

**Job Corps Center Safety Training for Students During
the Career Preparation Period (CPP)
Sample Resource Guide**

Enter Date

Introduction

This sample guide provides recommended topics to be used by staff to inform students of their roles and responsibilities regarding safety during the Career Preparation Period (CPP). This guide was written for Job Corps in general. In several sections you will find it necessary to provide specific details. For instance, you may see “{insert date}” or “X, Y and Z.” This guide must be tailored for the center. There is no requirement to use this resource.

SAMPLE

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I. Job Corps occupational safety and health (OSH) program overview

Safety involves eliminating or preventing hazards that may result in injury, illness, or death.

- The Job Corps occupational safety and health (OSH) program is outlined in the Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.14. The program is further detailed in PRH Chapter 5, Sections 5.15-5.20.
- The PRH is available on the Job Corps public website: http://www.jobcorps.gov/AboutJobCorps/program_admin.aspx.
- The OSH program is designed to eliminate and/or prevent hazards that may result in injury, illness, death, or damage to property and/or the environment.
- Students are a part of the center's OSH program. Students' roles and responsibilities will be detailed in the coming sections.

II. Occupational safety and health committee

- There must be at least two students, selected by their peers, on the occupational safety (OSH) committee at any given time.
- The center's OSH committee is required to:
 - Review reported accidents, injuries, and illnesses.
 - Consider the adequacy of action taken to prevent the recurrence of such accidents, injuries, or illnesses.
 - Plan, promote, and implement DOL and Job Corps occupational safety and health programs.
- Committee member duties must include, but not be limited to, the following:
 - Student committee members must participate in safety inspections at least monthly.
 - Observe and report infractions of safety rules and regulations.
 - Review accident reports to determine if corrective action is necessary or if harmful trends exist.

III. Fire safety and prevention

- The center has a fire safety and prevention plan.
- In center buildings you will find the following hardware that plays a critical role in fire safety and prevention.
 - Fire alarm systems
 - Sprinkler systems
 - Illuminated exit signs
 - Emergency lighting
 - Fire extinguishers
- There are frequent inspections to ensure this equipment remains in good working order so that it functions properly if and when fire occurs.
- It is important that you do not tamper with any of the fire safety and prevention hardware and equipment. You should report problems to the nearest staff member immediately.
- In every room in every building you will find an evacuation route map that diagrams the quickest exit route.
- Fire drills will be conducted periodically at varying times of the day and night.
- Further training on the center's fire safety and prevention plan will be provided [insert date].

IV. Emergency action plan (including extreme/severe weather, evacuations, and terrorist threats)

- The center has an emergency action plan that details procedures to handle hazards and threats including:
 - 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 other weather-related conditions.
 - Criminal activity including arson/fire, bomb threats, suspicious packages, vandalism, civil disturbance, and weapons on center.
 - Terrorist threats including radioactive, biological, or cyber attacks.

- Medical emergencies, such as pandemic influenza or food poisoning (E. coli or Salmonella) outbreaks.
- Other hazards specific to the surrounding area, such as hazardous materials spills or explosion.
- It is important to participate in all assemblies, drills, and meetings related to the emergency action plan. Know what to do, where to go, and who to ask when there is an emergency!

V. Hazard Communication, including material safety data sheets (MSDSs) and labeling

- As part of the required hazard communication plan, all chemicals present in the workplace—that is, on center—are evaluated for the potential hazards associated with their use. Chemicals can be the dishwashing detergent used in food services to the all purpose cleaner used in the dorms to the paints used in the painting or auto body trades.
- For each chemical there is a material safety data sheet, or MSDS. The MSDS is a document that contains information on the potential hazards (health, fire, reactivity, and environmental) and how to work safely with the chemical product.
- MSDSs must contain the following information:
 - Introductions and chemical identification
 - Hazardous ingredients, if any
 - Physical and chemical characteristics
 - Fire and explosion hazard data
 - Reactivity data
 - Health hazard data
 - Safe use and handling instructions
 - Control measures
 - Date of preparation of MSDS and responsible person
 - First aid measures for exposure
- MSDSs are kept in the location where the specific chemical is stored and/or used.
- All chemicals must be labeled, especially when transferred to different containers, like spray bottles.

