

March 18, 2013

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 12-46
------------	--

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 W. PITULEJ  
Acting National Director  
Office of Job Corps

SUBJECT: Job Corps' Universal Safety Month 2013

1. Purpose. To provide information regarding Job Corps' Universal Safety Month 2013.
2. Background. The National Safety Council (NSC) recognizes the month of June as National Safety Month. This year, NSC celebrates its 100<sup>th</sup> anniversary and is using "Safety Starts with Me" as its theme. Information about National Safety Month can be found on the NSC website, [http://www.nsc.org/nsc\\_events/Nat\\_Safe\\_Month/Pages/home.aspx](http://www.nsc.org/nsc_events/Nat_Safe_Month/Pages/home.aspx).

Unlike those of the past 3 years, Job Corps' Universal Safety observance will span the entire month of June. This change was made to allow centers greater flexibility to conduct activities on any day or week at the center's convenience. The Universal Safety Month theme, "Safety Starts with Me," is being used in conjunction with NSC's Safety Month theme.

Job Corps centers are encouraged to participate by sponsoring safety-related programs on center and in the community, conduct safety training, and recognize students and staff members who have made significant safety contributions to the center and community.

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

Universal Safety Month 2013 will again feature a "Blog Page." This "blog" will allow Job Corps centers to post and share on a daily basis their ideas, suggestions, successes, challenges, best practices, and ask questions regarding the planning and implementation of events for Universal Safety Month 2013.

The blog site is located on the Job Corps Community website. Click the tab for “Universal Safety Month Blog” at the top of the screen on the home page.

3. References. In addition to the NSC website, the following web links may also help with planning activities:

- a. “Eslflow” Safety Games and Quizzes:  
<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/>

4. Action. Job Corps centers are encouraged to begin planning for Universal Safety Month 2013. Centers should plan creative activities using free and local resources 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 and/or police departments, to speak at an assembly;
- b. Distributing information from NSC’s website 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; and
- h. Designing and playing a safety-related game using, for example, the “Jeopardy” format.

Centers are encouraged to fully participate in the Office of Job Corps’ Poster, Essay and Video contest.

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

5. Expiration Date. June 30, 2013.

6. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096 or [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov) or Alejandro (Alex) Perez at (202) 693-2825 or [perez.alejandro@dol.gov](mailto:perez.alejandro@dol.gov).

Attachment

2013 Universal Safety Month Contest Criteria