

May 19, 2010

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 09-91</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:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Job Corps' Inaugural Universal Safety Day Reminder

1. Purpose. To remind centers about Job Corps' Inaugural Universal Safety Day June 2, 2010 kickoff.
2. Background. Information Notice 09-49, dated January 4, 2010, designated June 2, 2010 as Job Corps' Inaugural Universal Safety Day, in conjunction with the National Safety Council's (NSC) National Safety Month. In accordance with the Job Corps Policy Requirements Handbook (PRH) Chapter 5, Section 5.14, R3(e), centers are required to develop and implement a safety awards and recognition program. We recommend centers that currently do not have such a program use this event as a starting point to develop and implement a safety awards and recognition program that promotes safety and aims to increase safety awareness 24 hours per day, 7 days per week, 365 days per year.

To celebrate the kickoff on June 2, the entire Job Corps community is asked to sponsor safety-related programs on center and in the community, conduct safety training, and recognize students and staff who have made significant safety contributions. We also encourage centers to plan and conduct activities throughout the month of June. As mentioned in Information Notice 09-49, the NSC will be focusing on prescription drug overdose prevention, teen driving safety, preventing overexertion at work and at home, dangers of cell phone use while driving, and summer safety. Information about National Safety Month can be found on the NSC website, [http://www.nsc.org/nsc\\_events/Nat\\_Safe\\_Month/Pages/home.aspx](http://www.nsc.org/nsc_events/Nat_Safe_Month/Pages/home.aspx). Additional information and resources have been posted to the NSC website.

3. Action. Job Corps centers should identify a theme or multiple themes on which to focus Universal Safety Day 2010 and National Safety Month activities. Themes can be those identified by NSC or themes that are more specific to the individual Job Corps center. For example, centers can choose to focus on career technical training (CTT) shop safety, recreational safety, or the importance of wearing proper personal protective equipment (PPE).

Centers are encouraged to plan creative activities that will involve all students and staff. Types of activities that may encourage maximum participation on centers include:

- a. recognizing students and staff that promote safety and increase safety awareness on and off center.
- b. having a local or national safety expert, such as someone from the fire department, speak at an assembly;
- c. sponsoring a safety-themed poster contest;
- d. conducting a safety treasure hunt;
- e. staging a PPE contest or fashion show;
- f. involving students and staff in a center-wide safety signage touch-up;
- g. conducting safety inspections with groups of students and staff;
- h. having individual trades host safety demonstrations or presentations that are specific to the industry; and
- i. designing and playing a safety-related game, such as Jeopardy.

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

4. References. The following Web links may help in planning activities:

- a. SafetyInfo.com  
<http://www.safetyinfo.com/aa-members/Safety%20Crossword%20Puzzels.htm>
- b. eslflow.com  
<http://www.eslflow.com/Sampletruefalsequizzes.html>
- c. QualitySelect  
<http://www.qualityselect.org/quiz/quiz-ps.asp>

5. Expiration Date. June 30, 2010.

6. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov), or Curtis Massey at (202) 693-3096 or [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov).