

June 14, 2010

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 09-100

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: 2010-2011 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 continue to be conducted by National Office of Job Corps contractor Mabbett & Associates, Inc.; (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 tentative schedule (Attachment A).

2. Background. Each year, a National Office contractor conducts OSH program reviews of Job Corps centers to ensure that all center operators implement the occupational safety and health program outlined in the Policy and Requirements Handbook (PRH). Beginning this year, reviews will be conducted using the Program Assessment Guide (PAG), Chapter 5, Sections 5.14 through 5.20, instead of the OSH Program Review Guide.

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 2009 – April 2010), Mabbett & Associates, Inc., will perform occupational safety and health program reviews at all Job Corps centers. No centers will be exempt.

 - 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 Section 5.15, R4.

- 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, 2009 and April 30, 2010 should have received their final OSH reports from the Regional Office.
- f. Centers should have all required OSH program plans, training certifications, inspection reports, etc., organized and readily accessible prior to review. Centers will be scored according to the documents available at the time of the review. Attachment B provides a list of the required documents.
- g. The Regional Office must ensure that centers abate all OSH findings. All ATS cases issued in prior years must be closed prior to review, unless the center requires funding for specific deficiencies.
- h. 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.
- i. 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. In accordance with PRH Chapter 5, Section 5.14, R2(b), 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(b), a center occupational safety and health plan that has been approved by the Regional Office should not be resubmitted unless one or more of the described conditions has been met.

Addressees are to ensure 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

A – Tentative Schedule 2010-2011 Occupational Safety and Health Program Reviews

B – OSH Program Review – Required Documents