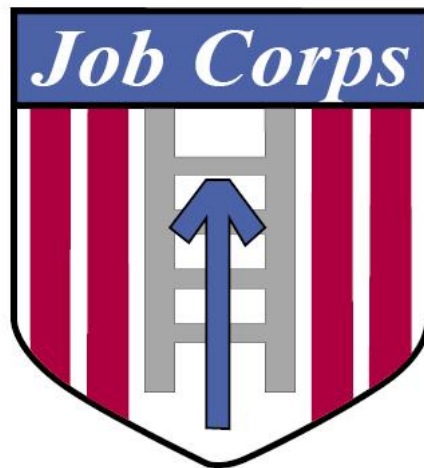


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# **POLICY AND REQUIREMENTS HANDBOOK**

## **CHAPTER 5: MANAGEMENT**

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October 28, 2009

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## **5.0 OBJECTIVES**

To enable Job Corps center, outreach/admissions, and career transition services providers to deliver quality services by establishing systems that ensure:

- Effective program organization and management.
- Program integrity and accountability.
- Staff professionalism and development.
- Services are provided in a cost-effective and financially responsible manner.

To ensure that Job Corps provides safe, clean, well-maintained facilities that are adequately furnished and equipped to meet student needs.

## 5.1 PROGRAM MANAGEMENT

### PURPOSE

- P1. To establish and maintain systems that support the admission, career preparation, career development, and career transition of students.
- P2. To monitor and track operations and outcomes to ensure program accountability, integrity, performance, and quality.

### REQUIREMENTS

#### ***R1. Goal Achievement***

Centers operated by contractors and agencies, and Outreach and Admissions/Career Transition Services (OA/CTS) contractors, shall establish:

- a. Procedures to develop and clearly communicate goals to staff and students.
- b. Procedures to hold staff responsible for achieving communicated goals.

#### ***R2. Quality Assurance***

Centers operated by contractors and agencies, and (OA/CTS) contractors, shall:

- a. Establish procedures and conduct periodic self-evaluations and audits to ensure integrity, accountability, and prevention of fraud and program abuse. The Quality Assurance Plans and Procedures shall be submitted annually to the Regional Office for approval, as outlined in Exhibit 5-2. Approval of the Quality Assurance Plan shall be based upon:
    - 1. The extent to which the oversight, monitoring, and assessment plan will provide a reasonable assurance of contractor/agency compliance and quality.
    - 2. The extent to which the contractor's/agency's data validation system ensures the accuracy and integrity of student outcomes and financial data.
    - 3. The extent to which the contractor's/agency's quality assurance activities track and ensure that corrective action is taken to maintain outcomes and quality standards.
    - 4. The degree to which the contractor/agency documents the results of inspections, tests, audits, and assessments.
  - b. Establish systems to ensure performance is accurately tracked and reported and necessary corrective actions are taken to achieve the performance outcome goals and quality standards established by the National Director, Job Corps, and contained in Appendices 501a through 501d.
  - c. Conduct annual comprehensive assessments of center or OA/CTS operations.
- Job Corps Regional Offices shall:
- a. Schedule and conduct comprehensive program assessments of OA, Job Corps center, and CTS operations at least every 24 months.

- b. Conduct audits of approximately 10% (Contracted On-Board Strength [OBS] or Average CTS caseload) of all student records associated with performance measurements during center and CTS program assessments, using targeted samples generated by the National Office of Job Corps.
- c. Document the results of program assessments and audits and furnish a copy of the assessment report to the National Office and the contractor or agency. If excessive reporting problems are present, the extent of misreporting shall be brought to the **immediate** attention of the National Office.
- d. Assess liquidated damages from contractor's base/incentive fee for instances of misreporting of data based on the following schedule:

Description	Liquidated Damages
Invalid HSD/GED Credits	\$500 each
Invalid Vocational Completion Credits	\$750 each
Artificially Extending Enrollment and/or Invalid Leave Days	15% of the SYC per day. The amount is calculated as (annual operating budget/planned SY's) X 15% X Number of Unexcused Days.
Invalid Placement Credit	\$750 each

Note: The interpretation and specific application of "liquidated damages" to agency-operated Job Corps centers is currently being addressed by the Departments of Labor, Agriculture, and Interior as part of a collaborative effort to update, revise, and consolidate the two existing Interagency Agreements. When this process is concluded, the PRH will be updated accordingly.

- e. Require the operator to post the liquidated damages to the fee line applicable ETA 2110. The region will request an Annual Advanced Procurement Plan/Financial Operating Plan (AAPP/FOP) change to document the assessment or damages and recover the funds through a contract modification. Misreporting of data by agency-operated centers shall be reported to the National Office of Job Corps and the respective agency for corrective action.

Notify the National Office of Job Corps and the Job Corps Data Center (JCDC) to remove invalid (General Educational Development/High School Diploma [GED/HSD], Vocational Completion, and Placement) credits from the Outcome Management System(s) (OMS).

Note: Invalid credits will be removed from each measure that is affected regardless of the report card (OAOMS, OMS, POMS, Vocational Training Report Card [VTRC]) or contractor responsible for the error (OA, center, or CTS). For

example, where verification of a HSD has been invalidated, credit would be removed for the GED/HSD Attainment measure. In this instance, if the HSD was the sole determinant of his/her graduate status, the student would also be removed from the pool for any placement-related measure(s) in the OMS, POMS, and VTRC report cards. Similarly, a credited placement that has been found to have been misreported by a CTS provider would lead to the removal of the student from the placement pool of both the CTS and the center OMS report cards. Both scenarios hold true whether the center operator and the CTS provider are separate, or one and the same.

- f. Contracting Officers must exercise discretion when assessing liquidated damages when such action may not be appropriate where an error or omission occurred or when the action was careless or a result of an innocent mistake. This is particularly true if the data were improperly recorded but the student outcome was likely achieved – for example, a vocational completion, a GED credit, or a placement credit that was incorrectly reported but there is verification that the student actually did earn the credit.
- g. When a Contracting Officer becomes aware of apparent fraud, the matter should be thoroughly investigated. If the investigation leads the Contracting Officer to conclude there is a likelihood of fraud, it should be referred to the Regional Office of the OIG by the filing an incident report. The Incident Report Form can be found at:

<http://www.internal.doleta.gov/forms/Documents/IncidentReport.dot>.

In addition to filing the report, inform the OIG of the actions intended by the Contracting Officer to address the incident. Make it clear that you intend to take these actions, unless the OIG specifically instructs you not to do so. Then proceed with contract enforcement, unless otherwise directed.

### ***R3. Standard Operating Plans and Procedures***

Center contractors, agencies, and OA/CTS contractors shall:

- a. Establish standard operating procedures (SOPs), as shown in Exhibit 5-1 (Standard Operating Procedures), and submit them to the Regional Office for approval within 90 days of contract award. Updates and revisions shall be submitted as changes occur.
- b. For agency-operated centers, provide up-to-date SOPs, as shown in Exhibit 5-1, with annual plans and amendments to SOPs submitted to the Department of Labor (DOL) Regional Office for approval by June 1 for the upcoming program year.
- c. Career Development Services System Plan

Each Job Corps center and each OA/CTS contractor shall:

- 1. Develop a Career Development Services System (CDSS) Plan. The plan shall include:
  - (a) An overview of the contractor's/agency's role in each phase of CDSS, as appropriate for each contractor/agency.

- (b) A description of how services will be delivered and coordinated with other partners for Outreach/Admissions, Career Preparation, Career Development, and Career Transition Periods.
  - (c) The requirements shown in PRH Chapters 1-4, as applicable.
2. CDSS plans shall be submitted to the Regional Office for approval within 90 days of contract award. Agency centers shall submit the plan for approval when required by the DOL Regional Office. Approval shall be based on a determination that all required parts of the plan are in place, and that the plan is consistent with the overall Regional CDSS Plan.
  3. CDSS plans shall be kept current. Revisions shall be submitted to the Regional Office for approval prior to implementation.

**R4. Reporting**

Center operators, agencies, and OA/CTS contractors shall submit reports in accordance with Exhibit 5-2 (Plan and Report Submission Requirements).

**R5. Records and Reports Maintenance**

Center operators, agencies, and OA/CTS contractors shall maintain records and reports for 3 years. Records of disclosures of protected health information shall be kept for 6 years. Exceptions to this retention period shall be communicated by the National Office of Job Corps on a case-by-case basis.

**QUALITY INDICATORS**

- Q1. Required Job Corps elements are in place and functioning at a level that meets students' basic needs.
- Q2. Staff can describe goals, performance expectations, and standards, and articulate how their individual performance contributes to the overall accomplishment of Job Corps goals.
- Q3. Communication, teamwork, and cooperation are at a level to accomplish routine tasks, assignments, and responsibilities.
- Q4. Through self-assessments, centers and OA/CTS contractors maintain quality operations by identifying and correcting areas not meeting minimum expectations/outcomes.

## 5.2 PERSONNEL

### PURPOSE

- P1. To recruit, hire, and retain qualified personnel to carry out all program components.
- P2. To ensure that staff work in an environment that is fair and nondiscriminatory.
- P3. To ensure the proper screening, training, and supervision of volunteers.

### REQUIREMENTS

#### **R1. *Organization and Staffing***

- a. Center operators and Outreach and Admissions/Career Transition Services (OA/CTS) contractors shall:
  1. Develop and submit a staffing plan (organizational chart) to the Regional Office for approval within 90 days of contract award.
  2. Submit current position descriptions for Regional Office approval within 90 days of contract award.
- b. Agency operators shall develop and submit a staffing plan (organizational chart) to the National and Regional Offices annually.

#### **R2. *Staffing Ratios***

Center operators shall comply with the following staffing requirements:

- a. The student-to-teacher ratio for instructional and training activities shall be 15:1, except for career technical training (CTT) programs specifically authorized for lower ratios as specified in Exhibit 3-3. Student-to-teacher ratios may not be altered except with the written approval of the National Office. For purposes of defining training slots, one full-time student is equivalent to 2 training slots. Therefore, the 15:1 student-to-teacher ratio translates to a 30:1 slot-to-teacher ratio.
- b. Student-to-staff ratios for nationally contracted training programs shall be in accordance with contract provisions.
- c. Minimum staffing levels for health programs are specified in Chapter 6, Exhibit 6-5 (Center Health Services Staffing Requirements).
- d. All other staffing levels shall be based on center configuration and approved by the Regional Office.

#### **R3. *Personnel Policies***

Center operators and OA/CTS contractors shall:

- a. Develop and implement personnel management policies to include staff hiring, supervision, evaluation, conduct, and disciplinary procedures.
- b. Define standards for acceptable and unacceptable behavior between students and staff that protect individuals from exploitative, coercive, and traumatic experiences. Ensure that center rules for acceptable and unacceptable behavior

are equally understood and applied to all staff. These rules, which should be included in the employee handbook, should provide a clear explanation and rationale for appropriate and inappropriate behavior, and identify the consequences for unacceptable staff behavior. Staff should know the legal consequences of unacceptable behavior, if applicable.

- c. Establish labor management relations in accordance with agency guidelines for federally operated centers, and in accordance with the provisions of the National Labor Relations Act for contractors. The U.S. Department of Labor shall not undertake conciliation, mediation, or arbitration of organizations, nor may Job Corps pay legal or other fees generated by such disputes as direct costs against contracts.
- d. Develop and implement volunteer management policies to include volunteer screening, training, and supervision. At a minimum, plans should include: background checks for all volunteers in accordance with state laws, and plans to ensure volunteers are covered by the contractor's liability insurance while they are performing their assigned tasks.

#### ***R4. Staff Qualifications***

- a. Center and OA/CTS contractors shall ensure that all staff hired meet the minimum qualification levels specified in Exhibit 5-3 (Minimum Staff Qualifications).
- b. Center and OA/CTS contractors shall request written approval or waivers from the Regional Director for the following:
  1. Hiring of staff who do not meet minimum qualifications as specified in the approved position descriptions, in which case a professional development plan must be submitted and updated annually
  2. Hiring of relatives of current staff members
  3. Appointment, continued assignment, or change in employment status of the center director, project director, or senior staff (i.e., all supervisory personnel who report directly to the center director)
  4. Where there is a need to pay individuals at rates higher than indicated in the approved salary matrix
- c. Regional Offices shall not grant a waiver if it would negatively impact the center's eligibility for accreditation or its ability to produce high school graduates.
- d. Agency operators shall advise the Regional Office of changes in employment status of center directors and senior staff.

#### ***R5. Staff Coverage***

Center operators shall provide for coverage of staff absences for those positions with direct staff/student interaction. Use of students or volunteers for this purpose is prohibited. All substitutes shall be trained in safety procedures.



**R6. Staff Performance Appraisal**

Center operators and OA/CTS contractors shall develop a staff performance appraisal system that allows for documentation of staff competence, to include:

- a. Maintaining staff requirements specified in Exhibit 5-3.
- b. The areas listed in Exhibit 5-4.
- c. Staff's modeling, mentoring, and monitoring each of the eight Career Success Standards.
- d. Support of students' career development goals, the zero tolerance policy, and student placement efforts.

**R7. Equal Opportunity/Civil Rights**

Center operators and OA/CTS contractors shall:

- a. Provide equal opportunity for all employees without regard to race, religion, color, national origin, gender, citizenship, disability, political affiliation, or belief. Sexual harassment is prohibited in Job Corps. Discrimination is prohibited in all contracts, grants, and programs funded by the Department of Labor.
- b. Provide prompt, fair, and impartial consideration of discrimination or other civil rights complaints through an established and approved grievance system.
- c. Submit an affirmative action plan to the Regional Office for approval within 90 days of contract award in accordance with Chapter 6, Appendix 602 (Civil Rights and Nondiscrimination).
- d. Submit a plan to employ and advance the employment of veterans to the Regional Office for approval within 90 days of contract award in accordance with Public Law 107-228 HR 4015, Section 2. 4215 (priority of service for veterans in Department of Labor job training programs), Part b (Employment of Veterans with Respect to Federal Contracts).

**QUALITY INDICATORS**

- Q1. Staff display appropriate behavior and demonstrate appropriate interpersonal skills and are able to work effectively with applicants, students, employers, co-workers, and the public.
- Q2. Students perceive that staff are caring and responsive to their needs.
- Q3. Volunteers are screened, trained, and supervised according to state laws and are appropriately utilized.

## 5.3 STAFF TRAINING

### PURPOSE

- P1. To ensure staff acquire and maintain the skills necessary to perform their job duties and responsibilities and serve as role models for students.
- P2. To allow staff the opportunity for professional growth and upward mobility.

### REQUIREMENTS

#### ***R1. Staff Training Plan***

Centers and OA/CTS contractors shall:

- a. Submit for approval by the Regional Office an annual staff-training plan.
- b. Include, at a minimum, the topics and frequencies specified in Exhibit 5-4 (Required Staff Training).
- c. Submit a professional development plan for all staff on waivers.

#### ***R2. Staff Training Content***

Centers shall include, at a minimum, the following:

- a. Five hours of annual training in adolescent growth and development for all staff. Topics could include: effective communications, anger management, sexuality, suicide prevention, behavior management system, zero tolerance policy, appropriate staff/student boundaries, sexual assault prevention and response, sexual harassment and related social skills training, intervention techniques, and safety issues.
- b. An additional 5 hours of annual training designed to enhance each employee's professional development. Such training may include professional seminars, conferences, and classroom training provided on or off center, in-service training, and technology skills training.

#### ***R3. Documentation***

Centers and OA/CTS contractors shall maintain up-to-date records of training completed by each employee.

### QUALITY INDICATORS

- Q1. Staff demonstrate the knowledge and skills necessary to perform their job functions (duties).
- Q2. Staff interact appropriately with students and serve as positive role models for students and other staff.

## 5.4 PERSONAL SAFETY AND SECURITY

### PURPOSE

- P1. To protect the personal safety and security of students, staff, and property on center at all times.
- P2. To protect students' rights and guarantee privacy and protection from unreasonable search and seizure.

### REQUIREMENTS

#### ***R1. Campus Access***

Center operators shall establish rules regulating the entry, exit, and conduct of persons who seek access to the campus.

#### ***R2. Cooperation With Local Agencies***

Center operators shall develop and maintain written cooperative agreements with federal, state, and local law enforcement agencies regarding management and jurisdiction for illegal activities.

