

March 8, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 11- 56
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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 June 2012

1. Purpose. To provide information regarding Job Corps' Universal Safety Week 2012.
2. Background. Each year, the National Safety Council (NSC) observes June as National Safety Month. Information about National Safety Month can be found on the NSC website, http://www.nsc.org/nsc_events/Nat_Safe_Month/Pages/home.aspx.

For the past 2 years, the National Office of Job Corps has sponsored "Universal Safety Week." During this week, Job Corps centers are encouraged to participate in this event by sponsoring safety-related programs on center and in the community, conduct safety training, and recognize students and staff who have made significant safety contributions to the center and community.

This year's Universal Safety Week will be June 10 - 16, 2012. This year's theme, "Defy Distraction ... Stay Alert and Don't Get Hurt," is the same as theme as the U.S. Department of Labor's (DOL) 2012 Safety Day, which is planned for mid-June.

Using this theme, the National Office will again sponsor a National Poster, Essay and Video Contest. The winning poster, essay and video will be featured during this year's DOL Safety Day in Washington, DC. See attachment for contest criteria, guidelines and deadlines.

Universal Safety Week 2012 will feature a "Blog Page." This blog allows Job Corps centers to post and share, daily, their ideas, suggestions, successes, challenges, best practices, and to ask questions regarding the planning and implementing events for Universal Safety Week 2012.

The blog site is on the JC Community Web site. Click the link for "Universal Safety Week Blog" on the left side of the screen.

3. Action. Job Corps centers are encouraged to begin planning for Universal Safety Week 2012. Centers should plan creative activities that will involve students, staff, employers and the community. Some examples include:
 - a. Hosting a local or national safety expert, such as someone from the fire department, to speak at an assembly;
 - b. Distributing information regarding defensive driving and demonstrating how to prevent driving distractions and accidents;
 - c. Conducting safety treasure or scavenger hunts;
 - d. Staging a personal protective equipment contest or fashion show;
 - e. Involving students and staff in a center-wide safety signage touch-up;
 - f. Conducting safety inspections with groups of students and staff;
 - g. Having individual trades host safety demonstrations or presentations that are specific to the industry;
 - h. Designing and playing a *Jeopardy*-like safety-related game.

Centers are also strongly encouraged to fully participate in the National Office's Poster, Essay and Video Contest.

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

4. References. In addition to the above NSC website, the following additional web links may help in planning activities:
 - a. "eslflow.com" <http://www.eslflow.com/Sampletruefalsequizzes.html>
 - b. Quality Select <http://www.qualityselect.org/quiz/quiz-ps.asp>
 - c. Save a Friend/Work Safe Video Contest <http://www.orosha.org/psacontest/>
5. Expiration Date. June 30, 2012.
6. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096, or massey.curtis@dol.gov.

Attachment

2012 Universal Safety Week Contest Criteria