

May 9, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 07-35
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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

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Job Corps Annual Safety and Health Reviews and Submission of Center Safety Plans

1. Purpose. To inform the Job Corps community that (1) the Department of Labor has hired a new contractor to perform Job Corps' annual safety and health reviews, and (2) submission of center safety plans or subsequent revisions to Regional Offices must now be done electronically.

The new contractor, Mabbett & Associates, Inc., began conducting center safety and health reviews on May 1, 2008.

2. Background. Each year, a National Office of Job Corps contractor conducts safety and health reviews of Job Corps centers to ensure that all center operators implement the safety and health program outlined in the Policy and Requirements Handbook (PRH). The review is conducted using the Safety Program Review Guide, which is designed to measure the overall effectiveness of a center's safety program. Mabbett & Associates, Inc.'s responsibilities are limited to annual center reviews and pre-occupancy inspections.

3. Action. All Regional Office staff, center operators, Center Directors, safety officers, and health and wellness managers are advised of the following:

- a. During this contract period (May 1, 2008 – April 30, 2009), Mabbett & Associates, Inc. will perform 90 center safety and health reviews and associated pre-occupancy inspections. Centers that received a score of 7.7 or higher on the

fiscal year (FY) 2007 review may be exempt from review during this contract period only. The National Office of Job Corps will determine which centers are exempt; exempt centers will be notified. Centers that were exempt from review in FY 2007 will be reviewed during this contract period.

- b. Pre-occupancy inspections of new and renovated facilities will be coordinated through the Regional Office and approved by the National Office of Job Corps in accordance with PRH Appendix 505 V.D.
- c. Mabbett & Associates, Inc. will contact centers directly to schedule reviews. Rescheduling of reviews will also be coordinated with Mabbett & Associates, Inc. The National Office of Job Corps will provide Regional Offices with the review schedule.
- d. In preparation for the review, centers should ensure that all deficiencies identified in the last review have been addressed. All Abatement Tracking System (ATS) cases issued in prior years must be closed before review unless the center requires funding for specific deficiencies. Prior to the onsite review, Mabbett & Associates, Inc. will request centers to submit safety and occupational health plans and other documentation required for the review.
- e. All occupational safety and health (OSH) deficiencies identified during the review will be uploaded to ATS within 30-60 days of the report date. A courtesy e-mail will be sent to Regional Office project managers when deficiencies have been uploaded to ATS. Project managers will then forward ATS cases to centers via ATS. Centers cannot view and/or respond to the deficiencies until the project manager forwards the case to the center.
- f. Analysis of center safety program reviews has revealed that centers often lose key components of the safety program when staff turnover occurs in the safety officer position. Furthermore, program continuity established under a particular safety officer is compromised when that person leaves the position.

Therefore, all safety and health plans must be maintained electronically in the Regional Office and at the center. Beginning May 1, 2008, all safety and health plans (or revisions) must be submitted to the Regional Office in electronic format only. The Regional Office will e-mail all plans to Marsha Fitzhugh in the National Office (fitzhugh.marsha@dol.gov). Paper plans received from the center will be rejected.

- g. It is the responsibility of the Center Director to ensure that centers maintain both electronic and paper files of all safety and occupational health plans.
- h. In accordance with PRH 5.14, R2, a center safety and occupational health plan approved in FY 2007 should not be resubmitted unless it has been subsequently revised.

- i. The Safety Program Review Guide, which is used for the review, has been updated for this fiscal year; this guide replaces all previous versions of the guide. The guide is available on the Job Corps Community Web Site.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. All inquiries, questions, concerns should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.