#### ***R3. Prohibition of Firearms***

Center operators shall prohibit the presence of firearms except in the following circumstances:

- a. For security of student payroll by non-center staff.
- b. For law enforcement personnel conducting routine law enforcement duties. If employed by the center, law enforcement personnel shall not carry firearms in the course of that employment.
- c. Personal firearms kept in on-center staff housing for personal use.

#### ***R4. Unauthorized Goods***

Center operators shall ensure that the following unauthorized goods are not permitted on center:

- a. Firearms and ammunition
- b. Explosives and incendiaries
- c. Knives with blades longer than 2 inches
- d. Homemade weapons
- e. All other weapons and instruments for which the primary use is to inflict personal injury
- f. Drugs and drug paraphernalia
- g. Stolen property
- h. Alcohol
- i. Tobacco for minors

- j. Any other items that are illegal under state law

**R5. *Student Notification***

Center operators shall notify all students of the center's policies and procedures regarding unauthorized goods, searches, and seizures.

**R6. *Search and Seizure***

Center operators shall conduct searches and seizures only in the following circumstances:

- a. General inspections of dorm rooms, lockers, and other center facilities may be conducted periodically.
- b. Searches for unauthorized goods may be conducted only when the center director believes such goods are being hidden on center. The reasons for the search must be documented.
- c. The scope of search may be no wider than what is necessary to accomplish the specific purpose of the search. Unauthorized goods found as a result of a search must be confiscated.
- d. A search of the person of an entire group of Job Corps enrollees is prohibited when the information in the possession of Job Corps officials indicates that only some members, or less than all members, of the group are in possession of contraband that is prohibited on center property.
- e. Job Corps shall not conduct strip searches of students. If the center director believes a strip search of a student is necessary, local law enforcement authorities must be contacted and requested to perform the search.
- f. Searches for evidence of crime may be conducted for evidence in criminal prosecution. These must always be done by a law enforcement officer with a search warrant, except when delay would endanger the physical well-being of students.

**R7. *Disposal of Unauthorized Goods***

Center operators shall dispose of unauthorized goods as follows:

- a. Stolen property must be returned to its rightful owner.
- b. Narcotics must be stored and disposed of according to agreements negotiated by the center and the appropriate local law enforcement agency.
- c. Confiscated weapons (including firearms) must be reported and disposed of according to agreements negotiated by the center with appropriate local law enforcement agencies. The center must maintain a list of weapons reported to local law enforcement agencies, giving the student's name, SSN, and the serial number, type, make, and model of the weapon.

**R8. *Use of Physical Restraint and Isolation***

Center operators shall:

- a. Limit use of physical restraint to only those situations that seriously threaten persons or property. Ensure that no student is restrained for more than 1 hour

without at least verbal consultation and approval from a physician. Staff may not use handcuffs, mace, pepper spray (or any derivatives) on students.

- b. Use on-center isolation facilities for temporary segregation of students from their peers only when behavior constitutes an immediate threat to themselves, other persons, or property.

A student placed in an isolation facility must be observed every 15 minutes and this observation must be documented on a signed log giving the exact time of observation and the signature of the staff member conducting the observation. Isolation may not exceed 12 hours unless accompanied by a statement from the center physician that the isolation is not medically prohibited.

### **QUALITY INDICATORS**

- Q1. Documentation of searches, seizures, and isolations reflect complete, thorough, timely, and appropriate actions.
- Q2. Cooperative working relationships exist between the center and law enforcement agencies.
- Q3. Students and staff display respect for and appropriately safeguard the property of individuals, the center, and the community.
- Q4. Students feel safe and secure on center.

## **5.5 MANAGEMENT AND REPORTING OF SIGNIFICANT INCIDENTS**

### **PURPOSE**

- P1. To ensure proper and effective management of serious incidents involving program participants, staff, or facilities.

### **REQUIREMENTS**

#### ***R1. Reportable Events***

Centers and OA/CTS contractors shall report the following types of significant incidents to the National and Regional Offices:

- a. Death, serious illness, or serious injury\*\* (e.g., epidemic, hospitalization, emergency room treatment or surgery, reaction to medication/ immunization)
- b. Physical assault
- c. Inappropriate sexual behavior
- d. Indication that a student is a danger to himself/herself or others
- e. Incident requiring police involvement
- f. Incident involving illegal activity
- g. Arrest of current student or on-duty staff member
- h. Motor vehicle accident involving injuries or damage to a center vehicle
- i. Theft or damage to center, staff, or student property
- j. Incident threatening to close down the center or disrupting the center's operation
- k. Incident attracting potentially negative media attention

\*\*Please see Appendix 505, Section IX, C.2 and C.3, for a detailed classification of serious medical injuries.

#### ***R2. Reporting Time Frames and Format***

Centers and OA/CTS contractors shall:

- a. Report significant incidents within 24 hours of the center being made aware of the incident (6 hours in the case of student or a reportable staff death). In cases of student death, notify the Office of Workers' Compensation Program (OWCP) immediately, and the Office of the Assistant Secretary for Administration and Management (OASAM) within 6 hours.
- b. In cases of a critical incident (student death, substantial property damage, elected official inquiries), notify the Regional and National Offices immediately by phone.
- c. Submit all significant incident reports (SIRs) through the Web-based SIR system. Contact the National Office or health support contractor if there is confusion or doubt as to whether a SIR should be submitted. Centers must submit SIRs if there

is any evidence that a crime or serious injury has occurred, even if a resolution has not yet been determined for the students/staff involved.

- d. Continue to submit monthly supplemental reports until all information has been gathered to close out the report and a final report has been submitted. Until a report is submitted as final, a supplemental report is required every 30 days following the submission of the initial report.
- e. In the event that a student suffers an injury while on duty or on an authorized day pass, record the incident in SHIMS within 7 calendar days (including weekends) of supervisor notification.

### **R3. *Usernames and Passwords***

- a. Each staff member who is responsible for submitting SIRs through the Web-based system is required to have a unique username and password. Upon initial entry into the system, users will be required to change their password to an 8-digit alphanumeric password of their choosing, which they will then use for the remainder of the program year. New passwords will be required at the beginning of each program year.

Two types of users are assigned:

- 1. **Advanced Users:** These are users who may enter, approve, and submit a SIR. Each center must have at least two Advanced Users. An Advanced User can enter and submit a SIR to Job Corps National/Regional Offices without approval from the center director or another staff member.
  - 2. **Basic Users:** These are users who may enter information but may not approve/submit a SIR to Job Corps National/Regional Offices.
- b. Regional and corporate staff may be added to the SIR e-mail distribution list by contacting the health support contractor directly.

### **R4. *Display of Student Identifying Information***

- a. The SIR system does not accept Social Security numbers as student identifiers. Instead, when entering student data into the SIR system, centers must use the 6-digit student ID numbers assigned by Job Corps upon entry to the program. Although centers will enter student ID numbers, as well as relating student information in the SIR data-entry fields, the following student identifying information will not be displayed in submitted reports that are e-mailed back to the Advanced User, as well as others who are on the authorized SIR e-mail distribution list:

- 1. Student first name
- 2. Student ID number
- 3. Date of entry
- 4. Date of birth

- b. To ensure student privacy, centers must not use student first and last names in the "Description of Incident" field in the SIR. Instead, centers should use the terms

“Victim 1,” “Victim 2,” “Perpetrator 1,” “Perpetrator 2,” etc., when describing the incident.

**R5. Management**

Center and OA/CTS contractor management shall:

- a. Investigate each significant incident.
- b. Initiate appropriate action to resolve the incident.
- c. Identify and implement appropriate procedures to prevent recurrence, to the maximum extent possible.

**QUALITY INDICATORS**

- Q1. Center management resolves incidents in a manner that reduces negative impact on students, the community, and the program.
- Q2. Corrective action is taken to reduce or prevent recurrence.



## **5.6 PROCUREMENT AND PROPERTY MANAGEMENT**

### **PURPOSE**

- P1. To procure property, services, and supplies in a cost-efficient manner in accordance with government policies.
- P2. To provide procedures for receipt and accountability of government-owned property, materials, and supplies.

### **REQUIREMENTS**

#### ***R1. Procurement***

Center operators and OA/CTS contractors shall follow all applicable procurement regulations, to include those contained in the Federal Acquisition Regulations (FAR), Department of Labor Acquisition Standards, OMB Circulars, and Executive Orders.

#### ***R2. Internal Controls***

Center operators and OA/CTS contractors shall:

- a. Develop written procedures to procure materials and services on a timely basis and submit these procedures to the contracting officer as part of the standard operating procedures. Agency centers shall use established agency procedures for procurement of materials and services. (See Exhibit 5-1, Standard Operating Procedures.)
- b. Fully communicate procurement rules and procedures to all staff members involved in the purchase, receipt, custody, oversight, documentation, or inventory of materials and services.
- c. Establish systems for the periodic self-evaluation of procurement activities to ensure integrity, accountability, and prevention of fraud, waste, and abuse.

#### ***R3. Reporting***

Center operators and OA/CTS contractors shall submit subcontracting reports in accordance with the reporting requirements and schedule described in Exhibit 5-2 (Plan and Report Submission Requirements).

#### ***R4. Receipt and Control of Property***

- a. Ensure that all supplies and equipment are received and signed into custody by persons other than those who authorize purchases.
- b. Receive material safety data sheets for all potentially hazardous material and distribute them to appropriate departments.
- c. Develop and maintain an inventory system to account for all expendable property in accordance with procedures in ETA 359, ETA Property Management Handbook.
- d. Maintain an inventory system to account for all non-expendable property through the use of the Electronic Property Management System (EPMS).

- e. Conduct a thorough inventory of non-expendable property annually and report the results to the contracting officer.
- f. Conduct a thorough inventory of all expendable property quarterly.

**R5. *Motor Vehicles***

Center operators and OA/CTS contractors shall follow the requirements of ETA Handbook 359 and 48 CFR Chapter 1 Subpart 51.2 regarding acquisition and use of motor vehicles.

**QUALITY INDICATORS**

- Q1. Supplies, materials, equipment, and services required to support program operation are obtained in a timely and cost-effective manner that is in compliance with FAR requirements.
- Q2. Expendable and non-expendable property is accounted for accurately.

## 5.7 FINANCIAL MANAGEMENT

### PURPOSE

- P1. To establish and maintain a financial management system that provides accurate, complete, and current disclosures by each contractor and agency receiving Job Corps funds.
- P2. To maintain sufficient cost data for effective planning, monitoring, and evaluation of program activities.
- P3. To ensure that expenditures of funds are necessary, reasonable, and auditable.

### REQUIREMENTS

#### **R1. Budgeting**

Center operators and OA/CTS contractors shall assure that budgets are developed, prepared, revised, and submitted in accordance with the requirements contained in Appendices 502 (Financial Reporting) and 503 (Job Corps Outreach/Admissions and Career Transition Services Cost Reporting and Budgeting Requirements).

#### **R2. Financial Reporting**

Center operators and OA/CTS contractors shall assure that required monthly reports are prepared and submitted in accordance with the requirements contained in Appendices 502 and 503.

#### **R3. Vouchering**

Center operators and OA/CTS contractors shall submit vouchers for the reimbursement of expenses in accordance with the procedures outlined in Appendices 502 and 503.

#### **R4. Internal Controls**

Center operators and OA/CTS contractors shall:

- a. Establish internal controls to provide reasonable assurance that:
  1. Management is made aware at an early stage of any situation in which available funding for contracted services is not adequate to secure the delivery of such services.
  2. The integrity of the funds provided by the government has not been comprised.
  3. Assets are properly safeguarded.
- b. Submit written descriptions of control procedures to the contracting officer as part of the standard operating procedures in accordance with the schedule shown in Exhibit 5-1 (Standard Operating Procedures). Control procedures shall include:
  1. Separation of duties
  2. Approval requirements
  3. Documentation requirements

- c. Establish procedures to regularly communicate budgetary goals and rates of expenditure to management staff who have responsibility for authorizing expenditures.

**R5. *Student Benefit Fund***

Conduct an annual audit of the student benefit fund at each center to assure that the requirements listed in Chapter 3, Section 3.19, R3 (Student Benefit Fund) are met.

**R6. *Sale of Center-Produced Goods and Services***

The sale of goods produced or services rendered by students or at Job Corps centers is prohibited except as follows:

- a. Objects or services may be sold at cost to students or center employees. For CCCs, sales to staff must be in accordance with approved agency policy.
- b. Objects or services may be sold in the community when both of the following criteria are met:
  - 1. The sale of such products or services does not represent unfair competition with private sources in the area; and
  - 2. The center has received approval of the Regional Office.
- c. Vehicle repair services may be offered only when the additional conditions are met:
  - 1. Such services are made available to staff and the general public on an equal basis.
  - 2. Vehicles serviced are selected on a first come, first served basis.
  - 3. Prior to acceptance for service of any vehicle, the owner signs an agreement relieving Job Corps of any responsibility for damage, and agreeing to pay for all parts and materials.
  - 4. Repair services shall not be provided to rebuild vehicles purchased for speculation or resale.
  - 5. Repair of vehicles owned by non-center Department of Labor and non-center federal employees of operating agencies is prohibited.
- d. The proceeds from the sale of goods shall be credited to the cost category for the purchase of the materials.
- e. Students shall not sell arts and crafts objects made with center-provided materials for personal profit.
- f. The sale of objects made with materials purchased by the student benefit fund is permitted only if proceeds accrue to the student benefit fund.

**R7. *Taxation of Job Corps Contractors by States or Localities***

If state or local taxes are levied on a center or OA/CTS contractor, the contractor shall follow the procedures set forth in Appendix 504 (Taxation of Job Corps Contractors by States or Subdivisions Thereof).

**QUALITY INDICATORS**

- Q1. Budgeting of expense is accomplished with reasonable accuracy.
- Q2. The program operates within its established budget.

## **5.8 ESTABLISHMENT OF JOB CORPS CENTERS**

### **PURPOSE**

P1. To evaluate and select appropriate sites for new Job Corps centers.

### **REQUIREMENTS**

#### ***R1. Establishment of Job Corps Centers***

The authority to initiate the following actions related to the establishment of Job Corps centers is reserved to the National Director, Job Corps:

- a. The determination that a center should be established, relocated, or expanded.
- b. Approval of the location and size of all Job Corps centers.
- c. The initiation of site evaluations. A site evaluation shall include:
  1. A market survey;
  2. An environmental assessment;
  3. A preliminary engineering evaluation of the condition and capacity of existing buildings, pavements, utility systems, major equipment, and all other real property components; and
  4. A preliminary cost estimate for acquisition, rehabilitation, and new construction.
- d. The initiation of action to purchase or otherwise acquire new sites.
- e. Final approval of the design of new centers in accordance with Job Corps facility standards.
- f. Initiation of the construction of new centers.

#### ***R2. Notifications***

Proposals to establish new centers must be approved by the governor of the state in which the center is to be located. Notification of the governor shall be by the Secretary of Labor. Governors shall be permitted 30 days from the date of notification to approve or disapprove the establishment of the center. Notice of disapproval shall be submitted in writing to the Secretary of Labor.

### **QUALITY INDICATOR**

Q1. Sites selected for Job Corps centers are suitable, appropriate, and cost-effective to meet program needs.

## 5.9 FACILITY STANDARDS

### PURPOSE

- P1. To ensure that centers provide adequate facilities to meet student needs and to achieve program goals.

### REQUIREMENTS

All persons involved in the design, construction, and rehabilitation of Job Corps centers shall adhere to the following standards:

#### **R1. Legally Mandated Standards**

- a. Code of Federal Regulations
  1. Safety and Health, OSHA.....CFR Part 1926.62
  2. Historical Preservation.....36 CFR Part 800
  3. A/E Design Requirements.....48 CFR Part 36
  4. Disability/Accessibility.....28 CFR Part 36
  5. Life Safety Code .....NFPA-101
- b. Building Codes Used in the United States

Centers shall adhere to the most recent applicable Building Code adopted by the state in which the center is located, as follows:

1. BOCA (National Building Code)
2. UBC (Uniform Building Code)
3. SBC (Standard Building Code)
4. IBC (International Building Code)

#### **R2. Job Corps Standards**

- a. Bathrooms
 

Bathrooms and showers shall be adequate in number, clean, brightly lit, odor-free, well ventilated, and adequately supplied.
- b. Facilities
  1. Residential buildings shall provide sleeping rooms, bath and lounge facilities, appropriate administrative spaces, and lockable storage space for student belongings.
  2. Counselors shall be provided with private, secured offices with easy student access.
  3. Laundry facilities shall be available for student use.
  4. Recreational facilities shall include access to a gymnasium, multi-purpose recreation areas, and sports fields.

