

March 15, 2011

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 10-68
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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' Universal Safety Week 2011

1. Purpose. To provide information regarding Job Corps' Universal Safety Week 2011, and to encourage participation by staff and students.
2. Background. Each year, the month of June is observed as National Safety Month by the National Safety Council (NSC). NSC has announced this year's theme as "The Journey to Safety Excellence." Information about National Safety Month can be found on the NSC website, http://www.nsc.org/nsc_events/Nat_Safe_Month/Pages/home.aspx. Additional information and resources will be posted to this website in the coming months.

Last year, in observance of National Safety Month, Job Corps held a Universal Safety Day on June 2, 2011. Over 100 centers participated in this event by sponsoring safety-related programs on center and in the community, conducting safety training, and recognizing students and staff that have made significant safety contributions.

This year's observance will be held for an entire week, **June 5-11, 2011**. Centers are urged to participate in Job Corps' Universal Safety Week by promoting safety awareness at centers and in the community. As it did last year, the National Office of Job Corps will sponsor National Slogan, Poster, and Essay contests. Also this year, the National Office is introducing a National Video contest. Students are encouraged to enter one or more of the safety contests being sponsored by the National Office. The winning slogan, poster, essay, and video will be featured during this year's National Safety Certification Training. See the attachment for contest criteria, guidelines, and deadlines.

3. Action. Job Corps centers are encouraged to begin planning for Universal Safety Week in conjunction with National Safety Month activities. Centers should plan creative activities that will involve all students and staff. Examples include:

- a. hosting a local or national safety expert, such as someone from the fire department, to speak at an assembly;
- b. conducting a safety treasure or scavenger hunt;
- c. staging a personal protective equipment contest or fashion show;
- d. involving students and staff in a center-wide safety signage touch-up;
- e. conducting safety inspections with groups of students and staff;
- f. having individual trades host safety demonstrations or presentations that are specific to the industry; and
- g. designing and playing a safety-related game, such as Jeopardy.

Centers should also inform students about the safety contests and encourage them to express their creativity by entering and competing for recognition.

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>
- d. Save A Friend/Work Safe Video Contest
<http://www.orosha.org/psacontest/>

5. Expiration Date. June 30, 2011.

6. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov.

Attachment

Universal Safety Week Contest Criteria and Timeline