

TABLE OF CONTENTS

| | | |
|------------|--|--------------|
| 5.0 | OBJECTIVES | 5.0-1 |
| 5.1 | PROGRAM MANAGEMENT | 5.1-1 |
| | Purpose..... | 5.1-1 |
| | Requirements..... | 5.1-1 |
| | R1. Goal Achievement | 5.1-1 |
| | R2. Quality Assurance | 5.1-1 |
| | R3. Standard Operating Plans and Procedures | 5.1-3 |
| | R4. Reporting..... | 5.1-4 |
| | R5. Records and Reports Maintenance..... | 5.1-4 |
| | Quality Indicators | 5.1-4 |
| 5.2 | PERSONNEL | 5.2-1 |
| | Purpose..... | 5.2-1 |
| | Requirements..... | 5.2-1 |
| | R1. Organization and Staffing | 5.2-1 |
| | R2. Staffing Ratios | 5.2-1 |
| | R3. Personnel Policies | 5.2-1 |
| | R4. Staff Qualifications | 5.2-2 |
| | R5. Staff Coverage | 5.2-2 |
| | R6. Staff Performance Appraisal..... | 5.2-3 |
| | R7. Equal Opportunity/Civil Rights | 5.2-3 |
| | Quality Indicators | 5.2-3 |
| 5.3 | STAFF TRAINING | 5.3-1 |
| | Purpose..... | 5.3-1 |
| | Requirements..... | 5.3-1 |
| | R1. Staff Training Plan..... | 5.3-1 |
| | R2. Staff Training Content | 5.3-1 |
| | R3. Documentation..... | 5.3-1 |
| | Quality Indicators | 5.3-1 |
| 5.4 | PERSONAL SAFETY AND SECURITY..... | 5.4-1 |
| | Purpose..... | 5.4-1 |
| | Requirements..... | 5.4-1 |
| | R1. Campus Access | 5.4-1 |
| | R2. Cooperation With Local Agencies..... | 5.4-1 |
| | R3. Prohibition of Firearms | 5.4-1 |

TABLE OF CONTENTS (continued)

| | | |
|--|--|--------------|
| R4. | Unauthorized Goods | 5.4-1 |
| R5. | Student Notification | 5.4-2 |
| R6. | Search and Seizure | 5.4-2 |
| R7. | Disposal of Unauthorized Goods | 5.4-2 |
| R8. | Use of Physical Restraint and Isolation | 5.4-2 |
| Quality Indicators | | 5.4-3 |
| 5.5 MANAGEMENT AND REPORTING OF SIGNIFICANT INCIDENTS | | |
| Purpose..... | | 5.5-1 |
| Requirements..... | | 5.5-1 |
| R1. | Reportable Events | 5.5-1 |
| R2. | Reporting Time Frames and Format | 5.5-1 |
| R3. | Username and Passwords | 5.5-2 |
| R4. | Display of Student Identifying Information..... | 5.5-2 |
| R5. | Management..... | 5.5-3 |
| Quality Indicators | | 5.5-3 |
| 5.6 PROCUREMENT AND PROPERTY MANAGEMENT | | |
| Purpose..... | | 5.6-1 |
| Requirements..... | | 5.6-1 |
| R1. | Procurement | 5.6-1 |
| R2. | Internal Controls | 5.6-1 |
| R3. | Reporting..... | 5.6-1 |
| R4. | Receipt and Control of Property | 5.6-1 |
| R5. | Motor Vehicles..... | 5.6-2 |
| Quality Indicators | | 5.6-2 |
| 5.7 FINANCIAL MANAGEMENT..... | | |
| Purpose..... | | 5.7-1 |
| Requirements..... | | 5.7-1 |
| R1. | Budgeting..... | 5.7-1 |
| R2. | Financial Reporting..... | 5.7-1 |
| R3. | Vouchering..... | 5.7-1 |
| R4. | Internal Controls | 5.7-1 |
| R5. | Student Benefit Fund | 5.7-2 |
| R6. | Sale of Center-Produced Goods and Services | 5.7-2 |
| R7. | Taxation of Job Corps Contractors by States or Localities..... | 5.7-2 |
| Quality Indicators | | 5.7-3 |

