

August 8, 2001

| | |
|-------------------|---|
| DIRECTIVE: | JOB CORPS PROGRAM INSTRUCTION NO. 01- 04 |
|-------------------|---|

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Department of Labor's Injury/Illness Reduction Initiative

1. Purpose. To enhance Job Corps efforts in meeting the goals of reducing injury rates by 3%, and increasing the timeliness of filing injury claims by 5% as part of the Injury/Illness Reduction Initiative for the Department of Labor (DOL).

2. Background. Last year, DOL employees filed 372 lost-time accident, injury, and illness claims at a rate of 2.43 per 100 employees. Job Corps students filed an additional 160 lost-time claims. In FY 2000, the Department of Labor's workers' compensation costs totaled approximately \$21 million, with over \$4 million for Job Corps student injuries. In FY 2000, the DOL target for timeliness of filing injury claims was 60% of timely claims processed, but *Job Corps was at a rate far below this target--40.2% timely claims processed.* In FY 2001, the DOL target for timeliness is to file 65% of injury claims on time. Job Corps' timeliness rate through March 30, 2001, is 36.4% and remains well below the goal. Program Instruction 00-21 dated April 10, 2001, Attachment 1, details procedures for handling Job Corps student injuries (from injury classification to claims processing).

In 1999, the Department developed a 5-year Injury/Illness Reduction Initiative. The initiative has the following three goals:

- Goal 1 - Annually reduce the injury/illness rate by 3% per 100 employees/students
- Goal 2 - Annually increase the timeliness of filing claims by 5%
- Goal 3 - Annually reduce rate of employee lost production days by 2%

3. Action. Job Corps will focus on the first two goals of reducing student injuries by 3% per year and increasing the timeliness of filing injury claims by 5%. Success in meeting the first two goals will reduce Job Corps Workers' Compensation costs over the next 5 years. Following are strategies centers can use to accomplish these goals.

Goal 1: Annually reduce the injury/illness rate by 3% per 100 employees/students

Centers can reduce the injury rate by demonstrating accountability for their results through management and staff/student support, hazard recognition and abatement, accident review boards, and staff/student training and education.

Management—Job Corps management will support this initiative by (1) emphasizing safety and health as a management responsibility; (2) assigning clear roles and responsibilities for safety and health for center managers, staff and students; (3) communicating accurate and uniform information on OWCP policies and procedures; (4) establishing and implementing ongoing safety and health education, training and promotion activities; and (5) conveying a top-priority attitude toward safety and health. In addition to safety and health training, Job Corps safety and health awareness should be enhanced through the use of such resources as videos, continuous focus groups, incentive programs, posters, a safety and health newsletter, and open lines of communication at all levels.

Staff/Student Involvement—Job Corps staff and students need to know and understand that they are responsible for maintaining safe and healthful environments, including following safe work practices, rules, and policies. Centers, through the Center Safety and Health Committees, can implement incentive programs to increase staff and student active awareness, involvement, and interest in safety and health. Such programs might include safety promotion contests, clothing pins or patches, recreational coupons for students, etc. In addition, an annual center safety awards program can recognize areas on center with outstanding compliance in/contributions to safety and health.

Hazard Recognition/Abatement—In Job Corps, the most frequent injury types are slips, trips, and falls, or being struck by or struck against something. Most of these injuries occur in dormitories, recreation, and on center grounds between the hours of 8:00 am to 6:00 pm. Hazard recognition/abatement by the center staff communicates a message to other center staff and students that awareness of hazards and precautions to avoid injury are important to Job Corps and critical to improving the safety and health program.

Accident Review Boards—Each center should appoint an accident review board to evaluate the hazards and actions that contributed to the incident, identify strategies to avoid a recurrence, and to ensure that injury claims are processed and filed appropriately within required time frames.

Training and Education—Appropriate staff should be trained on proper safety and health procedures for hazard identification and abatement, claims filing and reporting, follow-up, and evaluation of cases. Such staff might include the center safety officer, center director, health

and wellness manager, residential living manager, vocations chief/manager, food services manager, and maintenance/facilities manager.

Goal 2: Annually increase the timeliness of filing claims by 5%

Job Corps centers can improve performance and meet this key goal simply by ensuring that all injury/illness claims are filed within 10 business days or 14 calendar days from the date the form was received from the student. Diligence in following these procedures will assure success in achieving this goal:

- All claims are filed within 10 business days/14 calendar days from the date the form was received from the student
- Proper coding of “type of injury” and “source of injury”
- Resisting the use of “insufficient data” codes

Renewed attention by center staff to filing claims in a timely manner is essential for the Department of Labor to meet the FY 2001 goal of filing 65% of injury claims within 10 work days.

The Department of Labor is developing an automated system for filing workers’ compensation claims to assist the Department of Labor and Job Corps in achieving the goal of filing all injury claims within 10 business days from receipt of the claim from the student. The automated system is currently being tested and is expected to be in place by October 2001.

Center efforts to achieve these two goals are likely to result, over a period of time, in reduced workers’ compensation costs for Job Corps and the Department of Labor.

