

January 3, 2013

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 12-42
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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: ROBERT PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: Quarterly Safety Open Forum

1. Purpose. To inform Job Corps centers about the next Quarterly Safety Forum hosted by the Office of Job Corps (OJC).
2. Background. The Office of Job Corps' Quarterly Safety Open Forum is designed to provide centers the opportunity to express 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. The next Quarterly Safety Open Forum is scheduled for Wednesday, February 20, 2013.

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, to the extent possible, during the forum. Questions that require extended discussion will be posted on Safety Forum's "Q & A" section located on the community website. The Safety Forum's "Q&A" from the August 31, 2012 call is currently posted on the Job Corps Community website.

Discussion topics for the February 20th forum include, but are not limited to:

- Carbon monoxide (CO) detectors and warning equipment
- Job Corps Policy and Requirements Handbook (PRH) requirements
- Occupational Safety and Health Administration (OSHA) requirements
- Safety and Health Information Management System (SHIMS)
- Hexavalent chromium (CrVI), lead, and asbestos exemptions
- Abatement Tracking System (ATS)
- Quarterly environmental reports
- Student Office of Workers' Compensation Programs (OWCP) injury claims
- Facilities management

3. Action. Center Directors are to ensure individuals responsible for occupational safety and health program activities are given an opportunity to participate in this teleconference.

Because of the expected size of the audience, and to prevent the system from becoming overloaded, one phone line per center will be dedicated to the teleconference. Therefore, center participants should gather in groups in one location.

Preregistration is required by **Tuesday, February 19, 2013.**

To preregister: Go to <https://access.jobcorps.org>, and click on the Job Corps Community website icon. In the tool bar at the bottom left of the screen, select “Event Registration.” Under “Event Listing,” select **Quarterly Open Safety Forum, February 20, 2013 at 1 p.m.** **Note:** The event time listed on the “Event Listing” is Central time. Please adjust for your time zone. Click the box “Register for This Event.” Enter your registration information, and click “Submit Registration.” Click “Confirm.”

Once you have confirmed your registration, an e-mail confirmation will be sent with the teleconference dial-in number and pass code.

Participants should call in to the teleconference at least 5-10 minutes before the scheduled time in case of technical difficulties. Those who prefer to e-mail questions prior to the teleconference should send them to Alejandro “Alex” Perez at perez.alejandro@dol.gov, or Curtis Massey at massey.curtis@dol.gov, by **Friday, February 15, 2013.** “Quarterly Safety Open 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. February 20, 2013.

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.