

January 28, 2003

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 02-12</b>
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**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  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

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

**SUBJECT:** Computer-Based OSHA Training for Safety Officers

1. Purpose. To provide information about the availability of a computer-based training package that fulfills the Office of Occupational Safety and Health Administration (OSHA) introductory course requirement for safety officers established in the Job Corps Policy and Requirements Handbook (PRH).
2. Background. Per federal regulations covering the Job Corps program, staff appointed as collateral duty safety and health personnel must complete training commensurate with the scope of their assigned responsibilities. Accordingly, Job Corps safety officers must complete the training courses outlined in PRH Exhibit 5-4 (or courses equivalent to those listed), including an introductory occupational safety and health course. Due to limited seating capacity at training institutes and/or travel constraints, some safety officers have found it difficult to complete this course at a designated training location. Therefore, the national office and the Office of the Assistant Secretary for Administration and Management (OASAM), Office of Safety and Health have approved alternative training options that will enable all safety officers to fulfill the introductory training course requirement in a timely fashion.
3. Introductory Training Course Requirement. According to a recent agreement between the national office and OASAM's Office of Safety and Health, the introductory occupational safety and health course requirement for safety officers may be fulfilled by completing either the Occupational Safety and Health Course for Other Federal Agencies (OSHA Course #601) or the Collateral Duty Course for Other Federal Agencies (OSHA Course #600), within 6 months of appointment.

4. Introductory Training Course Options. In order to fulfill the PRH's introductory occupational safety and health course requirement, safety officers may complete:

- a. OSHA Course #601 (at a designated training location);
- b. OSHA Course #600 (at a designated training location); or,
- c. OSHA Course #600 (via computer-based training).

5. OSHA Course #600 Computer-Based Training. During the week of February 10, 2003, one OSHA Course #600 CD-ROM training package developed by the Environmental Protection Agency will be delivered to each Job Corps center. The CD-ROM training package offers the following features:

- a. Tutorial session that should be viewed by the user before beginning the training modules
- b. 25 hours of (audio-optional) training modules on 16 safety and health topics
- c. Scored tests that the user must pass in order to receive course credit
- d. Personalized training record that allows the user to track progress toward course completion
- e. Personalized certificate of course completion that should be printed out and kept on file for presentation during OASAM safety reviews
- f. Links to federal safety and health regulations, OSHA fact sheets, a glossary, and a searchable user manual
- g. Comprehensive "Help" function

Use of the computer-based training package requires:

- a. Personal computer with a CD-ROM drive
- b. Formatted floppy disk to save and update the user's training record each time the user completes and passes a module
- c. User account (established via the CD-ROM) stating the user's name as the user would like it to appear on a course completion certificate
- d. Computer speakers (optional but recommended)

6. Action. Recipients of this Program Instruction should distribute it to safety officers and other staff, as appropriate. Safety officers who have not yet completed OSHA Course #601 or

OSHA Course #600 should complete either course, at a designated training location, or via the computer-based training package, as soon as possible.

7. Expiration Date. Until superseded.

8. Inquiries. Direct any inquiries to Jennie Pittman, at 202-693-3104, or e-mail to [Pittman.Jennie@dol.gov](mailto:Pittman.Jennie@dol.gov).