5. Academic buildings shall have adequate space for classrooms, computer labs, and learning resources.
  6. Career training areas shall have classroom and shop space to satisfy the needs of each training program, and resemble the workplace to the extent possible.
- c. Dining and Food Preparation  
Cafeteria facility shall include a food preparation area, serving area, dining area, and storage areas.
  - d. Health Services  
Medical/dental facilities shall include private medical examining rooms, a nurse's station, separate infirmary space for males and females, dental facilities, secure drug storage area, and consultation office.
  - e. Administrative Areas  
Administrative areas shall include general office and meeting space.
  - f. Storage Areas  
Center facilities shall include adequate, lockable storage to safeguard confidential records, supplies, equipment, and hazardous materials, and to secure excess property.
  - g. Child Development Centers  
Child development centers and residential parent/child programs shall adhere to standards shown in Chapter 6, Exhibit 6-9 (Facility Requirements for Child Development Centers and Residential Parent/Child Programs).
  - h. Furnishings  
Furnishings shall be in satisfactory condition, adequate in number, and appropriate for their use.

### **QUALITY INDICATORS**

- Q1. Job Corps facilities meet all legally mandated standards and state and local building codes.
- Q2. Job Corps facilities are adequate to support the delivery of the Job Corps services.



## 5.10 FACILITY IMPROVEMENTS

### PURPOSE

- P1. To assess conditions and prioritize facility rehabilitation, construction, and maintenance needs.
- P2. To provide funds needed to effect facility improvements.

### REQUIREMENTS

#### **R1. Facility Survey**

The National Director, Job Corps, shall:

- a. Arrange for a facility survey of each Job Corps center on a regularly scheduled basis.
- b. Use the facility survey as the principal document to establish funding requirements and priorities for construction and rehabilitation at Job Corps facilities.

#### **R2. Design Review**

The National Director, Job Corps, shall:

- a. Arrange for the engineering support contractor (ESC) to manage the design and construction of identified funded deficiencies.
- b. Depending upon the complexity of the project, arrange for review and approval of plans, specifications, and cost estimates by the ESC at the 30%, 60%, and final stages of design.
- c. For approved construction or rehabilitation projects in which contracting responsibility has been delegated to a center, review and approve the center's recommendation for award.
- d. Ensure that all capital improvement projects, including VST projects that involve student labor and cost more than \$25,000, are accomplished in accordance with a set of professionally prepared plans and specifications.

(See Chapter 3, Section 3.13, Career Technical Skills Training.)

#### **R3. Construction Requests**

- a. Where the contracting responsibility for approved construction or rehabilitation has been delegated to a center, the center shall:
  - 1. Submit a recommendation for award of the construction contract to the National Director, Job Corps. The center's recommendation package shall include:
    - (a) Results of the bid opening
    - (b) Bid abstract
    - (c) Results of investigation of contractor recommended for award

2. Receive the approval of the Regional Director before awarding the contract.
- b. Before engaging in facility rehabilitation, including VST projects, which meets either of the conditions listed below, centers shall seek and receive approval from the National Director, Job Corps. Requests shall be submitted through Regional Offices (or agency headquarters for CCCs), which shall forward the requests, with recommendations for modification or approval, to the National Director, Job Corps. Approval must be obtained if the project involves:
  1. Changes to any building structural system.
  2. Changes to major mechanical, electrical, plumbing, egress, or fire and safety systems.
- c. Projects to (1) construct new facilities, (2) rehabilitate existing facilities, or (3) repair or replace existing facilities shall be constructed in conformance with professionally prepared plans and specifications, in accordance with 48 CFR Part 36.

#### ***R4. Emergency Repairs or Replacements***

- a. Centers shall submit requests for emergency facility funding to Regional Offices (or to agency headquarters for CCCs), which shall forward the requests, with recommendations for their modification or approval, to the National Director, Job Corps.
- b. All requests for emergency funding shall include the following information:
  1. Description of the project.
  2. Estimated costs, including any equipment requirements, and the basis for the estimate. For projects exceeding \$25,000, every effort shall be made to obtain three estimates.
  3. Method for accomplishing construction (i.e., subcontract or center staff).
- c. Where the failure to immediately effect a repair would seriously disrupt the program, place other facilities at risk, or jeopardize the health and well-being of students, and where it is not possible to contact the National Office staff with approval authority, Regional Directors may authorize the expenditure of funds to accomplish the repair.

#### **QUALITY INDICATORS**

- Q1. Facilities are upgraded, improved, and repaired in a systematic fashion according to long-range plans.
- Q2. Facility improvements are accomplished in an orderly, timely, and cost-effective manner.

## **5.11 FACILITY MAINTENANCE AND PROTECTION**

### **PURPOSE**

P1. To maintain center facilities in a safe, attractive condition.

### **REQUIREMENTS**

#### ***R1. Center Maintenance Program***

Center operators shall maintain the buildings, grounds, roads, sidewalks, and equipment for which the center is responsible by implementing a center maintenance program that includes:

- a. Written preventive maintenance procedures, submitted to the Regional Office for approval within 90 days of contract award, in accordance with Exhibit 5-1 (Standard Operating Procedures). Qualified maintenance personnel available or on call 24 hours per day, 7 days per week.
- b. A tracking system that documents scheduled maintenance, work orders, and the amount of time taken to complete work.
- c. Procedures for obtaining assistance to handle specialized emergency problems beyond the scope of maintenance personnel.
- d. Procedures for completion of rehabilitation projects by maintenance staff, provided that such projects are not subject to the prevailing wage provisions of the Davis-Bacon Act, or, if subject to the Act, that the requirements of the Act are met. Centers shall document the reasons for classifying projects as not subject to the Act, or, if subject, the actions taken to assure compliance.
- e. Procedures for handling emergency maintenance problems.
- f. Provisions for qualified staff to supervise students performing maintenance work as part of an approved vocational training program or center support program.

#### ***R2. Limitation on Use of Maintenance Funds***

Centers shall not use maintenance funds for capital improvement projects.

#### ***R3. Inactive Center Facilities***

The National Director, Job Corps, shall be responsible for protecting and maintaining a center when it is closed, in accordance with GSA requirements.

### **QUALITY INDICATORS**

- Q1. Center buildings, grounds, roads, sidewalks, and equipment are clean, well maintained, and free of hazards.
- Q2. Facilities, equipment, and systems are maintained in operating condition.
- Q3. Center facilities provide a safe and attractive living and learning environment for students and staff.

## **5.12 ENERGY AND WATER CONSERVATION**

### **PURPOSE**

- P1. To promote energy and water conservation at Job Corps centers.
- P2. To reduce overall center operations costs by reducing energy and water use.

### **REQUIREMENTS**

#### ***R1. Energy and Water Conservation***

Centers shall develop and implement written energy and water conservation procedures that include:

- a. Procedures to reduce building energy and water consumption.
- b. Procedures to reduce energy consumption by motor vehicles.
- c. Assignment of responsibility for energy and water conservation goals to key individuals.

#### ***R2. Reporting***

Centers shall submit quarterly energy and water consumption reports to the National Office through the Regional Office in accordance with Exhibit 5-2 (Plan and Report Submission Requirements).

### **QUALITY INDICATORS**

- Q1. Centers demonstrate energy and water conservation awareness.
- Q2. Energy and water usage is reduced or contained.

## 5.13 FLEET MANAGEMENT

### PURPOSE

- P1. To ensure accurate documentation and reporting of all contractor-operated Job Corps fleet information.
- P2. To inform the Job Corps community of the requirements for all contractor-operated Job Corps centers acquiring new or replacement vehicles and for returning General Services Administration (GSA) lease vehicles.

### REQUIREMENTS

#### ***RI. Goal Achievement***

The National Office of Job Corps shall work continuously to reduce petroleum fuel consumption through the following measures:

- a. Increasing the number of alternative fuel vehicles (AFVs) in Job Corps' fleet.  
Job Corps centers shall make every effort to attain AFVs when replacing existing fleet or when acquiring new leases.
- b. Maintaining oversight of all new vehicle acquisitions, replacements, and returns.
  1. Job Corps centers with a need to acquire or replace a vehicle must justify this need or action to the National Office of Job Corps.
    - (a) To acquire a new or replacement vehicle, the requesting center must submit the "Request to Lease a GSA Vehicle" form to the center's project manager (PM) for submission to the National Office of Job Corps (see Appendix 507). Information on AFVs that can be leased directly from GSA can be found at [www.GSA.gov](http://www.GSA.gov) in the most current Product Guide for Alternative Fuel Vehicles (AFV). Appendix 506 contains descriptions of alternative fuels and additional AFV resources.  
**Note:** When acquiring new vehicles or renewing existing leases, the agency code "1680" should be used to complete all necessary paperwork.
- c. Reducing the consumption of petroleum fuel through efficient fleet policies.  
Center operators shall examine their center's fleet to determine which vehicles are necessary for center operations. Vehicles that are being consistently underutilized (driven less than 800 miles per month) for 3 consecutive months should be viewed as candidates for return. In order to retain these vehicles, justification must be provided to the National Office of Job Corps, Division of Program Accountability and Support. (**Note:** There are no eligibility requirements for returning a vehicle to GSA.)
- d. Establishing fleet standards that will lead to more efficient operations.

Center staff shall acquire vehicles based upon the fleet standards established by the National Office of Job Corps, replacing high-fuel-consumption vehicles with fuel-efficient vehicles.

Center operators shall examine which of their vehicles are high-fuel-consumption vehicles and replace them with more fuel-efficient vehicles. Although vehicle returns may be made at any time, replacements must meet the eligibility requirements set forth by GSA. Vehicle replacements must follow the process outlined in Chapter 5, Section 5.15, R1.a, and Section 5.15, R1.b.

Vehicle replacement standards are the criteria used to determine whether a GSA-leased vehicle is eligible for replacement. This information is listed in Exhibit 5-5, Minimum Requirements for Replacing Vehicles Leased From the General Services Administration Prior to the End of the Lease.

- e. Providing GSA with annual fleet acquisition requirements.

Upon the announcement of GSA's annual solicitation for the fleet acquisition requirements for the upcoming fiscal year, each Job Corps center shall prepare its fleet acquisition requirements and send to its project manager by August 15 for approval. Acquisition requirements will be forwarded to GSA by the project manager. Appendix 508, GSA Annual Fleet Requirements Spreadsheet, should be used by centers to submit this information.

### ***R2. Standard Operating Forms and Procedures***

Center operators shall ensure that:

- a. Centers have standard forms and procedures in place to document the vehicle information that must be reported to the National Office of Job Corps on a monthly basis. The National Office of Job Corps has developed standard forms to assist in the tracking of fleet information. The standard forms include Exhibit 5-6, Vehicle Log, and Exhibit 5-7, Vehicle Maintenance Log.

### ***R3. Reporting***

Center operators shall ensure that:

- a. Fleet Managers are entering all vehicle information into the Job Corps Fleet Management System on a monthly basis.
- b. Vehicle information is reported by the 10th day of the current month for the previous month. This information must be recorded in the Job Corps Fleet Management System, located at <http://jcfleet.exceedcorporation.com>. The information entered into the system will assist the National Office of Job Corps with its reporting requirements.

## **QUALITY INDICATORS**

- Q1. Job Corps centers are steadily decreasing their use of petroleum fuel.
- Q2. Job Corps centers are using their vehicles effectively and efficiently.
- Q3. Job Corps centers are acquiring only AFVs where possible.

Q4. Job Corps centers are tracking and reporting all fleet information accurately on a monthly basis.

## 5.14 INTRODUCTION TO ENVIRONMENTAL SAFETY AND OCCUPATIONAL HEALTH FOR JOB CORPS CENTERS

### PURPOSE

- P1. To ensure that students and staff work and live in environmentally healthy surroundings.
- P2. To provide a training, living, and working environment that ensures the occupational safety and health of students and staff.

### REQUIREMENTS

#### ***R1. Governing Regulations and Policy***

Centers must comply with federal, state, and local regulations and Job Corps policy regarding environmental safety and occupational health.

#### ***R2. Occupational Safety and Health Plan***

- a. Center operators must develop and submit a center occupational safety and health plan, approved and signed by the center director and forwarded to the Regional Office. The National Office will review plans submitted by the Regional Office on a case by case basis. Note: Corporate plans or templates will not be accepted. Plans must be tailored to each center.
- b. Plans must be submitted electronically in Microsoft Word format only (no pdf files will be accepted).
  - 1. Only newly created center plans, or plans that have never been approved by the Regional Office must be submitted by February 15.
  - 2. Once the plan has been approved by the Regional Office, the plan should not be submitted to the Regional Office again until at least one of the following occurs:
    - (a) a new or revised PRH or regulatory standard necessitates revision of specific plan;
    - (b) the center introduces a new trade resulting in new potential hazards; or
    - (c) new hazards exist due to changes in equipment or materials.
  - 3. Approved plans must contain a revision tracking sheet that lists each component of the plan and documents changes made to the plan (i.e., specific change and date of revision).
  - 4. A copy of the approved plans must be maintained at the Regional Office and on center indefinitely and made available upon request.
  - 5. Approved plans must remain on center when there is a change in center operator.
- c. Each occupational safety and health plan must consist of the following components at a minimum (where applicable):
  - 1. Center Safety Orientation



2. Staff Training
  3. Basic Equipment for Safety Officers
- d. All center safety officers must possess the following equipment items, at a minimum, to effectively perform their responsibilities. Additional equipment may be required depending on the center's hazard analysis.
1. A quality camera
  2. Safety shoes
  3. Safety helmet/hardhat
  4. Safety goggles/glasses
  5. Gloves
  6. Use of computer with word processing, e-mail, Internet capability, and CD-ROM
  7. Flashlight
  8. Electrical circuit tester and ground fault circuit interrupter tester (GFCI)
- e. The following items should be available when appropriate and necessary to identify and control hazards:
1. Lockout/tagout kits
  2. Air flow meter (Alnor Velometer<sup>®</sup> Jr.)
  3. Hearing protection
  4. Swimming pool test kits
  5. Low-volume air sampling pumps
  6. High-volume air sampling pumps
  7. Sound level meter with octave band analyzer
  8. Noise Dosimeters
- f. Regulations and Policies
- All center operators, center directors, and safety officers must follow and refer to the following policy and regulatory information in performing their safety and health program review activities:
1. National Fire Protection Association (NFPA) 101, Life Safety Code<sup>®</sup> and Handbook
  2. Current OSHA Standards (29 CFR 1904, 1910, 1926, and 1960)
  3. Department of Labor Manual, Series (DLMS) 4, Chapter 800, DOL Safety and Health Program
  4. Job Corps Policy and Requirements Handbook (PRH)
  5. NFPA 70, National Electrical Code<sup>®</sup> (NEC)

g. Occupational Safety and Health Committee

1. Overview

Each center must establish an occupational safety and health committee in accordance with 29 CFR 1960.58 to:

- (a) Review reported accidents, injuries, and illnesses.
- (b) Consider the adequacy of action taken to prevent recurrence of such accidents, injuries, or illnesses.
- (c) Plan, promote, and implement DOL and Job Corps occupational safety and health programs.

2. Committee Membership

The center director must actively participate on the occupational safety and health committee. In addition to the center director, committee membership must include:

- (a) The center safety officer (facilitator)
- (b) Manager of residential living
- (c) A maintenance unit supervisor
- (d) A health services supervisor
- (e) A CTT supervisor
- (f) A recreation supervisor
- (g) A food service supervisor
- (h) A minimum of two students, selected by their peers
- (i) Representatives from other organizational units, as appropriate

3. Duties of Committee Members

Committee member duties must include, but not be limited to, the following:

- (a) Assist in safety inspections when requested by the safety officer. Student committee members must participate in safety inspections at least monthly.
- (b) Observe and report infractions of safety rules and regulations.
- (c) Review accident reports to determine if corrective action is necessary or if harmful trends exist.
- (d) Review inspection reports prepared by the center safety officer identifying unsafe/unhealthful conditions, and suggest techniques/strategies for correction/abatement.

