

March 28, 2012

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 11-62
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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: Quarterly Open Safety Forum

1. Purpose. To inform Job Corps centers about the quarterly open safety forum hosted by the Office of Job Corps (OJC).

2. Background. The purpose of the forum is to provide centers the opportunity to express their ideas and concerns regarding the Job Corps safety program. Members of the OJC safety team will be available to answer questions and to provide feedback on various policy issues, recent regulatory changes, and future Job Corps safety activities.

Participants are encouraged to ask questions during the open forum or e-mail them to the OJC safety team prior to the teleconference. Questions will be answered during the forum to the extent possible. However, questions that require extended discussion will be answered by e-mail. Discussion topics include, but are not limited to:

- Occupational Safety and Health Administration (OSHA) requirements
- Pre-occupancy inspections
- Hexavalent chromium (CrVI), lead, and asbestos exemptions
- Abatement Tracking System (ATS)
- Safety and Health Information Management System (SHIMS)
- Student Office of Workers' Compensation Programs (OWCP) injury claims
- Job Corps Policy and Requirements Handbook (PRH) requirements
- Fleet safety
- Facilities management

3. Action.

- a. Center Directors are to ensure individuals responsible for occupational safety and health program activities be given an opportunity to participate in this teleconference.
- b. **Note: Due to the expected size of the audience, and to prevent the system from becoming overloaded only one (1) line per center will be dedicated to joining in on the teleconference. Therefore, center participants should gather in groups requiring only one telephone connection per location.**
- c. Pre-registration is required by Friday, April 6, 2012.
- d. How to pre-register:
 - (1) Pre-register online at <https://access.jobcorps.org>.
 - (2) Click on the Job Corps Community website icon.
 - (3) In the tool bar at the bottom left of the screen, select “Event Registration.”
 - (4) Under “Event Listing,” select **Quarterly Open Safety Forum, April 11, 2012 at 1 p.m.**

Note: The event time listed on the “Event Listing” is Central Time. Please adjust the time for your time zone.
 - (5) Click the box “Register for This Event.”
 - (6) Enter your registration information and click “Submit Registration.”
 - (7) Click “Confirm.”
 - (8) Once you have confirmed your registration, an e-mail confirmation will be sent providing teleconference dial-in number and passcode.
- e. Participants should call in to the teleconference at least 5-10 minutes before the scheduled time of the teleconference in case of technical difficulties.
- f. Participants who prefer to email their questions prior to the teleconference should send them to Alejandro “Alex” Perez at perez.alejandros@dol.gov, or Curtis Massey at massey.curtis@dol.gov, by Monday, April 9, 2012. “Quarterly Open Safety Forum” should appear in the subject line of the e-mail.

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

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries to Alejandro “Alex” Perez at perez.alejandros@dol.gov, or (202) 693-2825; or Curtis Massey at massey.curtis@dol.gov, or (202) 693-3096.