

June 10, 2009

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 08-10
------------	---------------------------------------

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: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: PRH Chapter 5, Sections 5.13 and 5.14; Appendix 505; and Exhibits 5-2 and 5-4: Environmental Health, and Safety and Occupational Health

1. Purpose. To update and clarify the content of Policy and Requirements Handbook (PRH) Section 5.13 (Environmental Health) and Section 5.14 (Safety and Occupational Health); reorganize these sections into seven sections; integrate the content of Appendix 505 (Job Corps Safety and Occupational Health Program) into the new sections; and revise Exhibits 5-2 and 5-4.

2. Background. In the years since the last revision of the safety sections of Chapter 5, the National Office of Job Corps has issued numerous directives regarding changes to Job Corps policy and federal standards related to occupational safety and health. In order to codify those changes, improve readability, and make it easier for the Job Corps community to reference environmental health and occupational safety and health requirements, the National Office has revised the related sections of the PRH.

3. Explanation of Changes.

- a. Section 5.15, Fleet Management, has been renumbered. It is now Section 5.13, Fleet Management.
- b. The content of current Sections 5.13 and 5.14 has been reorganized for clarity and divided into seven sections. The new sections are numbered and titled as follows:
 - (1) *Section 5.14* Introduction to Environmental Safety and Occupational Health for Job Corps Centers

- (2) *Section 5.15* Safety Inspections, Observations, and OSH Program Review
 - (3) *Section 5.16* Environmental Hazards
 - (4) *Section 5.17* Food Handling and Storage, Pest Control, Unsanitary Conditions, and Water Treatment
 - (5) *Section 5.18* Student and Staff Injury Reports and Record Keeping
 - (6) *Section 5.19* Vehicle Safety and Accident Record Keeping
 - (7) *Section 5.20* Occupational Safety and Health (OSH) Program and Written Plans
- c. The content of Appendix 505 has been integrated into the new sections.
 - d. The content of the new sections has been updated and expanded to provide more practical guidance. Included is additional material regarding, for example, 15-passenger vans, center occupational safety and health plans, new OSHA interpretation regarding workplace injuries and horseplay, and hexavalent chromium.
 - e. Appendix 505 is now marked “RESERVED.”
 - f. Exhibits 5-2 and 5-4 have been updated.
 - (1) Exhibit 5-2 contains changes in the Annual Plans section and the Non-Recurring Reports section. A new section titled Occupational Safety and Health Reports and Forms has been created.
 - (2) Exhibit 5-4 now includes more reports in the “1st 180 days” column. Also, specific OSHA course numbers have been deleted since they change often, while the course titles do not.
4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Effective Date. June 10, 2009.
6. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.

Attachments

A – PRH Cover Page

B – PRH Table of Contents

C – PRH Chapter 5

D – PRH Appendix 505

E – PRH Exhibit 5-2

F – PRH Exhibit 5-4