4. Expiration Date. Until superseded.

5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116; email: BGrove@doleta.gov.

Attachment

Attachment 1

April 10, 2001

| | |
|-------------------|--|
| DIRECTIVE: | JOB CORPS PROGRAM INSTRUCTION NO. 00-21 |
|-------------------|--|

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Job Corps Student Injury Definitions and Filing Procedures

1. Purpose. To provide guidance for classifying "first-aid" injuries and to outline procedures for handling Job Corps student injuries, from a record keeping and injury claims processing perspective.
2. Background. Injuries to Job Corps students that do not result in a student's separation from the program are not filed with the Office of Workers' Compensation Programs (OWCP). Consequently, OASAM, in consultation with Job Corps, has developed the attached injury classification and claims processing procedures for Job Corps centers to follow. All student accidents, injuries, and illnesses should be recorded in the OSHA 2014 log, but are not to be filed with OWCP. They are required to be submitted to OASAM to track injury trends in the Safety and Health Information Management System (SHIMS).
3. Action. Job Corps centers should begin to use the injury classifications and claim processing procedures outlined in the attached document effective immediately.
4. Expiration Date. Until superseded.
5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116 or Paul Milam at (202) 693-3119.

Attachment

Attachment

DEFINITIONS OF AND PROCEDURES FOR HANDLING JOB CORPS STUDENT INJURIES

Job Corps Injuries Designated “First Aid”

Definition: 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. A list of treatments, designated first aid, follows:

First aid treatment: The following procedures are generally considered first aid treatment (e.g., one time treatment and subsequent observation of minor injuries).

- Application of ANTISEPTICS during first visit to medical personnel
- Treatment of FIRST DEGREE BURN(s)
- Application of BANDAGE(s) during any visit to medical personnel
- Use of ELASTIC BANDAGE(s) during first visit to medical personnel
- Removal of FOREIGN BODIES NOT EMBEDDED IN THE EYE if only irrigation is required
- Removal of FOREIGN BODIES FROM WOUND; if procedure is UNCOMPLICATED, and is, for example, by tweezers or other simple technique
- Use of NONPRESCRIPTION MEDICATIONS and ADMINISTRATION OF SINGLE DOSE OF PRESCRIPTION MEDICATION on first visit for minor injury or discomfort
- SOAKING THERAPY on initial visit to medical personnel or removal of bandages by SOAKING
- Application of hot or cold COMPRESS(es) during first visit to medical personnel
- Application of OINTMENTS to abrasions to prevent drying or cracking
- Application of HEAT THERAPY during first visit to medical personnel
- NEGATIVE X-RAY DIAGNOSIS
- OBSERVATION of injury during visit to medical personnel

The following procedure, by itself, is not considered medical treatment:

- Administration of TETANUS SHOT(s) or BOOSTER(s). However, these shots are often given in conjunction with more serious injuries; consequently, injuries requiring these shots may be recordable for other reasons.

Processing Procedure:

The injury will be recorded on the OSHA 2014 log and recorded on a CA-1 or CA-2 form, which will then be completed by the center medical staff and filed in the student medical record on center. The pink copy will be **annotated by hand** in the upper right hand corner as FIRST AID and sent to the OASAM Regional Safety and Health Manager to be recorded into SHIMS as a first aid injury.

More Serious Injuries Not Resulting in Student's Separation-Includes Lost Time Injury

Definition: This category includes injuries that result in medical treatment beyond first aid and any medical issue that is serious enough to require lost time. An example of this type of injury would be one where first aid treatment will not resolve the problem and further medical treatment is necessary. This category would include those injuries serious enough to need a specialized referral. Some examples of this category of injury are:

- Fractures
- Head injuries with loss of consciousness (lost time or no lost time)
- Positive x-ray diagnosis
- Lacerations with nerve or tendon damage
- Injuries needing sutures/Steri Strips/adhesive butterfly
- Foreign body embedded in the eye
- Jaw fractures/dental damage
- Treatment of infection
- Treatment of 2nd or 3rd degree burns
- Food poisoning
- Dislocated shoulder
- Any injury that results in a Medical Separation with Reinstatement (MSWR) (See Chapter 4, 4.4, R4 and 5 for information on MSWRs).

Processing Procedure:

The injury must be recorded on the OSHA Log and on a CA-1 or CA-2 form, which will then be completed by the center medical staff and filed in the student medical record on center. The pink copy will be sent to the OASAM Regional Safety and Health Manager to be recorded into SHIMS.

Injuries Resulting in Separation from Job Corps

Definition: This category includes injuries resulting in the student's death or serious injuries that result in the student's separation from Job Corps.

Processing Procedure:

Injuries/illnesses in this category must be reported on the OSHA Log and on a CA-1 or CA-2 form, which will then be completed by the medical staff on center and forwarded to OWCP. The pink copy will be sent to the OASAM Regional Safety and Health Manager for entry into SHIMS. In the case of death of a student, the center contact at OWCP must be notified immediately. A CA-6 is completed and forwarded to OWCP within 10 days. The OASAM Regional Safety and Health Manager must be notified within 6 hours of the event by fax or e-mail.