

February 10, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-39
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Semiannual Safety Open Forum Conference Call

1. Purpose. To inform Job Corps centers about the Office of Job Corps' (OJC) next Semiannual Safety Open Forum conference call.
2. Background. OJC's Safety Open Forum conference call 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. It is scheduled for Wednesday, February 26, 2014, at 1 p.m. Central.

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" located on the community Web site. The Safety Forum's questions and answers from the August 14, 2013 call are posted on the Job Corps Community Web site.

Discussion topics for the February 26th forum include, but are not limited to:

- Bed bugs
- Updates to the Policy and Requirements Handbook (PRH) Requirements
- Safety and Health Information Management System (SHIMS)
- Status of OSH review contract/2014 review schedule
- 2013 OSH review rebuttals
- Abatement Tracking System (ATS)
- Quarterly environmental reports
- Office of Workers' Compensation Programs (OWCP) student injury claims

- Facilities management

3. Action. Center Directors are to ensure individuals responsible for occupational safety and health program activities 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 25, 2014.**

To preregister: Go to <https://access.jobcorps.org>, and click on the Job Corps Community Web site icon. In the tool bar at the bottom left of the screen, select “Event Registration.” Under “Event Listing,” select Semiannual Safety Open Forum, February 26, 2014, at 1 p.m.

Note: The event time listed on the “Event Listing” is Central time. Please adjust for your time zone (2:00 p.m. Eastern and 11:00 a.m. Pacific). 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 21, 2014.** “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 26, 2014.

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.