TABLE OF CONTENTS (continued)

| | | |
|-------------|---|---------------|
| 5.8 | ESTABLISHMENT OF JOB CORPS CENTERS | 5.8-1 |
| | Purpose..... | 5.8-1 |
| | Requirements..... | 5.8-1 |
| | R1. Establishment of Job Corps Centers | 5.8-1 |
| | R2. Notifications..... | 5.8-1 |
| | Quality Indicator..... | 5.8-1 |
| 5.9 | FACILITY STANDARDS | 5.9-1 |
| | Purpose..... | 5.9-1 |
| | Requirements..... | 5.9-1 |
| | R1. Legally Mandated Standards..... | 5.9-1 |
| | R2. Job Corps Standards..... | 5.9-1 |
| | Quality Indicators | 5.9-2 |
| 5.10 | FACILITY IMPROVEMENTS | 5.10-1 |
| | Purpose..... | 5.10-1 |
| | Requirements..... | 5.10-1 |
| | R1. Facility Survey | 5.10-1 |
| | R2. Design Review | 5.10-1 |
| | R3. Construction Requests | 5.10-1 |
| | R4. Emergency Repairs or Replacements | 5.10-2 |
| | Quality Indicators | 5.10-2 |
| 5.11 | FACILITY MAINTENANCE AND PROTECTION..... | 5.11-1 |
| | Purpose..... | 5.11-1 |
| | Requirements..... | 5.11-1 |
| | R1. Center Maintenance Program | 5.11-1 |
| | R2. Limitation on Use of Maintenance Funds..... | 5.11-1 |
| | R3. Inactive Center Facilities | 5.11-1 |
| | Quality Indicators | 5.11-1 |
| 5.12 | ENERGY AND WATER CONSERVATION | 5.12-1 |
| | Purpose..... | 5.12-1 |
| | Requirements..... | 5.12-1 |
| | R1. Energy and Water Conservation | 5.12-1 |
| | R2. Reporting..... | 5.12-1 |
| | Quality Indicators | 5.12-1 |

TABLE OF CONTENTS (continued)

| | | |
|-------------|--|----------------|
| 5.13 | FLEET MANAGEMENT | 5.13-1 |
| | Purpose..... | 5.13-1 |
| | Requirements..... | 5.13-1 |
| | R1. Goal Achievement | 5.13-1 |
| | R2. Standard Operating Forms and Procedures..... | 5.13-2 |
| | R3. Reporting..... | 5.13-2 |
| | Quality Indicators | 5.13-2 |
| 5.14 | INTRODUCTION TO ENVIRONMENTAL SAFETY AND OCCUPATIONAL HEALTH FOR JOB CORPS CENTERS..... | 5.14-1 |
| | Purpose..... | 5.14-1 |
| | Requirements..... | 5.14-1 |
| | R1. Governing Regulations and Policy | 5.14-1 |
| | R2. Occupational Safety and Health Plan | 5.14-1 |
| | R3. Occupational Safety and Health Program..... | 5.14-4 |
| | R4. Center Occupational Safety and Health Responsibilities and Duties . | 5.14-5 |
| | R5. Center Occupational Safety and Health Orientation and Training | 5.14-8 |
| | Quality Indicators | 5.14-10 |
| 5.15 | SAFETY INSPECTIONS, OBSERVATIONS, AND OSH PROGRAM REVIEW | 5.15-1 |
| | Purpose..... | 5.15-1 |
| | Requirements..... | 5.15-1 |
| | R1. Imminent Danger | 5.15-1 |
| | R2. Required Inspections and Observations..... | 5.15-1 |
| | R3. Annual Occupational Safety and Health (OSH) Program Reviews.... | 5.15-3 |
| | R4. Occupational Safety and Health Facility Survey (Pre-Occupancy).... | 5.15-5 |
| | R5. Monitoring of Work-Based Learning Sites..... | 5.15-6 |
| | R6. Abatement Plans for Violations Identified in Annual Occupational Safety and Health (OSH) Program Review | 5.15-6 |
| | Quality Indicators | 5.15-7 |
| 5.16 | ENVIRONMENTAL HAZARDS..... | 5.16-1 |
| | Purpose..... | 5.16-1 |
| | Requirements..... | 5.16-1 |
| | R1. Hazardous Materials Management | 5.16-1 |
| | R2. Polychlorinated Biphenyls (PCBs) | 5.16-1 |
| | R3. Underground Storage Tanks (USTs)/Aboveground Storage Tanks (ASTs)..... | 5.16-2 |

TABLE OF CONTENTS (continued)

R4. Lead..... 5.16-2
 R5. Asbestos Operations and Maintenance 5.16-2
 R6. Hazard Communication 5.16-4
 R7. Mercury..... 5.16-5
 R8. Freon 113 and Other Ozone-Depleting Chemicals..... 5.16-5
 R9. Hexavalent Chromium 5.16-5
Quality Indicator..... 5.16-6

5.17 FOOD HANDLING AND STORAGE, PEST CONTROL, UNSANITARY CONDITIONS, AND WATER TREATMENT 5.17-1

Purpose..... 5.17-1
Requirements..... 5.17-1
 R1. Food Handling 5.17-1
 R2. Food Storage 5.17-1
 R3. Pest Control..... 5.17-1
 R4. Unsanitary Conditions 5.17-2
 R5. Water Treatment 5.17-2
Quality Indicators 5.17-3

