

February 4, 2005

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 04-14

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

FROM: GRACE A. KILBANE
 National Director
 Office of Job Corps

SUBJECT: Updates to the Annual Safety and Health Review Protocol

1. Purpose. To inform the Job Corps community of the changes affecting the Job Corps safety and health program.
2. Background. There have been significant changes to the Job Corps safety and health program based on the Safety, Health and Return-to-Employment Initiative (SHARE) goal and the Department of Labor's (DOL) timeliness requirement. The following changes were implemented to the Job Corps Safety and Health program.

- a. The Safety and Health Information Management System (SHIMS) has been enhanced to enable DOL to comply with the new Occupational Safety and Health Administration (OSHA) injury/illness record keeping requirements for all federal agencies, which took effect January 1, 2005.

The OSHA 2014 has been replaced with the OSHA 300 Log. Safety officers and wellness managers will continue to submit electronic claims to the Office of Workers' Compensation Programs (OWCP) in SHIMS, but also will be able to easily enter injury and illness information required under the new OSHA injury/illness recordkeeping standard. The log is automatically generated within SHIMS during the filing of first aid, and Compensation Act – 1 and 2 (CA-1 and CA-2) claims. SHIMS allows printing of the OSHA 300 Log to meet posting requirements.

The National Office of Job Corps and the Office of the Assistant Secretary for Administration and Management (OASAM) have agreed to cooperatively work together to provide technical SHIMS/OSHA 300 Log training beginning in February 2005. The training is to be presented at the Job Corps Data Center (JCDC) in Austin, Texas. Additional information will follow detailing changes to the SHIMS/OSHA 300 Log, along with a user's guide with helpful hints and frequently asked questions to assist Job Corps center staff until the training is set up.

To obtain a SHIMS username and password contact Marsha Fitzhugh at (202) 693-3099, or at fitzhugh.marsha@dol.gov.

- b. The Link Technologies Safety and Health contract administration has been transferred to the National Office of Job Corps, effective December 1, 2004, with Marsha Fitzhugh appointed as the Contracting Officer's Technical Representative (COTR). During (FY) 2004, Link was contracted through OASAM to conduct on-site yearly reviews and related services for 71 specific Job Corps centers in the Boston, Philadelphia, and Dallas regions. In FY 2005, Link managers will continue to conduct specific safety and health reviews in accordance with their current contract with the National Office of Job Corps.

The OASAM Regional Safety and Health Managers will continue to conduct safety and health reviews at the remaining Job Corps centers. Job Corps centers reviewed by Link managers during FY 2004 will continue to be reviewed by that contractor. Link will contact Job Corps centers directly to coordinate the FY 2005 Safety and Health review date. Regional Offices and Job Corps centers affected by the Link contract will communicate directly with the National Office staff with questions and concerns about center safety programs and annual reviews.

- c. Based on the SHARE Initiative and DOL's timeliness requirement as a measurable outcome of SHIMS, DOL's timeliness goal for FY 2005 is currently 92.4%. It is the National Office's priority that all Job Corps centers maintain this goal. Currently for the first quarter of FY 2005 (October 1–December 30, 2004) the Job Corps timeliness rating is 85.71%.

3. Action. In response to this critical objective, the National Office is implementing the following revisions to the Safety and Health Review Guide to include DOL's timeliness goal.

- a. The Safety Program Review Guide has been updated to include the SHIMS requirement for timeliness. The reviewer will research SHIMS to identify the Job Corps center's overall timeliness.

The reviewer will then match the on-site files/logs with the electronic system to guarantee quality control of the system under a total quality management process.

If the reviewer identifies *any claims filed late* in SHIMS, or claims that are on the logs but have not been entered into the system, a ***“Stop”*** will be enacted in the scoring of the center’s program, and a failing score will be recorded in the Administration and Management section of the review.

- b. The updated Safety Program Review Guide will also mandate that Job Corps centers may no longer file paper claims. This will also be subsequently checked by the reviewer during the center’s annual safety review and will constitute a ***“Stop”*** in the scoring of their program, and a failing score will be recorded in the Administration and Management section of the review.
- c. The Abatement Tracking System (ATS) is being upgraded to include the revisions to the Safety Program Review Guide. Prior to updating the system, there will be a test run conducted by the National Office staff. Job Corps centers interested in participating in the test run should contact Marsha Fitzhugh.

Job Corps centers should institute these changes immediately. Center Directors are to ensure that this Notice is distributed to Job Corps center safety, health, and wellness managers and other staff as appropriate.

- 4. Effective Date. (INSERT DATE)
- 5. Expiration Date. Until superseded.
- 6. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099, or emailed to fitzhugh.marsha@dol.gov.