- (e) Review all suggestions and concerns submitted by students and staff, and make recommendations for implementation to the center director.
  - (f) Develop and implement a safety awards and recognition program.
4. Training for Committee Members
- In accordance with 29 CFR 1960.58, safety committee members must complete training commensurate with the scope of their assigned responsibilities within 6 months of appointment. Such training must include:
- (a) The center's occupational safety and health program (recommend training within 30 days of appointment)
  - (b) Section 19 of the OSH Act of 1970
  - (c) Executive Order 12196
  - (d) General content contained in 29 CFR 1910, 1926, and 1960
  - (e) Center procedures for the reporting, evaluation, and abatement of hazards
  - (f) Center procedures for reporting and investigating allegations of reprisal, and the recognition of hazardous conditions and environments
  - (g) Identification and use of occupational safety and health standards, and other appropriate rules and regulations
5. Occupational Safety and Health Committee Meetings
- Meetings must be held monthly and/or when called by the center director or safety officer. Copies of minutes must be maintained at the center for 3 years and made available upon request.

### ***R3. Occupational Safety and Health Program***

Center operators must establish and operate an occupational safety and health program in accordance with the requirements established in this section. The center's program must fully comply with current Occupational Safety and Health Administration (OSHA) standards at 29 CFR 1904, 1910, 1926, and 1960, and with U.S. Department of Labor (DOL) regulations, policies, and procedures. It must include, but not be limited by the following features:

- a. Appointment of a center safety officer who is properly trained in OSHA courses listed in Exhibit 5-4 (Required Staff Training)
- b. Development of an occupational safety and health plan, which is updated as needed or as directed by OSHA or the National Office (see R2 above). Center plans must include the following if applicable. See referenced section below for plan details:
  - 1. Personal Protective Equipment (PPE) Plan (*See Section 5.20, R1*)

2. Fire Safety and Prevention Plan (*See Section 5.20, R2*)
3. Emergency Action Plan (*See Section 5.20, R3*)
4. Hazard Communication Plan (*See Section 5.16, R6*)
5. Recreational Safety Plan (*See Section 5.20, R5*)
6. Asbestos Operations and Maintenance Plan (*See Section 5.16, R5*)
7. Confined Space Entry Plan (*See Section 5.20, R7*)
8. Bloodborne Pathogens Plan (*See Section 5.20, R8*)
9. Respiratory Protection Plan (*See Section 5.20, R9*)
10. Hearing Conservation Plan (*See Section 5.20, R10*)
11. Lead Exposure Plan (*See Section 5.16, R4*)
12. Hexavalent Chromium Exposure Plan (*See Section 5.16, R9*)
13. Lockout/Tagout Plan (*See Section 5.20, R13*)
14. Powered Industrial Vehicle Plan (*See Section 5.20, R14*)
- c. Investigation and reporting of accidents and injuries
- d. Enforcement of safety and health rules and regulations
- e. Conduct of safety inspections and initiation of corrective actions
- f. Development of a safety recognition program
- g. Establishment of occupational safety and health committees

**R4. Center Occupational Safety and Health Responsibilities and Duties**

a. General Responsibilities

The center operator must be responsible for safeguarding the occupational safety and health of all students and staff and ensuring a safe and healthful environment in which to live, work, and train. This responsibility will be inherent in all aspects of the program, whether stated explicitly or implied.

b. Center Operating Contractors and Federal Agencies

Center operating contractors and agencies will:

1. Ensure a training, living, and working environment that is free from recognized hazards.
2. Ensure that the center director is an active participant on the occupational safety and health committee.
3. Appoint a center safety officer and provide necessary training and equipment for the performance of those duties. The center safety officer will report directly to the center director on matters of safety.
4. Ensure that the center director or designee (e.g., safety officer) has the authority to terminate any activity where a hazard exists.

5. Enforce occupational health and safety rules, regulations, and standards.
  6. Ensure that personal protective equipment (PPE) is worn in the trade programs to comply with OSHA standards.
  7. Report fatalities, injuries, and occupational illnesses to DOL in a timely manner.
  8. Instruct students and staff in safe practices and methods of operation.
  9. Conduct required occupational health and safety inspections and surveys and take prompt corrective action to deal with hazards identified.
  10. Provide medical and dental services and supplies for injured and occupationally ill students.
  11. Investigate accidents and complete and submit appropriate reports.
  12. Encourage and evaluate student suggestions on safety and health improvements.
  13. Develop and implement a safety awards and recognition program.
  14. Ensure that safety and health evaluation reports provided by the National Office of Job Corps are responded to within 30 days of receipt and that corrective action is taken to abate hazards noted.
- c. Job Corps Regional Offices
- Job Corps Regional Offices (ROs) will:
1. Ensure that centers have adequate occupational safety and health programs.
  2. Approve abatement plans for occupational safety and health violations.
  3. Approve center occupational safety and health plans, in addition to various environmental health plans.
- d. National Office of Job Corps
- The National Office of Job Corps (OJC) will:
1. Implement DOL occupational safety and health standards, policies, procedures, and programs.
  2. Develop and disseminate programs to promote occupational safety and health in Job Corps.
  3. Ensure the accurate and timely reporting of accidents, occupational illnesses, injuries, and environmental hazards.
  4. Monitor the current status of injury and occupational illness claims by students.
  5. Provide occupational safety and health literature to Job Corps centers and related training and technical assistance, as needed.

6. Develop an annual occupational safety and health work plan in cooperation with OSHA.
  7. Provide technical guidance to Job Corps Regional Offices in reviewing center occupational safety and health plans.
  8. Conduct annual safety and health reviews of centers in accordance with 29 CFR 1960.25, 1960.78, 1960.79, and 1960.80.
  9. Provide a written report to the Job Corps Regional Director and center director within 30 days after annual occupational safety and health (OSH) program review.
  10. Conduct center evaluations, announced or unannounced, as a result of a complaint from a student or staff member, or if there is reason to believe that there are serious safety and health hazards. These evaluations shall be accompanied by a written report to the Job Corps Regional Director and center director.
  11. Provide regions and centers with up-to-date information and regulations concerning occupational safety and environmental health issues such as polychlorinated biphenyls (PCBs), underground tanks, asbestos, and small-quantity hazardous waste.
- e. Center Director
- The center director will:
1. Ensure that all occupational safety and health requirements are implemented.
  2. Provide leadership, direction, enforcement, and accountability for the center safety program.
  3. Develop a center occupational safety and health program and plan.
  4. Ensure that personal protective equipment (PPE) is worn in the trade programs to comply with OSHA standards.
  5. Ensure a training, living, and working environment that is free from recognized hazards. Maintain facilities and grounds in a sanitary and healthful manner.
  6. Participate in all occupational safety and health committee meetings.
  7. Appoint a center safety officer and provide necessary training and equipment for the performance of those duties. The center safety officer will report directly to the center director on matters of safety.
  8. Terminate any activity where a hazard exists; additionally, the authority to terminate any such hazardous activity may be given to a designee (e.g., safety officer).
  9. Enforce occupational health and safety rules, regulations, and standards.

10. Report fatalities, injuries, and occupational illnesses to DOL in a timely manner.
  11. Instruct students and staff in safe practices and methods of operation.
  12. Conduct required occupational health and safety inspections and surveys and take prompt corrective action to deal with hazards identified.
  13. Provide medical and dental services and supplies for injured and occupationally ill students.
  14. Investigate accidents and complete and submit appropriate reports.
  15. Encourage and evaluate student suggestions on safety and health improvements.
  16. Establish a formal written safety awards and recognition program, and use it to recognize students and staff who make significant contributions toward the prevention of injury or illness.
  17. Review safety awards and recognition programs annually.
  18. Ensure that safety and health evaluation reports provided by the National Office of Job Corps are responded to within 30 days of receipt and that corrective action is taken to abate hazards noted.
- f. Center Safety Officer
- The center safety officer will:
1. Assist the center director in preparing the center occupational safety and health plan and implement the plan.
  2. Provide orientation and training to students and staff on the center safety and health plan.
  3. Promote safety campaigns on center to reduce accidents and injuries.
  4. Inspect all center areas for safety and health violations.
  5. Ensure that personal protective equipment (PPE) is worn in the trade programs to comply with OSHA standards.
  6. Complete all required accident and injury reports in full compliance with the PRH and OSHA regulations.
  7. Advise the center director of safety and health concerns.
  8. Facilitate required occupational safety and health committee meetings; retain meeting minutes for 3 years and make them available upon request.
  9. Coordinate with other safety and health staff (e.g., nurse, maintenance supervisor, CTT/education instructors, and others) to ensure a safe and healthful environment in which to live, work, and train.
  10. Retain exposure monitoring results on center for 30 years in accordance with 29 CFR 1910.1020, *Access to Employee Exposure and Medical Records*.

**R5. Center Occupational Safety and Health Orientation and Training**

In accordance with 29 CFR 1960.58, centers shall provide the appropriate safety and occupational health training to students and staff including specialized training appropriate to the training or work tasks performed. Center safety and health orientation and training shall include the following:

- a. Introduction to Center Life (New Students) - CPP  
(See Chapter 2, Section 2.2.)
- b. New Staff Training  
(See Exhibit 5-4.)
- c. Ongoing Staff Training

The center must provide required occupational safety and health training included as part of the center's annual training plan. Each plan must include anticipated occupational safety and health training needs, such as the anticipated number of staff members to be trained, where and when the training is to be performed, and the estimated cost (see Exhibit 5-4).

- d. Training Standards and Documentation

Safety training must be conducted in accordance with current OSHA standards 29 CFR 1904, 1910, 1926, and 1960 and DOL guidance provided by OJC. Center safety officers must have and maintain these references and regulations on hand at all times. Further, all completed training must be properly documented and maintained on center in the individual's personnel or continuing education file for up to 3 years, and 1 year beyond employment. Training records must be available upon request.

- e. Minimum Training Requirements for Center Safety Officers

The center operator and center director must ensure that center safety officers receive training in the courses referenced in Exhibit 5-4 within 180 days of appointment. In accordance with PRH Chapter 5, Section 5.3, annual advanced or refresher training must be provided to the safety officer after basic required courses are completed. The center director must ensure that a written continuing education plan is developed and implemented for the safety officer. Further, all completed files must be properly documented and maintained on center in the individual's personnel or continuing education file for up to 3 years, and 1 year beyond employment. Training records must be available upon request.

**QUALITY INDICATORS**

- Q1. Centers comply with federal, state, and local regulations and Job Corps policy regarding environmental safety and occupational health.
- Q2. Center operators establish and operate an occupational safety and health program.



## 5.15 SAFETY INSPECTIONS, OBSERVATIONS, AND OSH PROGRAM REVIEW

### PURPOSE

- P1. To ensure that students and staff work and live in environmentally healthy surroundings.
- P2. To provide a training, living, and working environment that ensures the occupational safety and health of students and staff.

### REQUIREMENTS

#### ***R1. Imminent Danger***

Imminent danger exists when a condition or practice presents a danger that could reasonably be expected to cause death or serious physical harm. If such a situation exists and is observed, the student(s) and staff in danger must be immediately removed from the area and not permitted to return until the problem is corrected. The safety officer must immediately notify the center director of the hazard and recommend corrective action. The center director must take appropriate action(s) to correct the hazard. If the hazard cannot be corrected promptly by the center, the center director must consult the appropriate Regional Office and/or the National Office of Job Corps for advice and assistance in correcting the hazard. The action recommended by the safety officer and the resulting action taken must be documented in writing and maintained on center for a period of 3 years.

#### ***R2. Required Inspections and Observations***

- a. All occupational safety and health inspections and observations must be:
  - 1. Conducted by appropriate center staff in accordance with 29 CFR 1960.25 and DLMS 4 Chapter 800, paragraph 825.
  - 2. Submitted according to Exhibit 5-2, Plan and Report Submission Requirements.
  - 3. The responsibility of the center safety officer, managers, supervisors, and instructors.
  - 4. Documented and maintained on center for a period of 5 years, then destroyed.
- b. Observations on a daily basis, and weekly or monthly inspections are required for all center:
  - 1. Buildings
  - 2. Facilities
  - 3. CTT facilities
  - 4. CTST projects
  - 5. Academic classrooms
  - 6. Cafeterias

7. Dormitories
8. Health services
9. Administrative offices
10. Recreation areas
11. Gymnasiums
12. Swimming pools
13. Child development center facilities, including playgrounds
14. Equipment
15. Vehicles used to transport students

Identified deficiencies must be corrected promptly. Weekly and monthly inspections, and hazards identified during daily observations, must be documented; records of inspections and actions taken to correct deficiencies must be maintained by the center safety officer for 3 years, and made available upon request.

c. Daily Observations

1. Food service supervisors must check food preparation and food serving areas of cafeterias.
2. Residential advisors must check dormitories, snack bars, and canteens and document their findings in a log book.
3. The safety officer, and CTT and academic managers/instructors, must check classrooms/shops (including CTST projects), motor vehicles, and all equipment to be used by students and staff.
4. Child development supervisors must check the child development center, equipment and toys, and the playground.
5. Recreation supervisors/staff must check the gymnasium, exercise equipment, and other frequently used recreation areas.

d. Weekly Inspections

The center safety officer must inspect:

1. All food service facilities, including cafeterias, culinary arts facilities, snack bars, and canteens.
2. Gymnasiums, exercise equipment, and swimming pools during times of operation.
3. CTT facilities and CTST projects.

e. Monthly Inspections

The center safety officer must inspect:

1. Dormitories

2. Child development center
  3. CTT facilities and CTST projects (see Chapter 3, Section 3.2)
  4. Academic classrooms
  5. Health services
  6. Administrative offices, warehouses, and other buildings occupied by students and staff
- f. Quarterly Inspections
- Centers must arrange for quarterly environmental health inspections by qualified non-center personnel in the following areas:
1. Food service facilities
  2. Residential facilities
  3. Training facilities
  4. Educational facilities, including offices, classrooms, recreational facilities, and wellness center
  5. Water supply and distribution facilities, when not a part of municipal systems
  6. Wastewater treatment facilities, except for septic systems, which must be inspected annually, and municipal sewer systems, which are exempt from this requirement
  7. Child development center, where appropriate
- Centers must submit quarterly environmental health reports and necessary corrective action, simultaneously, to the Regional Office and the National Office of Job Corps within 7 days of receipt. (See Exhibit 5-2, Plan and Report Submission Requirements.)
- g. CTST and Other Projects
- The center safety officer and appropriate instructor must inspect all CTST projects daily. The center safety officer must inspect and approve all final CTST projects, on and off center, before site occupancy and project completion. Inspection checklists, photographs, and associated corrective actions must be maintained on center indefinitely and made available upon request.

**R3. Annual Occupational Safety and Health (OSH) Program Reviews**

- a. The annual occupational safety and health (OSH) program review is conducted in accordance with Executive Order 12196, Title 29 Code of Federal Regulations (CFR) part 1960, Department of Labor Manual Series (DLMS) 4, Chapter 800, and the Job Corps Policy and Requirements Handbook (PRH). The review verifies that each center has implemented the safety and health program outlined in the PRH and identifies any outstanding occupational health and safety issues. The review consists of an on-site visit including opening and closing conferences, walk-through of facilities, document verification, and student/staff interviews.

b. OVERVIEW OF THE CENTER OSH PROGRAM REVIEW

1. The review is conducted using the Job Corps OSH Program Review Guide, which is composed of seven elements that address the specific requirements of a center's safety program, and by conducting a walk-through inspection of the center.
2. The OSH Program Review Guide enables safety program reviewers to determine a reasonably objective numerical rating of a Job Corps center's OSH program, using a rating system like the Program Assessment Guide (PAG) nine-point scale (also referred to as nine "levels" of achievement):

1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9

Not Acceptable (1.0 - 4.9)	Acceptable (5.0 - 9.0)
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While all centers are expected to achieve an overall rating of at least a 5.0, indicating that all safety laws, regulations, and requirements are being met, achieving a rating above a 5.0 is a goal to be strived for. Importantly, because the OSH Program Review Guide outlines the elements of a safety program, it serves as a guide to assist centers in developing and implementing strong OSH programs.

