



**MAY 31 2017**

**DIRECTIVE:      JOB CORPS INFORMATION NOTICE NO. 16-31**

**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  
                             ALL CENTER USERS

**FROM:**                LENITA JACOBS-SIMMONS  
                             National Director  
                             Office of Job Corps

**SUBJECT:**            Safe + Sound Week, June 12-18, 2017: Show Your Commitment  
                             to Safety

1.     Purpose. To provide the Job Corps community with information and resources for the inaugural Safe + Sound Week, sponsored by the Occupational Safety and Health Administration (OSHA), from June 12-18, 2017. The event seeks to raise awareness and understanding of the value of safety and health programs.

2.     Background. Job Corps is a partner of Safe + Sound Week (<https://www.osha.gov/safeandsoundweek/>), a new initiative from OSHA, the National Safety Council (NSC), and the American Society of Safety Engineers (ASSE). It is part of the Safe + Sound Campaign that was launched in 2016. Throughout the week organizations are encouraged to host events and activities that promote the core elements of an effective safety and health program. The core elements include: management leadership, worker participation, and finding and fixing workplace hazards.

According to the U.S. Bureau of Labor Statistics, the rate of worker deaths and reported injuries in the United States has decreased by more than 60 percent in the past four decades since the Occupational Safety and Health (OSH) Act was passed. However, every year, more than 4,500 workers are killed on the job (a rate of 12 per day), and 4.1 million suffer a serious job-related injury or illness.

Serious job-related injuries or illnesses don't just hurt workers and their families, but can hurt business in a variety of ways. Implementing a safety and health program, however, can improve safety and health performance, save money, and improve competitiveness.

Safety and health programs help:

- Prevent workplace injuries and illnesses
- Improve compliance with laws and regulations
- Reduce costs, including significant reductions in workers' compensation premiums
- Engage workers
- Enhance social responsibility goals
- Increase productivity and enhance overall business operations

During the week of June 12, the National Office of Job Corps is challenging all Job Corps centers to organize one or more activities that highlight each center's safety and health program. It must directly relate to one or all three core elements—management leadership, worker participation, or finding and fixing workplace hazards. All of the steps and tools for planning your event(s) are available online at [www.osha.gov/safeandsoundweek/select\\_activities.html](http://www.osha.gov/safeandsoundweek/select_activities.html).

### 3. Action.

- a. **Step 1, Select center-based activities:** For Safe + Sound Week, you should plan center activities and events that include at least one, but preferably all three, of the core elements of a successful safety and health program: management leadership, worker participation, and finding and fixing hazards. "Activity briefs" are available to provide ideas about what to do for each element: [www.osha.gov/safeandsoundweek/select\\_activities.html](http://www.osha.gov/safeandsoundweek/select_activities.html).
- b. **Step 2, Plan and promote center activities:** Planning and promoting your event can help make it a success. The Web site has event agendas, checklists, invitations, and flyers; logos, web badges, posters, banners, and decals; press releases, articles, and emails; and materials for recruiting other participants.
- c. **Step 3, Recognize the center's participation:** You will be able to provide feedback about your participation in Safe + Sound Week and download materials, including a certificate of recognition, following the event.
- d. **Step 4, Following your center's Safe + Sound Week event, send information about the event, including photos, to [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).**

### 4. Resources.

- Safe and Sound Campaign, <https://www.osha.gov/shpcampaign/>
- Safety and Health Program Recommended Practices, <https://www.osha.gov/shpguidelines/index.html>
- Safe and Sound Week Web site, <https://www.osha.gov/safeandsoundweek/index.html>

- Safety and Health Program Existing OSHA Standards Crosswalk,  
[https://www.osha.gov/shpguidelines/docs/SHPs\\_and\\_Existing\\_OSHA\\_Standards\\_factsheet.pdf](https://www.osha.gov/shpguidelines/docs/SHPs_and_Existing_OSHA_Standards_factsheet.pdf)
- Program Audit Tool,  
[https://www.osha.gov/shpguidelines/docs/SHP\\_Audit\\_Tool.pdf](https://www.osha.gov/shpguidelines/docs/SHP_Audit_Tool.pdf)

5. Expiration Date. June 30, 2017.

6. Inquiries. Direct all inquiries to Heather Edmonds at (202) 693-3774 or [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).