5.18 STUDENT AND STAFF INJURY REPORTS AND RECORDKEEPING 5.18-1

Purpose..... 5.18-1
Requirements..... 5.18-1
 R1. Student Injury, Occupational Illness/Disease, and Death
 Recordkeeping 5.18-1
 R2. Definitions and Procedures for Handling Job Corps Student
 Injuries 5.18-4
 R3. Staff Injury, Occupational Illness/Disease, and Death
 Recordkeeping 5.18-6
 R4. OSHA Form 300A, Summary of Work-Related Injuries and
 Illnesses..... 5.18-7
Quality Indicators 5.18-7

5.19 VEHICLE SAFETY AND ACCIDENT RECORDKEEPING..... 5.19-1

Purpose..... 5.19-1
Requirements..... 5.19-1
 R1. Overview of Center Director Responsibilities 5.19-1
 R2. Overview of Requirements 5.19-1
 R3. Vehicle Accident Recordkeeping 5.19-3
Quality Indicator..... 5.19-3

TABLE OF CONTENTS (continued)

5.20 OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM AND WRITTEN PLANS 5.20-1

Purpose..... 5.20-1
Requirements..... 5.20-1
 R1. Personal Protective Equipment (PPE) Plan 5.20-1
 R2. Fire Safety and Prevention Plan..... 5.20-2
 R3. Emergency Action Plan 5.20-4
 R4. Hazard Communication Plan 5.20-6
 R5. Recreational Safety Plan 5.20-6
 R6. Asbestos Operations and Maintenance Plan 5.20-8
 R7. Confined Space Entry Plan 5.20-8
 R8. Bloodborne Pathogens Plan 5.20-9
 R9. Respiratory Protection Plan 5.20-10
 R10. Hearing Conservation Plan 5.20-12
 R11. Lead Exposure Plan 5.20-14
 R12. Hexavalent Chromium Exposure Plan..... 5.20-14
 R13. Lockout/Tagout Plan..... 5.20-14
 R14. Powered Industrial Vehicle Plan..... 5.20-15
Quality Indicator..... 5.20-16

5.21 NAMING OF JOB CORPS CENTERS AND FACILITIES..... 5.21-1

Purpose..... 5.21-1
Requirements..... 5.21-1
 R1. Naming and Renaming of Job Corps Centers..... 5.21-1
 R2. Naming and Renaming of Job Corps Facilities and Property..... 5.21-1

TABLE OF CONTENTS (continued)

EXHIBITS

| | |
|--------------|---|
| Exhibit 5-1 | Standard Operating Procedures |
| Exhibit 5-2 | Plan and Report Submission Requirements |
| Exhibit 5-3 | Minimum Staff Qualifications |
| Exhibit 5-4 | Required Staff Training |
| Exhibit 5-5 | Minimum Requirements for Replacing Vehicles Leased From the General Services Administration Prior to the End of the Lease |
| Exhibit 5-6 | Vehicle Log |
| Exhibit 5-7 | Vehicle Maintenance Log |
| Exhibit 5-8 | 2110 Report for Center Contracts |
| Exhibit 5-9 | 2181 Budget for Center Contracts |
| Exhibit 5-10 | SF1034 Public Invoice, Center Contract Example |
| Exhibit 5-11 | Voucher Backup Sheet for Center Contracts and Example |
| Exhibit 5-12 | 2110 Report for Outreach/Admissions and Career Transition Services |
| Exhibit 5-13 | 2110S Report for Staff Vacancy |
| Exhibit 5-14 | 2181 Budget for OA/CTS Contracts |
| Exhibit 5-15 | F1034 Public Invoice, OA/CTS Contract Example |
| Exhibit 5-16 | Voucher Backup Sheet for OA/CTS Contracts and Example |
| Exhibit 5-17 | 2110F Job Corps CCC Financial Report |
| Exhibit 5-18 | 2110HQ Job Corps CCC National Roll-Up Financial Report |

APPENDICES

| | |
|---------------|---|
| Appendix 501 | Introduction |
| Appendix 501a | Policies and Procedures for PY 2012 Center Outcome Measurement System and Center Quality Assessment |
| Appendix 501b | Policies and Procedures for PY 2012 Outreach and Admissions Outcome Measurement System |
| Appendix 501c | Policies and Procedures for PY 2012 Career Transition Services Outcome Measurement System |
| Appendix 501d | Policies and Procedures for PY 2012 Career Technical Training Report Card |

| | |
|--------------|--|
| Appendix 502 | Financial Management for Contract Centers |
| Appendix 503 | Job Corps Outreach/Admissions and Career Transition Services Cost Reporting and Budgeting Requirements |
| Appendix 504 | Taxation of Job Corps Contractors by States or Subdivisions Thereof |
| Appendix 505 | Administration and Management of Job Corps Contractor-Held Government-Furnished Property |
| Appendix 506 | Alternative Fuel Information |
| Appendix 507 | Request to Lease a GSA Vehicle |
| Appendix 508 | GSA Annual Fleet Requirements |
| Appendix 509 | Financial Management for CCCs |
| Appendix 510 | Monthly Staffing Reports |