Several reference sources are incorporated into the guide, including but not limited to: OSHA standards and directives; the Department of Labor Manual Series (DLMS); and the Job Corps PRH.

3. The OSH Program Review Guide is comprised of seven elements that address the specific requirements of a comprehensive model OSH program. These seven elements are:
  - (a) Management Leadership and Student Participation – Measures visible management interaction and student participation that is necessary for a successful program.
  - (b) Workplace Analysis – Measures actions taken to identify and analyze hazards on center to aid in the prevention of injuries and illnesses.
  - (c) Accident and Record Analysis – Measures the effectiveness of accident investigation and follow-up, and the use of data to prevent recurrent accidents and injuries.
  - (d) Hazard Prevention and Control – Measures the use of engineering and administrative controls and personal protective equipment to minimize exposure to current or potential hazards.

- (e) Emergency Response – Measures implementation of appropriate planning, training, drills, and equipment for response to emergency situations.
- (f) Safety and Health Training – Measures whether appropriate training has been completed and documented.
- (g) Written OSHA Programs – Evaluates the existence, quality, and implementation of required written safety and health programs.
  - (1) Levels 1 – 5 represent the minimum requirements of an OSH program.
  - (2) Levels 6 - 9 exceed the minimum OSHA requirements and are indicative of a more advanced, pro-active OSH program.
  - (3) Each level builds on the lower; i.e., the center must complete all of Level 1 to get credit for any item in Level 2.
  - (4) To achieve a level, all criteria and measures in the level must be complete.

#### 4. Review Guide Form

- (a) The review guide form is divided into the seven elements and sub-elements. Each element has three parts:
  - (1) Standard – Statement of the policy, regulation, standard, or law that is required in Levels 1 - 5.
  - (2) Criteria – Items needed to achieve the standard.
  - (3) Measure – Items required to achieve the criteria.
- (b) If a measure is met, the line on the guide is annotated as “Go” and the reviewer continues to the next level.
- (c) If a measure is not met, the line is annotated as “Stop” and the element or sub-element is scored not higher than the lowest level filled.

Note: In order to ensure that all fundamental safety and health areas are reviewed regardless of whether the center met all measures and to accurately assess the entire program, the reviewer will evaluate all elements and sub-elements up to and including Level 9, whether or not a “Stop” is noted.

- (d) If an item is not applicable to a center, that item is not considered a “Stop” and will not penalize or assist the center in any way. That item is considered “Not Applicable” and will not be averaged into any score. However, the rationale for the determination of non-applicability is required (e.g., “Certification from a qualified asbestos inspector shows that the center is asbestos-free; therefore, an asbestos O&M is not required.”).

## 5. Rating System

- (a) Each sub-element receives a score equivalent to the highest level filled.
- (b) Each element score is equal to the average of the sub-element scores, rounded to the nearest decimal place. If the element has no sub-elements, the highest level filled is the score for the element.
- (c) The seven element scores are then averaged to produce a final score.
- (d) Final score:
  - (1) Since Levels 1 through and including 5 are based upon federal and DOL standards and regulations, scores of below 5.0 in any element or sub-element are not acceptable. Therefore, if any sub-element or element score is lower than a 5.0, the final evaluation score will be marked “with serious concerns.”
  - (2) If all element and sub-element scores are 5.0 or higher, the final score will require no notation.
  - (3) The score awarded by the reviewer is final.

## 6. Documentation Examined During Review

Documentation is critical. Reviewers will assess only the documentation provided to them while they are on center. Should the required documentation not be presented, the center will not be credited with the associated item. The reviewer will give the center safety officer (or designee) an opportunity to present any omitted documentation. Documentation that is created during or after the opening day of the review, however, will not be considered. OSH Program Review rebuttals based upon missing or unaccepted documentation at the time of the review will be rejected and the final score will not be changed.

## 7. Interviews During the Review

The OSH Program Review Guide includes interviews with the center director, staff members, and students to determine knowledge and involvement. In cases where verbal statements and documentation conflict, reviewers will use their professional judgment in deciding whether to award credit. Rebuttals or scoring changes based upon discussions with the reviewer that are not substantiated by OSH program review guide notes or references or other documentation will be rejected and the final score will not be changed.

## 8. Limitation of the OSH Program Review Guide

The guide is designed to facilitate the evaluation of OSH programs. Use of the guide does not constitute a facility inspection. The guide does, however, evaluate whether proper inspections have been conducted by

center staff and outside entities, and whether proper abatement action has been taken.

9. Documentation of Deficiencies and Abatement Activities

OJC safety reviewers are required to document deficiencies in the Abatement Tracking System (ATS) Web site. Job Corps centers are required to document and post deficiencies manually on the DOL form DL1-2029. Blank forms can be obtained from the Job Corps Community Web site. Center abatement activities must be documented in ATS. The ATS Web site can be accessed at: <http://ats.dol.gov/>.

**R4. Occupational Safety and Health Facility Survey (Pre-Occupancy)**

- a. An occupational safety and health environmental facility survey (pre-occupancy) must be conducted before moving students into:
  1. a new center, dormitory, or classroom; or
  2. a facility that has been renovated so as to change any building structural system or major mechanical, electrical, plumbing, egress, or fire and safety system.
- b. Centers must contact the Regional Office (RO) project manager to schedule a pre-occupancy survey 30 days prior to project completion.
- c. The pre-occupancy survey must be coordinated through the RO and conducted by the center safety officer and/ or the National Office of Job Corps (OJC). OJC will determine who will conduct the pre-occupancy inspection.
- d. Major deficiencies must be corrected before occupancy.
- e. The survey report will be distributed prior to occupancy, and it will be maintained by the OJC, RO, and the center.

**R5. Monitoring of Work-Based Learning Sites**

Centers are responsible for ensuring that students are placed in safe and healthful working conditions at work-based learning locations. However, Job Corps' responsibility will not extend to reviewing or inspecting private employer businesses for compliance with OSHA standards because this authority rests only with OSHA.

To ensure the occupational safety and health of students at private employer work sites, appropriate career development staff and/or the center safety officer must:

- a. Visually survey the work site for potential hazards and discuss safety and health requirements with the employer.
- b. Ensure that the employer signs a written agreement that specifically states that the employer will provide students with safety and health protection which shall be at least as effective as that which is required under the Occupational Safety and Health Act of 1970 (29 U.S.C.) and 29 CFR parts 1910, 1926, and 1960.
- c. Monitor active work sites on a regular basis. If hazards are noted, the employer shall be requested to take corrective action. Students should be removed from

work sites where hazards exist that could cause personal injury or impairment of the health of students.

- d. Document the injuries of students who are injured on work-based learning sites in the Safety and Health Information Management System (SHIMS), as they are covered by the Federal Employees' Compensation Act (FECA).

**R6. *Abatement Plans for Violations Identified in Annual Occupational Safety and Health (OSH) Program Review***

- a. Abatement Procedures and Time Frames

The following procedures shall be followed by centers and Regional Offices (ROs) in responding to safety and health violations cited during annual safety and health reviews:

1. As part of the OSH program review, the center will receive a detailed verbal briefing regarding all hazards identified. The center must immediately begin to address those concerns. A log of the corrected item(s) must be maintained, indicating what action was taken, by whom, and the date of action.
2. The center and the RO will receive a formal OSH program review report from the National Office of Job Corps (OJC) within 60 days of a review. Violations must be documented manually on Form DL1-2029, Notice of Unsafe or Unhealthful Condition, which is to be created by the center. The violations documented on the DL1-2029 are the same as those documented in the Abatement Tracking System (ATS), which is the Web-based system designed to facilitate an information exchange between the reviewer, the RO, and the center, and to allow the OJC to monitor case status to ensure prompt and timely hazard abatement.
3. The roles of each ATS user are as follows:
  - (a) At the national level, OJC inputs DL1-2029 center violation data into ATS and transmits the data to the RO to initiate tracking.
  - (b) At the regional level, both the Job Corps Regional Director and the center's project manager are authorized to access ATS to view new cases transmitted from OJC and centers' abatement responses. Either individual in the RO can transmit the DL1-2029 in ATS to the Job Corps center. The RO can edit the center response and can close out the case only after all violations have been abated.
  - (c) At the center level, the center director and the safety officer are authorized to access ATS to view new cases transmitted from the RO and can respond to violations. Most violations should be abated within 30 days. If abatement is not completed, an abatement plan is required. Centers can indicate in ATS whether the response is a corrective action or an abatement plan. Funding requests can also be indicated. After the center transmits the



response electronically to the RO, the RO will determine whether to accept the abatement response in part or in whole.

Note: ATS is not capable of providing users e-mail notification, so the system should be checked frequently.

b. Posting Requirements

Official response to violations noted during the occupational safety and health review occurs via ATS. A copy of the paper DL1-2029, which must be created by the center, is to be posted by the center at or near each place where an unsafe or unhealthful condition is referred to in the notice. It must remain posted until all violations cited are abated, or for 3 training days, whichever is longer.

### **QUALITY INDICATORS**

- Q1. Centers comply with federal, state, and local regulations and Job Corps policy regarding environmental safety and occupational health.
- Q2. Residential and dining facilities are clean and neat in appearance.
- Q3. Few safety and health hazards are cited during inspections by the safety officer, during annual occupational safety and health (OSH) program reviews, and during environmental inspections.

## 5.16 ENVIRONMENTAL HAZARDS

### PURPOSE

- P1. To ensure that students and staff work and live in environmentally healthy surroundings.
- P2. To provide a training, living, and working environment that ensures the occupational safety and health of students and staff.

### REQUIREMENTS

#### **R1. *Hazardous Materials Management***

- a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding hazardous waste generation, storage, and disposal.
  1. Centers that ship hazardous materials off center must comply with pre-transportation regulations per 49 CFR 262 Subpart C.
  2. Centers that store or handle hazardous materials, such as flammable/combustible materials, acids, caustics, compressed gases, oxidizers, etc., must comply with facility storage requirements and operational procedures as stipulated in DOD 4145e19-R-1, 1910 Subpart Z and all applicable substance-specific standards.
  3. Centers that use hazardous or toxic chemicals must comply with the regulations of the Emergency Planning and Community Right-to-Know Act (EPCRTKA) of 1986.
  4. Centers must notify the Environmental Protection Agency (EPA), the Job Corps Regional Director, and the National Office of Job Corps safety team leader when a release of hazardous substance occurs. A release includes any discharge, spill, or leak into the air, water, or land, as stipulated in 40 CFR 302.
  5. Emergency response to a spill or leak of hazardous materials must be performed by the local hazardous materials response team or licensed contractor.
  6. Chemical-specific information such as material safety data sheets (MSDSs) must be readily accessible to emergency response personnel.

#### **R2. *Polychlorinated Biphenyls (PCBs)***

- a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding polychlorinated biphenyls (PCBs) in electrical transformers.
  1. Centers that are using electrical equipment known to contain PCBs must register with the EPA's Transformer Registration and PCB Activity Database. A copy of the registration certificate can be obtained from EPA and must be maintained on center indefinitely, and must be available for review upon request.

2. Centers must prepare an inventory of all center equipment, including transformers, capacitors, fluorescent lights and ballasts, and hydraulic oils that may contain PCBs. The inventory shall include the following:
  - (a) Type of equipment, installation date, and manufacturer
  - (b) Overall condition
  - (c) Contact information for nearest PCB waste hauler

**R3. *Underground Storage Tanks (USTs)/ Aboveground Storage Tanks (ASTs)***

- a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding underground storage tanks (USTs) and aboveground storage tanks (ASTs). Each center operator, center director, and safety officer must coordinate to ensure that all ASTs and USTs comply with 40 CFR Parts 112 and 280, and all applicable state requirements.

**R4. *Lead***

- a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding lead-containing building materials.

Lead was a common paint additive used until 1978. Due to the age of many Job Corps center facilities, it is assumed that lead-based paint is present in buildings constructed prior to 1978 unless testing has proven otherwise. Centers that plan to disturb a surface that may contain lead must perform dust, air, and/or water sampling to determine the potential for exposure to lead. Centers in which there is a potential exposure to lead by students, staff, or young children (in child development or residential facilities) must develop a written lead-based paint compliance program in conformance with 29 CFR 1926.62 that includes the following:

1. Designation and training of a competent person, capable of identifying existing and predictable lead hazards in the surroundings or working areas and having the authority to take prompt corrective action.
2. Procedures to ensure that all CTST projects involving construction work will be tested for lead prior to initiation. No student or staff may be exposed to lead at concentrations greater than fifty micrograms per cubic meter of air (50 ug/m<sup>3</sup>) averaged over an 8-hour period.
3. Procedures for notifying staff and students of the health hazards of lead-based paint. Inventory documentation must be maintained on center and with the National Office of Job Corps and Regional Office project manager.
4. Appropriate hazard warning will be posted in all regulated areas.
5. Annual student and staff awareness training will be provided in accordance with the minimum requirements of 29 CFR 1926.62.

**R5. Asbestos Operations and Maintenance**

- a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding asbestos-containing building materials (ACBM).
- b. ACBM not immediately removed must be managed as part of an Asbestos Operations and Maintenance (O&M) Program, in conformance with 29 CFR 1910.1001 and 40 CFR Part 763. Centers in which there are buildings containing ACBM must have an O&M program that includes the following:
  1. Documentation, including copies of the initial asbestos survey report, subsequent ACBM surveys or inspection reports, and all asbestos abatement records, and laboratory analysis and exposure monitoring results must be maintained on center in a centralized asbestos record depository indefinitely, and made available upon request.
  2. Designation of an Asbestos Coordinator who must be responsible for ensuring compliance with all asbestos regulations and policies. The designated Asbestos Coordinator must receive initial training in asbestos O&M within 1 month of appointment. Training must consist of a minimum of 16 hours of both classroom and practical asbestos O&M training provided by an EPA-accredited training provider.
  3. Provide annual asbestos awareness training for all employees (including custodial and maintenance employees) and contract employees. Initial training must consist of a minimum of 2 hours of training in accordance with 29 CFR 1910.1001(j) within 1 week of hire.
  4. Annual refresher training for the Asbestos Coordinator and all custodial/maintenance employees. Documentation of training must be maintained in the central asbestos record depository as well as the individual's personnel file.
  5. Notification of the presence of asbestos within center buildings to all students and employees at least annually through a written notice or posting of a statement in the common areas of all buildings containing asbestos. The notice must contain a brief description of the location and type of ACBM, and the name and contact information for the designated Asbestos Coordinator.
  6. Posting of asbestos warning signs in all mechanical rooms, crawlspaces, custodial closets, or other work areas where maintenance or custodial employees may come into contact with ACBM. Warning signs must meet the requirements specified in 29 CFR 1910.1001, and must be posted so as to be visible immediately upon entering the room or workspace.
  7. Include employees and contract employees working in areas where ACBM is present in the center's respiratory protection program and medical surveillance program.

8. Inspection of all ACBM 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 the Significant Incident Reporting (SIR) system.
9. Repair or abatement of ACBM must be performed by licensed asbestos abatement contractors. Clean-up of damaged ACBM by Job Corps personnel is strictly prohibited.
10. Review and documentation of all CTST or center-managed renovation projects by the Asbestos Coordinator to ensure that no ACBM will be affected by the proposed project. The center's Asbestos Coordinator will ensure that the proper warning signs are posted in the work area per 29 CFR 1910.1001.

