

April 15, 2011

<b>DIRECTIVE:      JOB CORPS INFORMATION NOTICE NO. 10-77</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:**            2011-12 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, or there must be an abatement plan in place, prior to the scheduled review; and (3) reviews will be conducted according to the tentative schedule in 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 Job Corps Policy and Requirements Handbook (PRH). As implemented last program year, reviews will be conducted using the Program Assessment Guide (PAG), Chapter 5, Sections 5.14 through 5.20.
  
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 2011 – April 2012), Mabbett & Associates, Inc., will perform Occupational Safety and Health Program Reviews at Job Corps centers per the attached tentative schedule. While this schedule does not represent each center, all centers should prepare for a review this contract year. A revised schedule may be released as the year progresses.
  
  - b.     Mabbett & Associates, Inc., will contact centers directly to schedule reviews.

- c. Rescheduling of reviews will be coordinated with Mabbett & Associates, Inc. Do not contact the National Office of Job Corps to reschedule reviews.
  - d. In preparation for the upcoming review, all centers reviewed during the last contract period should have received their final OSH Reports from the Regional Office.
  - e. 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.
  - f. Prior to the on-site review, Mabbett & Associates, Inc., will ask centers to submit Safety and Occupational Health Plans and other documentation required for the review.
  - g. The Regional Office must ensure that centers abate, or have developed abatement plans for, all OSH findings. All ATS cases issued in prior years must be closed prior to review, unless the center lacks funding for specific deficiencies.
  - h. 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 is not able to 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, and especially when there is a change in center operator. In accordance with PRH Chapter 5, Section 5.14, R2.a–d, center operators must develop, implement, and maintain a center-specific OSH Plan (refer to the PRH for a complete statement of the requirements).
  - 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.

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 Dennis Johnson at (202) 693-2876 or [johnson.dennis@dol.gov](mailto:johnson.dennis@dol.gov).

Attachments

A – 2011-12 Occupational Safety and Health Program Reviews – Tentative Schedule  
B – Annual OSH Program Review – Required Documents