

December 3, 2009

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 09-28
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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: LYNN A. INTREPIDI
 Interim National Director
 Office of Job Corps

SUBJECT: Job Corps Center Occupational Safety and Health Committees

1. Purpose. To remind the Job Corps community of the requirement to establish and maintain center occupational safety and health (OSH) committees.

2. Background. In accordance with 29 Code of Federal Regulations 1960 (29 CFR 1960), Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, all federal agencies are required to implement a safety and occupational health program that includes establishing agency and establishment level safety committees (Subpart F). Additionally, the U.S. Department of Labor Manual Series (DLMS) 4, Chapter 800, DOL Safety and Occupational Health Program, paragraph 830 requires DOL agencies, including Job Corps, to establish safety committees. Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.14, R2.g establishes the requirements for center safety and occupational health committees, including:
 - a. roles and responsibilities;
 - b. committee membership;
 - c. meeting intervals; and
 - d. documenting and maintaining meeting minutes.

Recently, several Job Corps centers have been rated poorly during the annual OSH program review and cited in U.S. Department of Labor Office of Inspector General (OIG) audits for failure to document safety committee meeting minutes and agendas. PRH Chapter 5, Section 5.14, R2.g.5 requires centers to maintain meeting minutes and agendas for 3 years and to make them available upon request.

3. Action. Job Corps centers shall review and implement the safety committee requirements outlined in PRH Chapter 5, Section 5.14, R2.g. **Center safety committees must meet monthly or as needed in accordance with the PRH.** Meeting minutes and agendas must be maintained for 3 years and easily accessible during the annual OSH program review and OIG audit. Meeting minutes should include:

- a. a list of attendees;
- b. an agenda of items discussed; and
- c. action items.

Copies of the meeting minutes should be posted prominently in staff and student gathering areas or made available upon request.

For more information about safety committees, see the attached *Best Practices Guide for Safety Committees*, developed by the Maine Municipal Association Risk Management Services, Loss Control department. An electronic copy of the guide is available at <http://www.memun.org/RMS/LC/bestprac/SafetyCommittees.pdf>

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

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov, Kelley Clark at (202) 693-3089 or clark.kelley@dol.gov, or Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.

Attachment

Best Practices Guide for Safety Committees