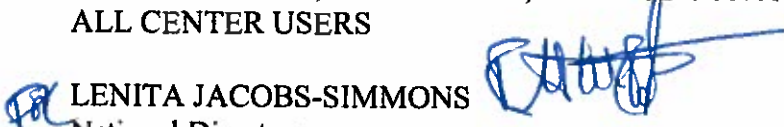




JUN 28 2017

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 16-33

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 Directors
Office of Job Corps

SUBJECT: Required Job Corps Facility Inspections and Observations

1. Purpose. To remind all Job Corps centers that the inspection and abatement requirements outlined in the Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.15; R2; 29 Code of Federal Regulations (CFR) 1960.25; and 29 CFR 1960.30, are intended to identify potential unsafe and unhealthy conditions. They are also in place to provide direction on abatement procedures in an effort to protect Job Corps students, staff, and environment, and to minimize property damage.

2. Background. National Office of Job Corps' review of several recent Serious Incident Reports (SIRs) related to safety/hazmat or property incidents has revealed that at some Job Corps centers, required inspections and observations are failing to adequately identify serious facility deficiencies. Further, some of these facility deficiencies are not being captured during required inspections, which draw attention to the quality of inspections taking place. The Occupational Safety and Health Administration (OSHA) requires all areas and operations of each workplace be inspected at least annually. Areas shall be inspected more frequently where there is an increased risk of accident, injury, or illness due to the nature of the work performed [29 CFR 1960.25(c)].

Additionally, Job Corps' PRH, Chapter 5, Section 5.15, R2, outlines multiple levels of inspections required. This structure is intended to get multiple people with varying backgrounds inspecting the same areas. This structure should yield multiple sets of eyes seeing different things, identifying potential unsafe and unhealthy conditions. Focus should be placed on the quality and thoroughness of the inspection.

Daily observations should be conducted by the supervisory personnel working in the assigned center areas – such as food-service areas, residential areas, academic areas, motor vehicles, child development centers, and recreation areas.

Weekly and monthly inspections should be conducted by the center Safety Officer who should have a greater working knowledge of environmental, and safety and health issues. Areas inspected should include all of the daily inspection areas in addition to Career Technical Training (CTT) facilities, Career Technical Skills Training (CTST) projects, administrative offices, warehouses, and other buildings occupied by students and staff.

Quarterly environmental inspections must be conducted by qualified non-center personnel. These third-party inspectors should be safety and health specialists as defined in 29 CFR 1960.2(s), with experience and/or up-to-date training in occupational safety and health hazard recognition and meeting the qualifications of safety and health inspectors. Copies of these inspections and corrective action plans must be submitted to the Regional Office and the National Office of Job Corps within 7 days of receipt.

Furthermore, Job Corps PRH Chapter 5, Section 5.16, R5 calls for inspection of all asbestos-containing materials in center buildings at least twice each year to verify the physical condition and identify any significant damage. Evidence of significant damage and/or other deterioration in physical condition that presents a potential health hazard must be reported to the National Office of Job Corps and Regional Office via SIR system.

Additionally, an annual Occupational Safety and Health (OSH) Program Review is conducted by the National Office of Job Corps in accordance with Executive Order 12196; 29 CFR 1960; Department of Labor Manual Series (DLMS) 4, Chapter 800; and Job Corps PRH Chapter 5, Section 5.15, R3. Findings and corrective actions from these inspections are tracked through the Abatement Tracking System (ATS).

3. Action. All Job Corps centers shall:

- a. Review the daily, weekly, and monthly inspection program to ensure thorough inspections are being conducted; and findings are documented and tracked to completion.
- b. Review and share the following resources:
 - https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STAN_DARDS&p_id=11276
 - https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STAN_DARDS&p_id=11264
 - https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STAN_DARDS&p_id=11281
 - <https://eprh.jobcorps.gov/Management/5.15%20Safety%20Inspections,%20Observations,%20and%20OSH%20Program%20Review/Pages/default.aspx>
- c. Review the qualifications of the non-center contractor who conducted the quarterly environmental health inspections to ensure they meet the requirements of 29 CFR 1960.25.

- d. Review the previous two quarters' environmental health inspection reports and findings to ensure identified issues are complete or requests have been submitted for funding.
 - e. Submit Quarter 3 Fiscal Year 2017 quarterly environmental health inspection report and corrective action plan to the Regional Office Contracting Officer's Representative (COR) and the National Office of Job Corps (safety@jobcorps.org) by July 15, 2017, as required. Subsequent quarterly environmental health inspections should be submitted in accordance with PRH Exhibit 5-2, Plan and Report Submission Requirements.
 - f. Review and correct any open ATS findings that are not waiting for funding.
 - g. Ensure this Information Notice is distributed to all appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Heather Edmonds at (202) 693-3774 or at edmonds.heather@dol.gov.