**R6. *Hazard Communication***

- a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding chemical hazard communication. Each center operator, center director, and center safety officer must coordinate and ensure that hazards associated with the use of all chemicals produced or imported by chemical manufacturers or importers, and used by Job Corps students/staff, are evaluated. Such information concerning chemical hazards must be communicated to affected students and staff via a comprehensive written hazard communication program in accordance with 29 CFR 1910.1200. The center director must ensure that the safety officer or other designee structures the hazard communication program to include:
  1. A complete chemical inventory or master list of chemical products used on center and a process to keep the inventory current. The inventory must include the name of the product and the location(s) where it is used. Ensure that students and staff know the location of the chemical inventory.
  2. Organization and ongoing maintenance of Material Safety Data Sheets (MSDSs) for all chemical products purchased by or used at the center. MSDSs for chemical products used in a given area must be available to and easily accessible by all staff and students. MSDSs can be stored in a three- ring binder or be accessible via computer.
  3. Clearly readable identifying labels securely placed on all incoming containers of hazardous chemical products, and such labels are not removed or defaced. Chemicals transferred to other approved containers must be labeled accordingly as well. Labels must contain at least:
    - (a) Product identification
    - (b) Hazard warning showing what parts of the body could be affected (HMIS or NFPA system)
    - (c) Name and address of the manufacturer or supplier

4. Supervisor/instructor maintenance of up-to-date MSDS file for each hazardous chemical product used within their respective areas.
5. Proper training and instruction delivered to all users of hazardous chemical products, including:
  - (a) Identification of such products
  - (b) The specific hazards associated with such products
  - (c) Measures that users can take to protect themselves (including PPE requirements)
  - (d) Methods and observations that may be used to detect the presence or release of hazardous chemicals
  - (e) Potential physical health effects of chemicals used in the workplace
6. Proper communication of chemical hazards associated with non-routine tasks.
7. An established and approved chemical products purchase list. MSDSs must be reviewed by the safety officer before the products are used in the workplace.

**R7. *Mercury***

- a. Centers must comply with EPA standards, 40 CFR Part 261, Hazardous Waste Identification Regulations, 40 CFR Part 273, Universal Waste Regulations, as well as state and local regulations and Job Corps policy regarding mercury in fluorescent lamps and thermometers.
  1. Each center operator, center director, and safety officer must coordinate to ensure that all sources of mercury have been identified and are properly disposed of in accordance with the local/state health department or department of the environment regulations.
  2. All mercury-containing paints, batteries, thermometers, blood pressure meters, thermostats, light ballasts, etc., currently in use should be replaced when it is fiscally possible. Center students/staff are strictly prohibited from attempting to clean up spills or releases. Clean-up must be performed by the local fire department, hazmat team, or a licensed contractor.

**R8. *Freon 113 and Other Ozone-Depleting Chemicals***

- a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding Freon 113 and other ozone-depleting chemicals in the replacement and disposal of air conditioning and refrigerator units.
- b. Air conditioning and refrigeration units installed before 1995 that may contain ozone-depleting chemicals must be disposed of in accordance with federal and state hazardous materials regulations.

**R9. Hexavalent Chromium**

- a. Centers must comply with OSHA standard 29 CFR 1910.1026 and Job Corps policy regarding hexavalent chromium (Cr(VI)).
  1. Centers that offer trades that may potentially expose students/staff to hexavalent chromium (Cr(VI)) must develop, implement, and maintain an exposure control plan that contains the following minimum requirements:
    - (a) Trade(s) or center functions that may result in exposure
    - (b) Exposure-monitoring results for the affected trade(s) or center functions
    - (c) Engineering controls used to maintain Cr(VI) concentrations below the permissible exposure limit (PEL) and action level
    - (d) Personal protective equipment (PPE) required during performance of training or center function
    - (e) Method(s) of communicating hazards associated with Cr(VI) (See hazard communication training, Section 5.16, R6.)
  2. Centers offering the welding trade must perform one round of initial and confirmation exposure monitoring no matter how often welding of stainless steel occurs. No additional monitoring is necessary if both the initial and confirmation sample results are below the PEL of  $5.0 \mu\text{g}/\text{m}^3$  and the action level of  $2.5 \mu\text{g}/\text{m}^3$  calculated as 8-hour time-weighted averages (TWAs).
  3. Centers must maintain exposure monitoring results, and product MSDS on center for 30 years in accordance with 29 CFR 1910.1200 and 29 CFR 1910.1020.

**QUALITY INDICATOR**

- Q1. Centers comply with federal, state, and local regulations and Job Corps policy regarding environmental hazards.

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

### PURPOSE

- P1. To ensure that students and staff work and live in environmentally healthy surroundings.
- P2. To provide a training, living, and working environment that ensures the occupational safety and health of students and staff.

### REQUIREMENTS

#### **R1. *Food Handling***

Centers must ensure that food handling practices comply with the state, local, or U.S. Public Health Service Food Code, whichever is more stringent. Centers must develop and implement a Hazard Analysis and Critical Control Point (HACCP) program as outlined in Annex 4 of the U.S. Public Health Service Food Code. All meat products must meet U.S. Department of Agriculture standards.

#### **R2. *Food Storage***

Centers must ensure that storage of food complies with the state, local, or U.S. Public Health Service Food Code, whichever is more stringent, and does the following:

- a. Storage areas protect food from the elements, fire, rodents, insects, organisms, and other causes of spoilage.
- b. Chemicals, soaps, and poisons are properly labeled in accordance with Hazard Communication Standard (29 CFR Part 1910.1200) and stored separately from food.
- c. Storerooms are well ventilated and food items are stored a minimum of 6 inches above the floor in a manner that protects the food from splash, dust, and other contamination and permits easy cleaning of the area. Exceptions are:
  1. Metal pressurized beverage containers and cased food packaged in cans, glass, or other waterproof containers, and milk containers in plastic crates.
  2. Containers stored on dollies, racks, or pallets, provided such equipment is easily moveable.
- d. Storerooms are free of exposed or unprotected sewer lines, water lines (except automatic fire protection sprinkler heads), uninsulated steam lines, water heaters, refrigeration condensing units, or other heat-producing devices.
- e. All refrigeration equipment (refrigerators and freezers) must be monitored to ensure proper temperature ranges are maintained at all times.
- f. Open food containers, cooked and fresh, are covered, labeled, and dated to ensure proper usage.

#### **R3. *Pest Control***

Centers must:



- a. Take adequate measures to control insects and rodents in all areas. Only pesticides that are safe for use in food service areas shall be used in food service facilities.
- b. Ensure that pesticides are applied only by a licensed professional pest control contractor in food service, residential, and education facilities. The following information must be obtained from the contractor and kept on file for at least 3 years:
  1. Name/type of chemicals used
  2. Amount of chemical applied
  3. Areas where applied and amount specific to location
  4. Date when applied
  5. MSDSs for the chemicals used
- c. Ensure that pesticides are not stored for usage on centers except those that are approved by EPA for use in landscaping and gardening projects. Proper training on storage, use, and application of these chemicals must be provided to staff and students.

***R4. Unsanitary Conditions***

In accordance with Section 5(a) of the Occupational Safety and Health Act of 1970, centers must ensure that staff and students are not required or permitted to reside, work, be trained, or receive services in buildings or surroundings that are unsanitary, hazardous, or lack proper ventilation.

***R5. Water Treatment***

Centers must ensure that when non-municipal water and waste treatment facilities are used, the following requirements are met:

- a. Water supplies meet center needs and satisfy National Primary Drinking Water Regulations (40 CFR 142).
- b. Prior to construction or renovation, the standards or regulations of federal, state, and local health authorities are consulted. Renovation/building plans and specifications are sent to the National Office of Job Corps, with a copy to the Regional Office, for review.
- c. Records are maintained showing the amount of water treated, amount of chlorine used, daily free chlorine residual, and other data pertaining to water treatment.
- d. All required bacterial and chemical tests are performed by state or local health authorities, with the exception of the daily routine residual chlorine test that is to be conducted by center staff.
- e. The center complies with the water quality and related standards of the state and with the standards established by the Federal Water Pollution Control Act 33 U.S.C. 1251 et seq.

- f. Records are maintained documenting the water/waste water treatment pursuant to standards set by the EPA and local authorities and should be maintained on center indefinitely. Waste treatment problems are brought to the attention of the appropriate EPA coordinator and the Regional Office.
- g. Records of influent and effluent monitoring data are maintained as required by the plant's effluent discharge permit and other data pertaining to waste water treatment.
- h. The analysis of all influent and effluent, as required by the discharge permit, is performed by a certified laboratory.

### **QUALITY INDICATORS**

- Q1. Centers comply with federal, state, and local regulations and Job Corps policy regarding food sanitation and water treatment standards.
- Q2. Residential and dining facilities are clean and neat in appearance.

## 5.18 STUDENT AND STAFF INJURY REPORTS AND RECORD KEEPING

### PURPOSE

- P1. To ensure documentation of compliance with required elements of the center's occupational safety and health program and ensure compliance with OSHA and all other applicable statutes.
- P2. To notify appropriate officials that an injury, illness, or death has occurred.
- P3. To record hazards identified and corrective actions taken, indicate trends, and provide a basis for formulating future plans.
- P4. To permit an evaluation of progress being made in preventing accidents.
- P5. To document incidents for assurance of proper medical treatment and potential processing of claims.

### REQUIREMENTS

#### ***R1. Student Injury, Illness, and Death Record Keeping***

Student injuries must be documented in the Department of Labor's Safety and Health Information Management System (SHIMS); OSHA and OWCP record keeping is required for students. Student deaths are documented on the CA-6 manual form; SHIMS record keeping is not completed for student deaths.

Note: Whether a student case is OSHA recordable or non-recordable, a CA-1 or CA-2 form must be completed in SHIMS. Remember that these are two separate filing requirements for Job Corps students – OSHA and OWCP.

All occupational safety and health records must be maintained for a 5-year period, unless otherwise indicated by a specific OSHA standard, the DLMS, or the PRH.

#### **Electronic Forms**

- a. **OSHA 301, Injury and Illness Incident Report**, is completed in SHIMS for each student injury or occupational illness in accordance with 29 CFR 1904. The OSHA form is required to be retained for 5 years.
- b. **OSHA 300, Log of Work-Related Injuries and Illnesses:** All centers must maintain a single current log in SHIMS of all **work-related** accidents, injuries, and occupational illnesses incurred by students and staff in accordance with 29 CFR 1904. Student work-related injuries are those injuries that occur while the student is involved in training or educational activities.

Student injuries resulting from horseplay while engaged in training or educational activities must be recorded as well. For example: Two students, while participating in welding instruction, engage in playful teasing and pushing. One student becomes angry and the teasing escalates to a fight. One student is injured resulting in medical treatment beyond first aid. The student injury must be recorded in SHIMS.

The OSHA 300 Log is required to be retained for 5 years. The OSHA 300 replaced the OSHA 2014 Log beginning January 1, 2005. Centers are required to maintain copies of old OSHA 2014s so long as the form falls within the required 5-year period of retention.

- c. **CA-1, Notice of Traumatic Injury and Claim for Compensation**, is completed in SHIMS and forwarded to OWCP within 7 calendar days of supervisor notification when there is an injury that requires separation from Job Corps. When the CA-1 is filed with OWCP at separation, a CA-16 manual form, Authorization for Examination and/or Medical Treatment, and an OWCP-1500 manual form, the Health Insurance Claim Form, are sent to the provider. If the injury is not severe enough to cause separation, the CA-1 should be completed, electronically filed in SHIMS within 7 calendar days of supervisor notification, printed, signed by the student, and filed in the student's health folder.
- d. **CA-2, Notice of Occupational Disease and Claim for Compensation**, is rarely used in Job Corps because there are very few cases of occupational disease or illness related to enrollment in Job Corps. If such a situation does occur, contact the National Office of Job Corps before filing a CA-2. The CA-2 is completed in SHIMS and forwarded to OWCP within 7 calendar days of supervisor notification, and the Job Corps supervisor must contact OWCP before issuing a CA-16.

### **Manual Forms**

- e. **CA-6, Official Supervisor's Report of Employee's Death**, is filed with the OWCP district office if a student dies as a result of an illness/injury incurred while in performance of duty. In the event of a student death, the center director should notify OWCP immediately by telephone or fax and mail the CA-6 to the OWCP district office. Do not document student death in SHIMS.
- f. **CA-7, Claim for Compensation Due to Traumatic Injury or Occupational Disease**: Unlike other federal employees, Job Corps students are not eligible for continuation of pay for 45 days. However, they may submit a CA-7 after medical separation to receive compensation for injury or illness. The center should provide the CA-7 to the injured student and offer assistance to the student in completing the form. The student is responsible for submitting the CA-7 to OWCP.

The center director must report student deaths to the National and Regional Offices within 6 hours of the event via Significant Incident Report (SIR).

- g. **CA-16, Authorization for Examination and/or Treatment**: Whenever a student separates from Job Corps and needs examination and/or treatment as a result of traumatic injury, the center director should issue a CA-16 to the physician or medical facility. This form authorizes the injured student's examination and/or treatment from a physician or medical facility. When a CA-2 is electronically submitted to OWCP in cases of separation because of work-related illness or disease, a CA-16 is issued only if prior approval is obtained from OWCP. If a CA-16 is submitted, do not submit a CA-20.

This form provides OWCP with an initial medical report and the physician or medical facility with a billing form for emergency treatment. Issuance of the CA-16 authorizes OWCP to pay medical expenses incurred.

Part A is completed by the student's supervisor and submitted to the physician or medical facility within 48 hours of examination and/or treatment. Part B is completed by the attending physician as promptly as possible after initial examination and sent to the appropriate OWCP district office.

When there is a need for medical follow-up for the work-related injury by a second health care provider, the center should mail the name and address of that provider to OWCP or instruct the student (in writing) to do so.

- h. **OWCP-1500 (also known as HCFA-1500)—Health Insurance Claim Form:** This form accompanies the CA-16 to all medical care providers, except hospitals. It is issued by health care providers to bill the OWCP district office for services rendered.
- i. **CA-20, Attending Physician's Report:** This report provides medical support of claims for compensation. It is submitted to OWCP upon completion of the medical examination and treatment. It is also used to provide additional medical information regarding the claim. If a CA-20 is submitted, do not submit a CA-16.

## ***R2. Definitions and Procedures for Handling Job Corps Student Injuries***

- a. Job Corps Injuries Designated "First Aid"
  - 1. First aid will be defined as any one-time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, or splinters, which does not ordinarily require medical care. Such one-time treatment and follow-up visits are considered first aid even if they are provided by a physician or other registered professional personnel.
  - 2. First aid injuries must be documented in SHIMS.
  - 3. The following procedures are generally considered first aid treatment (e.g., one-time treatment and subsequent observation of minor injuries):
    - (a) Application of antiseptics during initial visit to medical personnel
    - (b) Treatment of first degree burn(s)
    - (c) Application of bandage(s) during any visit to medical personnel
    - (d) Use of elastic bandage(s) during initial visit to medical personnel
    - (e) Removal of foreign bodies from wound if procedure is uncomplicated (e.g., by tweezers or other simple technique)
    - (f) Use of nonprescription medications and administration of single dose of prescription medication on initial visit for minor injury or discomfort
    - (g) Soaking therapy on initial visit to medical personnel or removal of bandages by soaking

- (h) Application of hot or cold compress(es) during first visit to medical personnel
  - (i) Application of ointments to abrasions to prevent drying or cracking
  - (j) Application of heat therapy during first visit to medical personnel
  - (k) Negative x-ray diagnosis
  - (l) Observation of injury during visit to medical personnel
4. The administration of a tetanus shot or booster by itself is not considered medical treatment. However, these shots are often given in conjunction with more serious injuries; consequently, injuries requiring these shots may be filed in SHIMS for other reasons.
- b. More Serious Injuries Not Resulting in Student's Separation
- 1. This category includes injuries that result in medical treatment beyond first aid, but do not require a medical separation but are serious enough to need a specialized referral.
  - 2. An example of this type of injury would be a student sustained a strain or sprain, but is able to continue training with restrictions.
  - 3. These injuries must be documented in SHIMS.  
Some examples of this category of injury are:
    - (a) Fractures
    - (b) Head injuries with loss of consciousness
    - (c) Positive x-ray diagnosis
    - (d) Lacerations with nerve or tendon damage
    - (e) Injuries needing sutures/SteriStrips/adhesive butterfly
    - (f) Foreign body embedded in the eye
    - (g) Jaw fractures/dental damage
    - (h) Treatment of infection
    - (i) Treatment of 2nd or 3rd degree burns
    - (j) Food poisoning
    - (k) Dislocated shoulder
- c. Injuries Resulting in Separation From Job Corps
- 1. This category includes injuries resulting in the student's death or serious injuries that result in the student's separation from Job Corps.
  - 2. An example of this type of injury would be a student sustained a traumatic injury in the performance of duty that requires surgery, additional medical treatment that can not be provided on center, or the student can no longer perform in the program.

