

August 24, 2010

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 10-03 AND RELATED PAG CHANGES
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE  
National Director  
Office of Job Corps

SUBJECT: Policy and Requirements Handbook Chapter 5, Sections 5.14, 5.15, Exhibit 5-2, and Exhibit 5-4, and Program Assessment Guide

1. Purpose. To update Job Corps policies in the Policy and Requirements Handbook (PRH) and related parts of the Program Assessment Guide (PAG) regarding:

- 1) Regional Office review of center occupational safety health plans;
- 2) minimum training requirements for center safety officers; and
- 3) annual occupational safety and health (OSH) program reviews.

2. Background. Since 2003, annual occupational safety and health (OSH) program reviews have been conducted using the Job Corps OSH Program Review Guide. In accordance with Information Notice No. 09-100, dated June 14, 2010, the OSH program review guide is being replaced by the Program Assessment Guide (PAG), Chapter 5, Sections 5.14-5.20.

3. Explanation of PRH Changes. The following changes in PRH Chapter 5 (Management) have been made to clarify:

- PRH-required safety training requirements and timeframes;
- The section containing information about the annual OSH program review;
- Regional Office review of centers' occupational safety and health plans; and

- Questions received from the field regarding safety-related requirements listed in Exhibit 5-4.

4. Summary of PRH Changes.

- a. In accordance with 29 Code of Federal Regulations (CFR) 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, there is no regulatory requirement for third-party review of an entity's occupational safety and health plans. The requirement that Job Corps Regional Offices review and approve center occupational safety and health plans has been removed from the PRH. The removal of this requirement has also been removed from Exhibit 5-2.

PRH Chapter 5, Section 5.14, R2, Occupational Safety and Health Plan, has been revised to indicate that, "Center operators must develop, implement, and maintain a center-specific occupational safety and health plan, which must be signed by the center director. Note: Corporate plans or templates are unacceptable. Plans must be tailored to each center. Centers are no longer required to submit their plans to the Regional Office for approval. It is the responsibility of the center operator and center director to ensure that the center has developed and implemented the required occupational safety and health plan.

- b. PRH Chapter 5, Section 5.14, R4(c), Center Occupational Safety and Health Responsibilities and Duties (Regional Office), has been amended to remove the requirement for Regional Offices to approve center occupational safety and health plans. Language has been added that requires the Regional Offices to "monitor centers' quarterly environmental health reports and ensure corrective action is applied."
- c. PRH Chapter 5, Section 5.14, R4(d), Center Occupational Safety and Health Responsibilities and Duties (National Office), has been revised to delete reference to the National Office providing technical assistance to the Regional Office in reviewing center occupational safety and health plans.
- d. PRH Chapter 5, Section 5.14, R5(e), Minimum Training Requirements for Center Safety Officers, has been revised to indicate that the OSHA 600 course must be completed within 180 days of initial assignment. Asbestos Identification and Handling (competent person) (if applicable) and Lead Based Paint Identification and Handling (competent person) (if applicable) must be completed within 90 days of initial assignment. The remaining safety training that is part of the safety officer's professional development plan must be completed within 18-24 months of initial assignment.
- e. PRH Chapter 5, Section 5.15, R3, Annual OSH Program Reviews, has been revised to indicate that the Program Assessment Guide (PAG) Chapter 5, Sections 5.14-5.20 is used to conduct annual OSH program reviews.

- g. PRH Exhibit 5-2, Plan and Report Submission Requirements, has been revised to remove the “occupational safety and health plan” submission requirement, and the “excess property report.”
- h. PRH Exhibit 5-4, Required Staff Training, has been revised to ensure that all staff responsible for supervising and/or managing residential living and recreational activities are aware of the associated safety hazards. The revisions are as follows:
- (1) “Safety (1 hour)” has been changed to “Safety Awareness Training (2 hours).”
  - (2) “Environmental Health” is now required for all center staff. A list of relevant topics has been added.
  - (3) Safety staff are required to complete “Small Group Facilitation Skills.”
  - (4) “Water Safety” has been changed to “Water Safety/Recreation Safety.” It is now required for all center staff.
  - (5) “Asbestos Identification and Handling (if applicable)” has been changed to “Asbestos Identification and Handling (competent person) (if applicable).” Staff required to complete this training now include safety, maintenance, and career technical training instructors. It is required within the first 90 days and then annually.

Requirements:

- U.S. Environmental Protection Agency (EPA) Asbestos Model Accreditation Plan, 40 Code of Federal Regulations (CFR) Part 763 Appendix C to Subpart E
- Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1001 (general industry)
- OSHA 29 CFR 1926.1101 (construction standard)

- (6) “Asbestos Awareness (if applicable)” has been added as required training for all staff.

Requirements:

- Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1001 (general industry)
- OSHA 29 CFR 1926.1101 (construction standard)

- (7) “Lead Based Paint Identification and Handling (competent person) (if applicable)” has been added as required training for safety staff, maintenance, and career technical training instructors.

Requirements:

- EPA Renovation, Repair, and Painting Program, 40 CFR Part 745
- OSHA 29 CFR 1910.1025 (general industry)
- OSHA 29 CFR 1926.62 (construction)

- (8) “Lead Based Paint Awareness (if applicable)” has been added as required training for all staff.

Requirements:

- OSHA 29 CFR 1910.1025 (general industry)
- OSHA 29 CFR 1926.62 (construction)

- (9) “General Industry Standards Course” has been added as required training for safety staff in accordance with 29 CFR 1960.56(a), “Training of safety and health specialists.”

- i. PRH Exhibit 5-4, Required Staff Training, has been revised to include new training requirements for all safety staff to ensure complete understanding of PRH and OSHA compliance requirements.

- (1) “Lockout/Tagout” has been added in accordance with 29 CFR 1910.147.
- (2) “Occupational Noise/Hearing Conservation” has been added in accordance with 29 CFR 1910.95.
- (3) “Confined Space Entry (if applicable)” has been added as in accordance with 29 CFR 1910.146.

- j. All references to the “Office of Job Corps” or “OJC” have been replaced with the “National Office of Job Corps” or “NO.”

5. Explanation of PAG Changes. PAG Chapter 5 has been updated to reflect, exactly, each of the changes outlined above in PRH Chapter 5.

6. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

7. Effective Date. August 24, 2010.

8. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).

Attachments

A – PRH Cover

B – PRH Chapter 5

C – PRH Exhibit 5-2

D – PRH Exhibit 5-4

E – PAG Cover

F – PAG Chapter 5