VI. Applicable Occupational Safety and Health Administration (OSHA) standards

- OSHA is the Occupational Safety and Health Administration. Its role is to assure the safety and health of America's workers by setting and enforcing standards; providing training, outreach, and education; establishing partnerships; and encouraging continual improvement in workplace safety and health.
- Employers are responsible for providing a safe and healthy workplace for their employees.
- There are MANY OSHA standards, but not all apply to all workplace settings. A "job hazard analysis" is done for each trade and/or work task; this helps to identify the hazards associated with each work task.
- The OSHA standards that apply to your work in Job Corps will include Title 29 Code of Federal Regulations (CFR) 1910, 1926, and 1960. These standards can be found online on the OSHA website:
http://osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARD&p_toc_level=0&p_keyvalue=

VII. Safe work practices, including use of personal protective equipment (PPE)

- You will be trained on safe work practices for each job or task you perform. Safe work practices are designed to reduce hazards.
- A hazard is the potential for harm.
- A job hazard analysis, which is performed for each job or task, is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after uncontrolled hazards are identified, the center will take steps to eliminate or reduce them to an acceptable risk level.
- Establishing safe work practices as a result of a job hazard analysis will help to reduce hazards. Part of safe work practices may be a requirement to wear personal protective equipment, or PPE.
- PPE is designed to protect employees from serious workplace injuries or illnesses resulting from contact with chemical, physical, electrical, mechanical, radiological, or other hazards. Some examples of PPE you may find on center include hard hats, safety glasses, gloves, steel-toed boots, earplugs, and respirators.

VIII. Reporting unsafe or unhealthful living and training conditions

- Identification and reporting of potentially unsafe or unhealthful living and training conditions is the responsibility of all Job Corps center employees and students.
- Detecting unsafe or unhealthful conditions at the earliest possible moment will help to reduce the potential for accidents, injuries, and/or illnesses.
- All staff and students are encouraged to report unsafe or unhealthful conditions to their immediate supervisor. Students may report such conditions to any staff member, including the safety officer.
- You may report unsafe or unhealthful conditions anonymously. There is a locked drop box located in X. (However, you should have no fear of reporting such conditions. Identifying yourself will help in determining the exact location and nature of the problem.)

IX. Recreational safety, including water safety

A big part of the Job Corps experience is taking part in recreational and leisure time activities. Some of the activities offered at the center include: X, Y, and Z.

It is important to stretch and warm up before jumping into a basketball game or hitting the weight machines. You will be provided specific instruction when you go to the center's recreational facilities.

The center does/does not have a pool. All students must have water safety training and demonstrate swimming proficiency before swimming or taking part in water-related activities.

First and foremost, be a **TEAM PLAYER!** Horseplay and poor sportsmanship will not be tolerated.

X. Reporting accidents, injuries, and illnesses; OSHA 300 Log and OSHA 300A

- It is important to report all accidents, injuries, and illnesses as soon as you are aware of them in order to provide prompt treatment for injuries and illnesses, and to investigate accidents in a timely fashion.
- Report accidents, injuries, and illnesses to the most immediate staff member.

- The center uses the following forms to document accidents, and injuries/illnesses:
 - Form X
 - Form Y
- These forms should be available in the following locations:
 - X
 - Y
 - Z
- The OSHA 300 Log is the log of work-related injuries and illnesses. When a student or staff member suffers a work-related injury or illness, it is documented on the OSHA 300 Log. All Job Corps centers maintain the OSHA 300 Log in the Safety and Health Information Management System (SHIMS). As a student at the center, you are entitled to view this log. If you wish to do so, ask the safety officer.
- The OSHA 300A is the summary of work-related injuries and illnesses. This document must be posted on center in a common area where all staff, students, and visitors can see it, and it must be posted every year from February 1 through April 30.

