

January 27, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-12 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: PRH Chapter 3, Section 3.8, Work-Based Learning Standards; and Adding Exhibit 3-4.

1. Purpose. To update the Job Corps Policy and Requirements Handbook (PRH), and related parts of the Program Assessment Guide (PAG) regarding Work-Based Learning (WBL) program agreements.

2. Background. Recently, several Job Corps centers rated poorly on the Regional Office Center Assessment (ROCA) for failing to prepare WBL program agreements in accordance with the Job Corps PRH. The reviewers found WBL agreements that were either unsigned, outdated, or lacked the basic Occupational Safety and Health (OSH) program requirements described in PRH Chapter 5, Section 5.15, R5 (“Monitoring Work-Based Learning Sites”).

The Office of Job Corps, with assistance from the Occupational Safety and Health Administration (OSHA) Office of Federal Agency Programs (FAP), has revised the Job Corps WBL agreement template.

The revised sample agreement defines the safety and health-related responsibilities of both parties, including Job Corps’ requirement to conduct accident investigations in accordance with 29 CFR 1960.29. The template also stipulates that in the event of a student fatality or serious injury, the worksite shall allow OSHA immediate access to the site to conduct an investigation, in accordance with OSHA Act 1970, Section 8, Inspections, Investigations, and Recordkeeping.

3. Explanation of PRH Changes. PRH Chapter 3 Section 3.8, Work-Based Learning Agreements, has been revised as follows:

- a. Section 3.8.R3.a.1 has been changed to require all Job Corps centers to use the WBL agreement template referenced in Exhibit 3-4. Items 2 through 7 have been renumbered.
- b. Section 3.8.R3.a.2 has been changed to include a reference to Chapter 5, Section 5.15, R5.
- c. Section 3.8.R5.a.6 has been changed to indicate that students are considered federal employees as established by their pay, and are covered under the Federal Employee's Compensation Act (FECA).
- d. Section 3.8.R5.c.1 has been changed to require center safety officers to conduct a job hazard analysis to identify potential safety environmental hazards, and to abate or remediate the hazard(s) prior to the start of a project.
- e. Section 3.8 R5.c.2 has been changed to require students to receive training in safe work practices relevant to the tasks they will be performing before working on the project.
- f. Section 3.8 R5 c3. has been changed to require centers to provide students and staff with all appropriate Personal Protective Equipment (PPE) and clothing.
- g. Section 3.8 R6.d has been changed to require centers to visually inspect WBL sites weekly to ensure students are placed in safe and healthful working environments in accordance with Chapter 5, Section 5.15.R5.
- h. Exhibit 3-4 has been added to provide centers with a template that shall be used to develop employer WBL agreements.

5. Explanation of PAG Changes. PAG Chapter 3 Section 3.8 has been updated to reflect exactly, each of the changes outlined above in PRH Chapter 3, Section 3.8.

6. Action. Centers will develop WBL employer agreements using the template referenced in PRH Chapter 3, Exhibit 3-4. Job Corps centers shall review the changes to the PRH Chapter 3, Section 3.8, and make necessary to adjustments to center policy regarding WBL training environments and employer agreements.

For more information about a potential WBL sites safety program performance, visit the OSHA Data/Statistics web site at <http://www.osha.gov/oshstats/index.html>. Select 'establishment search' under the subheading 'Inspection Data'.

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

7. Effective Date. January 27, 2012.

8. Expiration Date. Until superseded.

9. Inquiries. Inquiries should be directed to Alejandro Perez at 202-693-2825 or perez.alejandro@dol.gov, or Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.

Attachments

A – PRH Chapter 3, Section 3.8

B – PAG Chapter 3, Section 3.8

C – PRH/PAG Chapter 3, Exhibit 3-4