3. These injuries must be documented in SHIMS.
4. Section 8143 of the Federal Employees' Compensation Act (FECA) states that while students are enrolled in Job Corps, students are considered employees of the federal government for purposes of medical coverage under FECA. The "performance of duty" does not include an act of an enrollee while absent from his or her assigned post of duty, except while participating in an activity (including an activity while on pass or during travel to or from the post of duty) authorized or by under the direction and supervision of Job Corps.

### ***R3. Staff Injury, Illness, and Death Record Keeping***

All work-related staff injuries and occupational illnesses must be documented in the Department of Labor's Safety and Health Information Management System (SHIMS) in accordance with 29 CFR 1904. Centers are only required to report the death of a staff member if the death occurs while in duty status on or off center. The center director must report staff deaths to the National and Regional Offices within 6 hours of the event via Significant Incident Report (SIR).

Job Corps center staff members do not qualify for FECA benefits; therefore, a CA-1 or CA-2 is never completed for staff in the Department of Labor's SHIMS.

- a. **OSHA 301, Injury and Illness Incident Report**, is completed in SHIMS for each staff injury or occupational illness in accordance with 29 CFR 1904. The OSHA form is required to be retained for 5 years.
- b. **OSHA 300, Log of Work-Related Injuries and Illnesses**: All centers must maintain a single current log in SHIMS of all **work-related** accidents, injuries, and occupational illnesses incurred by students and staff in accordance with 29 CFR 1904. The OSHA 300 Log is required to be retained for 5 years. The OSHA 300 replaced the OSHA 2014 Log beginning January 1, 2005. Centers are required to maintain copies of old OSHA 2014s so long as the form falls within the required 5-year period of retention.

Staff injuries resulting from horseplay while engaged in work-related tasks or activities must be recorded as well. For example: Two staff members engage in playful teasing and pushing while repairing a piece of equipment. One staff member becomes angry and the teasing escalates to a fight. One staff member is injured resulting in medical treatment beyond first aid. The staff injury must be recorded in SHIMS.

### ***R4. OSHA Form 300A, Summary of Work-Related Injuries and Illnesses***

Each year, Job Corps centers are required to post OSHA Form 300A, also called the OSHA 300A Summary, from February 1 through April 30 in accordance with 29 CFR 1904.32. OSHA Form 300A summarizes data contained in the OSHA 300 Log, which is maintained electronically in SHIMS, for the calendar year just prior to posting for the purpose of notifying students and staff of the injuries that have occurred on center. This report may be generated through SHIMS reports.

Following the required 3-month posting period, the OSHA 300A must be retained for 5 years. OSHA 300A replaced the OSHA 2014 (Annual) Summary Report of Federal Occupational Illnesses beginning January 1, 2005. Centers are required to maintain copies of old OSHA 2014 Summary Reports so long as the form falls within the required 5-year period of retention.

### **QUALITY INDICATORS**

- Q1. Centers document student and staff injuries and occupational illnesses in accordance with federal, state, and local regulations and Job Corps policy.
- Q2. Centers report all staff and student injuries and deaths within the time frames required by federal standards and Job Corps policy.



## **5.19 VEHICLE SAFETY AND ACCIDENT RECORD KEEPING**

### **PURPOSE**

- P1. To ensure student and staff safety while traveling in government vehicles on and off center.
- P2. To ensure documentation of accidents involving government vehicles.

### **REQUIREMENTS**

#### ***R1. Overview of Center Director Responsibilities***

Each center director must be responsible for:

- a. Administration of the motor vehicle safety program.
- b. A program for training, testing, and licensing students.
- c. A comprehensive vehicle maintenance and inspection program.
- d. Promotion and incentive awards programs to encourage traffic safety.
- e. Compliance with state and local motor vehicle laws.
- f. An effective accident investigation and analysis system.
- g. An on-center system of traffic control to include appropriate signs and lines.

#### ***R2. Overview of Requirements***

- a. Government-owned or leased vehicles shall be operated by individuals meeting the following qualifications:
  - 1. Drivers must possess a valid state driver's license.
  - 2. Drivers must possess a valid federal employee identification or Job Corps identification.
- b. Student operation of government-owned or leased vehicles must be authorized by the center director and limited to driver's training only.
- c. All over-the-road vehicles must be equipped with fire extinguishers, emergency warning lights, and well-maintained first aid kits.
- d. In government-owned or leased vehicles, all drivers and passengers must wear seat belts in all over-the-road vehicles (except buses). When infants and/or children are being transported, restraints must meet applicable state requirements.
- e. No vehicle will be loaded (with personnel or materials) beyond the vehicle's rated capacity.
- f. Students will not be transported in the back bed of a pickup truck or other open-bed vehicle unless such vehicle has been equipped with appropriately designed and constructed seating and safety restraints.
- g. If a bus has an auxiliary gas tank that powers the air conditioner, the vehicle must have that tank properly guarded.

- h. Aisles in buses and vans must be kept free of luggage, tools, and equipment.
- i. No bus transporting students or staff shall have the emergency door locked or constricted.
- j. All vehicles that are driven by staff and students on center must meet appropriate federal and state safety requirements.
- k. All 15-passenger vans currently leased or owned by Job Corps contractors and agencies are modified and operated in a manner that decreases known risks associated with operating the vehicles. Job Corps contractors and agencies are permitted to retain 15-passenger vans that are currently in their GSA fleet inventory in accordance with the guidelines and restrictions detailed below; however, additional 15-passenger vans may not be purchased, leased, or rented.
  - 1. All 15-passenger vans will carry a maximum of 10 passengers, including the driver. If there is need to transport more than 10 passengers, it must be done using a higher capacity vehicle, or by using multiple smaller vehicles.
  - 2. Center directors will implement a program for drivers of 15-passenger vans that will provide training, an operational test, and a written test that will target the safety, operational, and maintenance requirements of these vans. This program is required in addition to the driver's license.
  - 3. Roof racks must be removed, except those that carry only light loads (e.g., ladder rack, rowing oars, etc.). No loads over 60 pounds should be placed on the roof.
  - 4. Rear seats must be removed.

### ***R3. Vehicle Accident Record Keeping***

- a. SF-91, Operator's Report of Motor Vehicle Accident

The operator of any government vehicle involved in an accident will complete an SF-91 form at the scene of the accident, if possible. The center will develop procedures to ensure that copies of the SF-91, and other applicable forms, are available in each vehicle, including privately owned vehicles, rentals, and GSA vehicles used for official business.
- b. SF-91A, Investigation Report of Motor Vehicle Accident

This report is used for motor vehicle accidents resulting in vehicle and/or property damage over \$500, or disabling work injuries including fatalities caused by a motor vehicle accident.

### **QUALITY INDICATOR**

- Q1. Centers comply with federal, state, and local regulations and Job Corps policy regarding vehicle safety and record keeping.

## 5.20 OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM AND WRITTEN PLANS

### PURPOSE

- P1. To develop, implement, and evaluate a safety and occupational health program that includes written plans in accordance with 29 CFR 1960, the OSHA Act of 1970, Executive Order 12196, and Job Corps policy.
- P2. To develop and document all of the plans described in the following requirements, if applicable.

### REQUIREMENTS

#### ***R1. Personal Protective Equipment (PPE) Plan***

In accordance with 29 CFR 1910.132, centers are required to develop, implement, and maintain a written PPE plan and program that includes at least the following:

- a. Perform hazard assessments for all trades and/or work areas to assess the need for personal protective equipment (PPE). Maintain hazard assessment records that identify hazards and risks, and document the type of PPE required. Develop procedures to notify the safety officer when new processes are introduced or when existing processes change.

Note: If a new trade is introduced, a hazard assessment must be performed to determine PPE needs according to training activities. Hazard assessment based upon other trades and activities cannot be the bases of the PPE requirements for a new trade.

- b. Select PPE based on hazard assessments by the trade supervisor in conjunction with the safety officer. Methods for selecting PPE are well-documented, appropriate, and properly implemented.
- c. Develop a PPE training program that will address student and staff needs. The written training program includes:
  - 1. When PPE use is necessary
  - 2. What PPE is necessary
  - 3. How to properly don (put on), doff (remove), adjust, and wear PPE
  - 4. The proper care, maintenance, useful life, and disposal of PPE
- d. Maintain PPE training records for students and staff for 3 years. Additional retention requirements are as follows:
  - 1. Retain student training records for 1 year following completion of training or termination of enrollment.
  - 2. Retain staff training records for 1 year following resignation or termination of employment.

- e. Establish procedures to inspect, clean, and maintain PPE. Ensure that supervisors, staff, and students are trained in these procedures and follow the established criteria.
- f. Establish procedures to remove damaged equipment from service.

**R2. *Fire Safety and Prevention Plan***

All centers must develop and implement a fire safety and prevention plan that addresses the National Fire Protection Association (NFPA) Life Safety Code 101 requirements as referenced in 29 CFR 1910.39 and 1910.157.

Centers will establish a policy, based upon the proximity to emergency response personnel (i.e., fire and/or hazardous materials response teams) that specifies full evacuation or incipient stage fire suppression by staff in response to a fire alarm.

a. **Fire Prevention Plan**

The center safety office will perform the following activities to ensure that students and staff are familiar with all center fire alarms and evacuation procedures:

1. Center safety officers will perform and log monthly inspections of:
  - (a) Fire alarm systems
  - (b) Sprinkler systems
  - (c) Illuminated exit signs
  - (d) Emergency lighting
  - (e) Fire extinguishers
2. Centers will conduct monthly fire drills during high student/staff activity levels and when students are in the dormitories. Center safety officers will document the accountability and timeliness of fire drills.
3. Centers will establish and implement a fire watch plan, included as part of the fire prevention plan, to be implemented when there is a nonfunctional alarm system. The fire watch plan will include the following:
  - (a) Establish fire warden and security staff duties and responsibilities
  - (b) Establish minimum required equipment for security staff
  - (c) Establish process for reporting fires and notifying building occupants

b. **Fire Safety Plan Elements**

The safety officer must ensure that at least the following elements are included in the fire safety plan:

1. List of major fire hazards and proper handling and storage procedures for hazardous materials

2. List of all potential ignition sources, control procedures, and the type of fire protection equipment or suppression system used to control a fire
3. List of staff responsible for maintaining fire protection equipment or systems to prevent or control ignition fires
4. List of staff responsible for control of fuel source hazards
5. List of staff responsible for sounding alarms and contacting local fire department or other appropriate officials
6. Evacuation and accountability procedures, including the posting of evacuation maps, assembly areas, and maintaining safe distance from affected buildings until areas are cleared for occupancy
7. Emergency notification telephone numbers
8. List of temporary shelters and contacts
9. List of staff responsible for assessing damage to center and coordinating re-entry to center or affected buildings
10. List of staff responsible for communications with local media, Regional Office, and National Office of Job Corps

c. Training

All centers must provide ongoing fire prevention and fire extinguisher training for staff and students according to their roles and responsibilities within the fire prevention plan. Training resources include state or local fire marshals, insurance companies, universities, or the Occupational Safety and Health Administration (OSHA). Training programs must be tailored to center location, offerings, and programs, and must include the following elements, as appropriate:

1. Fire wardens and security staff
  - (a) Fire classes and the appropriate extinguishing agent
  - (b) Proper maintenance and use of fire extinguishers
  - (c) Evacuation and accountability procedures, as defined by NFPA Life Safety Code
  - (d) Proper use of warning equipment/alarm systems
  - (e) Fire watch system and alternative warning systems
  - (f) Fire warden responsibilities
  - (g) Fire safety inspections, including housekeeping practices, flammable and combustible waste materials accumulation, and inspection and maintenance of fire equipment or systems
2. Students
  - (a) Assigned evacuation routes and assembly areas
  - (b) Procedures for reporting a fire or potential for fire

- (c) Procedures for disposal of combustible and flammable materials
  - (d) Location of smoking areas and receptacles
- 3. Staff
  - (a) Proper use of fire extinguishers
  - (b) Assigned evacuation routes and assembly areas
  - (c) Procedures for reporting a fire or potential for fire
  - (d) Procedures for disposal of combustible and flammable materials
  - (e) Location of smoking areas and receptacles
- d. Documentation

Documentation of fire safety training, drills, and inspections must be maintained on center for 3 years and made available for review upon request.
- e. Incipient Fire Suppression and Portable Fire Extinguishers
  - 1. OSHA defines “incipient fire” as a fire in the initial or beginning stage that can be controlled or extinguished using a portable fire extinguisher, Class II standpipe, or small hose system without the need for protective clothing or equipment (e.g., breathing apparatus). OSHA requires centers to provide fire extinguishing equipment for incipient fire. However, OSHA allows centers to address incipient fires and building evacuation in two ways:
    - (a) evacuation of all or most of the building’s occupants to a safe area without attempting to fight the fire; or
    - (b) evacuation of all building occupants except those who are properly trained and designated to use portable fire extinguishers.
  - 2. Fire prevention plans must comply with 1910.157 according to the center’s established policy concerning incipient fires.
  - 3. Incipient fire fighting should be based upon a thorough hazard assessment, and proximity and response time of local fire department or emergency response team.

### **R3. *Emergency Action Plan***

Centers are required to develop an emergency action plan (EAP) in accordance with 29 CFR 1910.38 if fire extinguishers are located in each building and students and staff are required to evacuate the building in the event of fire or other emergency.

- a. Emergency Action Plan (EAP) Elements
  - 1. Procedures to handle hazards and threats including:
    - (a) Natural disasters typical for the geographic area in which the center is located; e.g., earthquakes, hurricanes, tornadoes, severe/extreme weather, blackouts, utility failures, and weather-related conditions.

- (b) Criminal activity including arson/fire, bomb threats, suspicious packages, vandalism, civil disturbance, and weapons on center.
  - (c) Terrorist threats including radioactive, biological, or cyber attacks.
  - (d) Medical emergencies, such as pandemic influenza or food poisoning (*E. coli* or *Salmonella*) outbreaks.
  - (e) Other hazards specific to the surrounding area, such as hazardous materials spills or explosion.
2. A list of emergency personnel and contact information. The center director or his or her designee shall act as the responsible official during the emergency.
3. The center director or his or her designee must ensure that an emergency coordinator and area/floor monitors are identified, and ensure that assistance is available for the physically challenged.
4. Procedures for emergency situations that require centers to shelter-in-place, evacuate, and provide for mass care for students and staff.
5. Identification of assembly areas on and off center for students and staff to relocate depending upon the nature of the emergency.
6. Evacuation route maps indicating emergency exits, primary and secondary evacuation routes, location of fire extinguishers and fire alarm pull stations, and assembly points must be posted in all center buildings, including but not limited to:
  - (a) Residential facilities
  - (b) Child development centers, if applicable
  - (c) Academic facilities
  - (d) Food service facilities
  - (e) CTT facilities and classrooms
  - (f) Recreation areas
  - (g) Warehouse(s)
  - (h) Center maintenance
  - (i) Administration facilities
7. Procedures for staff required to remain on center after an evacuation to perform critical activities (e.g., shut down utilities) and secure the center.
8. Procedures to account for students and staff after evacuation to assembly areas on and off center, including students training or working off center at the time of the emergency.
9. Procedures for transporting students and staff to off-center assembly areas, including students training or working off center.

10. Procedures for staff and students responsible for providing medical assistance. The plan should also provide for instances when individuals responsible for providing medical assistance are not available.
  11. An alarm system must be implemented that provides a distinctive sound or tone for each purpose (type of emergency and procedure) in accordance with 29 CFR 1910.165.
  12. Procedures for returning the center to normal operations following an emergency. Procedures should be emergency-specific.
- b. Emergency Response Drills
1. Centers must perform fire drills on a monthly basis. The drills should be performed during normal business hours and after hours.
  2. Centers shall participate in federal, state, and local emergency preparedness drills, including terrorist attack and pandemic outbreak response, when possible.
  3. Centers shall establish and maintain contact with federal, state, and local emergency response coordinators to ensure that current information regarding emergency response procedures is maintained.
  4. All drill and post-drill activities designed to improve student and staff performance during drills must be documented and kept on file in the safety officer's office and made available upon request.
  5. Copies of drill performance and improvement reports must be maintained on the center for 3 years and made available for review upon request.
  6. Centers shall coordinate with the local emergency management authority, local health department, and local fire department to participate in federal, state, or local emergency response drills.

