

May 31, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 11-75
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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: Free Safety Training Opportunities

1. **Purpose.** To inform the Job Corps community about the Chemical Safety Board's (CSB) safety videos, and the Coffee Break Training bulletins produced by the U.S. Fire Administration (USFA), in association with the Federal Emergency Management Agency (FEMA).
2. **Background.** The U.S. Chemical Safety and Hazard Investigation Board, also known as the Chemical Safety Board, has developed free safety training videos available for direct download to personal computers. The videos address various topics including chemical explosions, confined space entry, and welding safety. New video topics are posted regularly. In addition, USFA, in association with FEMA is providing Coffee Break Training Bulletins. The one-page bulletins contain clearly defined learning objectives including photographs or drawings that illustrate the training topic. Continuing Education Units (CEU) are also available.
3. **Action.** Job Corps centers are encouraged to register for the USFA Coffee Break Training bulletins. For more information about Coffee Break Training bulletins, visit the USFA/FEMA website at <http://www.usfa.fema.gov/nfa/coffee-break/>. Select "Receive Coffee Break Updates by Email" to register. Centers are also encouraged to review the CSB safety videos. For more information visit the CSB video room at <http://www.csb.gov/videoroom/videos.aspx?cid=1&pg=2>.
4. **Expiration Date.** Until superseded.
5. **Inquiries.** Direct all inquiries to Alejandro "Alex" Perez at perez.alejandro@dol.gov; or (202) 693-2825 or Curtis Massey at massey.curtis@dol.gov, or (202) 693-3096.