XI. Work-based learning site safety requirements for reporting, including reporting unsafe and unhealthful conditions, and accidents and injuries

- After completing some or all of the training related to your chosen trade, you may take part in work-based learning. Many work-based learning sites (WBL) are off center at private businesses.
- You should know that the center is responsible for ensuring that students are placed in WBL sites that have safe and healthful working conditions. 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.
- If you are injured on a WBL site, you should immediately report it to your supervisor at the WBL site. This person will inform the necessary individuals at the center.
- You should receive safety training related to the WBL site and the specific tasks you will be performing. Notify your Job Corps WBL coordinator and/or

safety officer if you do not receive site-specific safety training within 24 hours of reporting to the WBL site.

- If you observe unsafe or unhealthful working conditions, report the situation to your WBL site supervisor or safety officer. Notify your Job Corps safety officer or WBL coordinator if the WBL site fails to take action to correct the problem.
- Your right to refuse to perform a task is protected under the OSH Act if **ALL** of the following conditions exist:
 1. Where possible, you have asked the employer to eliminate the danger, and the employer failed to do so; **and**
 2. You refused to work in “good faith.” This means that you must genuinely believe that an imminent danger exists. Your refusal cannot be a disguised attempt to harass your employer or disrupt business; **and**
 3. A reasonable person would agree that there is a real danger of death or serious injury; **and**
 4. There isn't enough time, due to the urgency of the hazard, to get it corrected through regular enforcement channels, such as requesting an OSHA inspection.
- Young worker rights under the OSH Act are available at http://www.osha.gov/SLTC/teenworkers/youngworkers_rights.html.

XII. Preventing the spread of flu and other illnesses; personal hygiene

- Most of us have suffered from a cold or the flu at some point in our lives. Coughing, sneezing, sinus congestion, body aches, etc. make accomplishing daily tasks difficult. Sometimes we may become so sick that we need to see a doctor, or have to spend time in the hospital.
- In 2009-2010, H1N1 flu spread worldwide causing the first flu pandemic in more than 40 years. H1N1 flu is believed to be much like seasonal flu in that it is spread person-to-person through coughing, sneezing, or talking by people with influenza.
- The Centers for Disease Control and Prevention recommend the following everyday steps you can follow to protect your health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.) Keep away from others as much as possible to keep from making others sick.

XIII. Safety recognition program

- The center has a safety recognition program that acknowledges and rewards students and staff who contribute to the center's occupational safety and health program above and beyond what is normally expected.
- Some examples of ways to be recognized in the safety recognition program include thinking of new ways to enhance safety on center, identifying new hazards, helping fellow students and/or staff during emergencies, etc.
- The types of awards and recognition that may be given as part of the program include: X, Y, and Z.
- This program is designed to make all Job Corps center students and staff feel more a part of the occupational safety and health program—it is designed to keep YOU injury-free and healthy!

Checklist of Safety Training Provided to Students During
Career Preparation Period (CPP)

Student's Name: _____

Student's ID Number: _____

Completion date: _____

I received training on the following topics during the Career Preparation Period (CPP):

Check -off	Training Topic	Student's Initials	Date Completed
	Occupational safety and health committee		
	Fire safety and prevention		
	Emergency action plan (including extreme/severe weather, evacuations, and terrorist threats)		
	Hazard communication, including material safety data sheets (MSDSs) and labeling		
	Applicable Occupational Safety and Health Administration (OSHA) standards (varies by work or training environment)		
	Safe work practices, including use of personal protective equipment (PPE)		
	Reporting unsafe or unhealthful living and training conditions		
	Recreational safety, including water safety		
	Reporting accidents, injuries, and illnesses (emphasize timely reporting); OSHA 300 Log and OSHA 300A		
	Work-based learning site safety, including reporting unsafe and unhealthy conditions, and accident and injury reporting requirements		
	Preventing the spread of flu and other illnesses; personal hygiene		