**R4. Hazard Communication Plan**  
(See Section 5.16, R6.)

**R5. Recreational Safety Plan**

- a. Water Safety (See Chapter 3, Section 3.18, R5.)
1. Job Corps centers operating swimming pools shall incorporate the Centers for Disease Control and Prevention (CDC) chlorine disinfection timetable for killing common germs.
  2. Cleaning and disinfecting procedures shall also include the area surrounding the pool, including chairs, towels, floors, etc., to prevent the onset of recreational water-related illnesses.
  3. Provide staff and students with awareness training on the prevention of recreational water-related illnesses.
  4. Ensure that swimming pool areas are secured after hours to prohibit unauthorized access.



5. Post proper warning signs, safety rules, and emergency response procedures.
  6. Ensure that necessary rescue equipment is maintained in good working order and easily accessible.
- b. General Recreational Safety
- The center director must:
1. Ensure that students receive adequate training prior to engaging in recreational activities such as weight lifting, basketball, arts and crafts, etc.
  2. Provide supervision during recreational activities to ensure that students follow proper techniques and are fit for the activity, thereby not placing the participant's safety at above-normal risk and reducing the risk of injury.
  3. Advise students that "horseplay" is not tolerated during recreational activities.
  4. Ensure that all recreational facilities and equipment are of safe design and free of known hazards.
  5. Ensure that recreational and athletic equipment purchases meet safety guidelines established by agencies nationally recognized by the Consumer Product Safety Commission (CPSC).
- c. Gymnasium and Recreational Equipment
1. Gym equipment must be positioned to allow for an unrestricted route of egress from the area during an emergency.
  2. Personal protective equipment such as helmets, padding, wrap-around eye protection, and gloves must be provided for students involved in recreational activities such as:
    - (a) Bicycling
    - (b) Skate boarding
    - (c) Rollerblading
    - (d) Racquet ball
  3. Recreational facilities and equipment must be inspected daily. Damaged equipment must be immediately removed from use and repaired or replaced as soon as fiscally possible.
- d. Competitive Sports
- To ensure student and staff safety and security during on- and off-center events, centers are encouraged to prepare plans that contain the following elements, at minimum:
1. Consider limiting participants and spectators to current Job Corps students and staff.

2. Ensure that there is sufficient supervision for off-center games and events. The recommended ratio is one staff member for every five students.
3. Coordinate security arrangements between visiting and host centers in advance of each activity. Visiting centers shall provide a list of team members, Job Corps spectators, and player family members at least 1 week prior to the event. Limit entry into events to pre-approved spectators with proper identification.
4. Host centers are encouraged to arrange for additional security through local law enforcement when there is a history of past serious incidents.
5. Communicate safety and security procedures to athletes, staff, and spectators prior to the event.

**R6. *Asbestos Operations and Maintenance Plan***  
(See Section 5.16, R5.)

**R7. *Confined Space Entry Plan***

a. Overview

A confined space is one that is large enough and configured in a manner that would allow a person to enter the space to perform work. The space has limited or restricted means of entry or exit and is not designed for continuous human occupancy. Hazards may also exist in the space, such as combustible gases, toxic materials, or mechanical or electrical hazards, or the space may be oxygen deficient.

A confined space entry plan is not necessary if:

1. there are no confined spaces on center; or
2. students and staff are prohibited from entering or performing work in any confined space.

b. Confined Space Inventory

1. Centers must conduct a survey to identify and label all confined spaces located on center. Each space must be identified as “non-permit required” or “permit required.”

(a) A permit-required confined space is one that contains one or more of the following characteristics:

- (1) Contains or has the potential to contain a hazardous atmosphere
- (2) Contains a material that has the potential for engulfment or entrapment
- (3) Has an internal configuration such that an entrant could be trapped or asphyxiated
- (4) Contains any other serious safety hazard

- (b) Non-permit required confined space does not contain or have the potential to contain a hazardous atmosphere or any other hazard capable of causing death or serious physical harm.
  - (c) Re-evaluate all confined spaces annually and maintain documentation.
  - (d) Permit-required confined spaces are marked as such with appropriate signage.
  - (e) Ensure that permit-required confined spaces are locked or blocked to deter access (if possible).
2. Centers that require students, staff, or contractors to perform work in confined spaces are required to develop, implement, and maintain a confined space entry program in accordance with 29 CFR 1910.146. The plan must consist of the following elements:
- (a) Designated confined space entry coordinator
  - (b) Entrant and supervisor responsibilities
  - (c) Non-permit required confined space entry procedures
  - (d) Location-specific, permit-required confined space entry procedures
  - (e) List of center departments and/or career technical training trades that require confined space entry
  - (f) Emergency procedures
  - (g) Training and documentation of training
3. Maintain confined-space-entry training records for students and staff for 3 years. Additional retention requirements are as follows:
- (a) Retain student training records for 1 year following completion of training or termination of enrollment.
  - (b) Retain staff training records for 1 year following resignation or termination of employment.
4. Maintain cancelled entry permits for 1 year.

**R8. *Bloodborne Pathogens Plan***

- a. Centers must develop, implement, and maintain a Bloodborne Pathogens Control Plan that is in compliance with the OSHA Occupational Exposure to Bloodborne Pathogens; Needlestick and Other Sharp Injuries; Final Rule (29 CFR 1910.1030). The plan, which is submitted to the Regional Office, must be reviewed and approved by the regional health consultant. Once the plan has been approved, the plan should not be submitted again until at least one of the following occurs:
  - 1. New or revised PRH or regulatory standards necessitate revision of the plan;

2. Center introduces a new trade resulting in new potential exposure to bloodborne pathogens; or
  3. New engineering controls, including safer equipment or procedures, are introduced.
- b. The plan must contain the following minimum requirements:
1. Identification of job classifications where there is high, medium, or low risk of exposure to blood or other potentially infectious materials.
  2. Explanation of the protective measures in effect to prevent occupational exposure to blood or other potentially infectious materials and a schedule and methods of compliance to be implemented.
  3. Schedule and method of implementation for administering Hepatitis B vaccination and conducting post-exposure evaluation and follow-up.
    - a. Job classifications with high risk of exposure shall be provided the Hepatitis B vaccine.
    - b. Job classifications with medium risk of exposure should be offered the vaccine or administered the vaccine as needed (i.e., post-exposure vaccine).
      - (1) Staff trained in CPR and first aid and required to render aid in an emergency as part of their job duties must be offered the Hepatitis B vaccine or administered the vaccine as stated above.
    - c. Job classifications with low risk of exposure should be administered the vaccine as needed (i.e., post-exposure vaccine).
  4. Schedule and method of implementation for communicating hazards to employees.
  5. Schedule and method of implementation for record keeping.
  6. Procedures for evaluating the circumstances of an exposure incident.

Note: Regardless of job classification, individuals who decline the Hepatitis B vaccine must sign a declination form in accordance with 29 CFR 1910.1030 Appendix A.

**R9. Respiratory Protection Plan**

- a. Centers must develop and implement a respiratory protection program, including a written plan in accordance with 29 CFR 1910.134, if any of the following conditions exist:
  1. center offers trades that could potentially expose students or staff to airborne contaminants that meet or exceed the OSHA 8-hour permissible exposure limits (PELs) or action levels for known respiratory hazards;

2. asbestos-containing building materials (ACBMs) are present and may be disturbed during routine maintenance, housekeeping, renovation, or demolition activities;
  3. lead-based paint or other materials are present and may be disturbed during renovation and demolition activities; or
  4. students and staff are exposed or may be potentially exposed to airborne contaminants and disease through contact with individual(s) engaged in providing student and staff health services or engaged in allied health training.
- b. Centers are not required to implement a written respiratory protection program if filtering face piece respirators (i.e., dust masks) are used on a voluntary basis and there is no potential for airborne particulate levels to meet or exceed the OSHA 8-hour PEL or action levels.
- Note: Voluntary use of tight-fitting, negative pressure air-purifying or powered air-purifying respirators requires a written plan, in accordance with 29 CFR 1910.134, Appendix D.
- c. Centers must identify and evaluate respiratory hazards in the workplace through:
1. air sampling and exposure monitoring;
  2. NIOSH trade-specific data regarding airborne contaminants; or
  3. general or construction industry accepted best practices.
- d. The respiratory protection program must contain worksite-specific procedures and elements for required respirator use.
- e. Center director or his or her designee must select a respiratory protection program coordinator to manage the center's respiratory protection program.
- f. The written respiratory protection plan must contain the following elements:
1. Respirator selection procedures and criteria that ensure that exposure to hazardous substances occurs at or below maximum use concentrations
  2. Medical surveillance for staff and students required to wear respirators
  3. Fit-testing procedures for tight-fitting respirators
  4. Procedures for the proper use of respirators in routine and emergency situations
  5. Procedures and timelines for cleaning, disinfecting, storing, inspecting, repairing, discarding, and general maintenance of respirators
  6. Procedures for ensuring air quality, quantity, and flow of breathing air for atmosphere-supplying respirators if applicable
  7. Student and staff initial and annual refresher training that includes:
    - (a) Potential respiratory hazards during routine or emergency situations

- (b) Proper use, donning, removal of respirators
- (c) Limitations of respirator use
- (d) Regular maintenance of respirators
- 8. Procedures for evaluating the effectiveness of the program
- 9. Medical evaluations conducted by a licensed health care professional in accordance with 29 CFR 1910.134(e)(1) through (e)(7)(iv)
- 10. Maintenance of respiratory protection training records for students and staff for 3 years. Additional retention requirements are as follows:
  - (a) Retain student training records for 1 year following completion of training or termination of enrollment.
  - (b) Retain staff training records for 1 year following resignation or termination of employment.
- g. Centers must establish a cartridge change-out schedule in accordance with OSHA and manufacturers' recommendations to ensure cartridge effectiveness.
- h. Qualitative and quantitative fit-testing of tight-fitting respirators shall be done in accordance with 29 CFR 1910.134 Appendix A, Fit Testing Procedures (Mandatory). Fit-testing of respirators used to protect against asbestos or lead exposure shall be done in accordance with the appropriate OSHA standards.

**R10. *Hearing Conservation Plan***

- a. Centers must conduct noise monitoring at least every other year to identify potential sources of hazardous noise or whenever new noise sources are introduced into the working or training environment.
- b. Centers must identify hazardous noise areas with warning signs or markings to ensure that hearing protection is used in those areas.
- c. Centers must develop and implement a hearing conservation program in accordance with 29 CFR 1910.95 if the following conditions exist:
  - 1. Results of noise measurements have identified hazardous noise sources that may result in staff or student exposures that exceed 85dB (decibels).
  - 2. Exposure monitoring indicates that student and staff noise exposures equal or exceed an 8-hour time weighted average (TWA) of 85dB measured on the A-scale (slow response) or fifty percent (50%) dose.
- d. The hearing conservation program (HCP) must consist of the following elements:
  - 1. Monitoring program that identifies students and/or staff for inclusion in the HCP and to facilitate selection of appropriate hearing protectors.
  - 2. Audiometric testing to monitor staff and students whose exposures equal or exceed an 8-hour TWA of 85dB, including:

- (a) Baseline audiogram to be administered within 6 months of the initial exposure equal to or in excess of 85dB to be compared against subsequent audiograms.
- (b) Audiograms administered at least annually following the baseline audiogram.
- (c) Audiogram evaluation.
- (d) Purchase of audiometric testing equipment is not required. However, if the center conducts audiometric testing, equipment and the testing environment must meet the requirements set forth in 29 CFR 1910.95, Appendices C and D.

If the center does not conduct audiometric testing, the center must ensure that individuals included in the hearing conservation program are administered audiograms in accordance with the OSHA standard.

- (e) Audiometric testing must be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician certified by the Council of Accreditation in Occupational Hearing Conservation, or who has demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining, and checking calibration and proper function of the audiometers being used.

A technician who performs audiometric tests using a microprocessor audiometer does not need to be certified but must be responsible to an audiologist, otolaryngologist, or physician.

- (f) Centers located in rural areas that are not equipped to conduct audiometric testing on center or find it difficult to locate audiometric testing centers must contact the Job Corps Regional Office project manager who will contact the National Office of Job Corps safety representative.

3. Hearing protector evaluation for specific hazardous noise environments to ensure attenuation to below 85dB. Evaluation methods should be done in accordance with 29 CFR 1910.95 Appendix B, "Methods for Estimating the Adequacy of Hearing Protection Attenuation."
4. Selection and distribution of hearing protectors.
  - (a) Hearing protectors must be provided at no cost to staff or students.
  - (b) The hearing protectors selected should be appropriate for the task and provide the required noise attenuation.
  - (c) Students and staff who have not yet had a baseline audiogram should be issued hearing protection.
  - (d) Students or staff who have experienced a standard threshold shift must be issued hearing protectors.

5. Training that will be administered annually that includes but is not limited to the following:
  - (a) Effects of noise on hearing
  - (b) Purpose of hearing protectors
  - (c) Disadvantages, attenuation of various types of hearing protectors
  - (d) Instructions on selection, fitting, use, and care of hearing protectors
  - (e) Purpose of audiometric testing and an explanation of the test procedures
6. Staff and students, or their representatives, must have access to monitoring results, audiometric test results, and training materials in accordance with 29 CFR 1910.95.
7. Centers must maintain records as follows:
  - (a) Exposure monitoring results are maintained for 2 years.
  - (b) Audiometric testing results are maintained for the duration of the student's enrollment and the duration of staff employment.
  - (c) Student and staff hearing protection attenuation and selection, and training records are maintained for 2 years.
8. Centers must retain all records associated with the hearing conservation program, upon transfer of center operations to another operator.

**R11. Lead Exposure Plan**

(See Section 5.16, R4.)

**R12. Hexavalent Chromium Exposure Plan**

(See Section 5.16, R9.)

**R13. Lockout/Tagout Plan**

- a. Centers must develop written procedures for the control of hazardous energy in accordance with 29 CFR 1910.147 if students and staff are responsible for servicing or performing maintenance of machines or equipment.
- b. A lockout/tagout plan is not required when:
  1. servicing equipment that is powered by plugging into an electrical outlet and is under complete control of the individual performing the work; or
  2. making normal adjustments, including minor tool changes and other minor servicing activities that take place during normal production operations which are routine, repetitive, and integral to the use of that production equipment, as long as workers are effectively protected by alternative measures that provide effective machine safeguarding protection.
- c. When a written lockout/tagout plan is required, the program must include the following minimum elements:
  1. Name of the machines or equipment and purpose of the procedure



2. Compliance requirements (policy)
3. Type of compliance enforcement for violation of policy
4. Name of students or staff affected and method of communication
5. Name of students or staff authorized to perform lockout/tagout
6. Type and magnitude of energy, its hazards, and the methods to control the energy
7. Type and location of machine or equipment operating controls
8. Type and location of energy isolating devices; lockout/tagout devices are sufficient in number, uniform, legible, understandable, and durable
9. Types of stored energy—methods to dissipate or restrain
10. Methods of verifying the isolation of the equipment
11. Training for affected and authorized students and staff
12. Method for evaluating lockout/tagout procedures at least annually and documenting results
13. Procedures for removing locks/tags when the owner of the lock or tag is not available
14. Plan is updated when changes in process, equipment, procedures, or audit warrants revision

***R14. Powered Industrial Vehicle Plan***

- a. Centers that own or provide access to gas-powered or electric-powered fork trucks, tractors, platform lift trucks, motorized hand trucks (pallet jacks) or other specialized vehicles must develop a written powered industrial vehicle plan.
- b. The plan must address the requirements outlined in 29 CFR 1910.178.
- c. The plan must also include:
  1. Complete list of covered vehicles
  2. Fuel handling and storage procedures (if applicable)
  3. Battery charging, changing, and storage procedures (if applicable)
  4. Spill response procedures and fire prevention
  5. Areas where trucks are used
  6. Operator training
  7. Daily inspection process
  8. Process for removing vehicles from service
- d. Powered industrial truck operators must be at least 18 years of age in accordance with the Fair Labor Standards Act.

- e. Operator training must be conducted by a certified trainer and the training must be in accordance with 29 CFR 1910.178(l).

**QUALITY INDICATOR**

- Q1. Center management fully implements all required occupational safety and health plans and actively promotes and maintains a safe and healthy living and working environment on center for students and staff.