, these documents are posted on the Job Corps Community Web site under Safety Information→Safety Resources.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4.   Expiration Date. Wednesday, May 5, 2010

5.   Inquiries. For technical assistance on the day of the Webinar contact Janis Pearson at pearson.janis@jobcorps.org or (888) 886-1303 ext. 7274. All other inquiries should be directed to Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov.