

July 1, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-02
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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: EDNA PRIMROSE  
National Director  
Office of Job Corps

SUBJECT: Mandatory Safety Awards and Recognition Program Survey: Universal Safety Day

1. Purpose. To survey Job Corps centers' participation in the June 2, 2010, Inaugural Universal Safety Day.
2. Background. Job Corps centers are required to develop an Occupational Safety and Health (OSH) promotion and awards program in accordance with U.S. Department of Labor Manual Series 4, Chapter 800, paragraph 823, and Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.14, R3(f).

Information Notices 09-49, entitled, "Job Corps' Inaugural Universal Safety Day," and notice 09-72, entitled, "Universal Safety Day Contests," were distributed to the Job Corps community on January 4, 2010 and March 4, 2010 respectively. Notice 09-49 encouraged centers to plan and conduct activities to celebrate Universal Safety Day. Notice 09-72 announced the National Office's poster, essay and slogan contests in observance of Universal Safety Day.

Many Job Corps centers across the nation participated in both the Universal Safety Day as well poster, essay and slogan contests. The National Office is seeking Job Corps centers' experiences, success stories, challenges and best practices regarding the preparation and implementation of this inaugural event. Your input will help the National Office and other Job Corps centers prepare for other center safety recognition programs.

3. Action. Centers must:
  - a. Complete and submit the results of their Universal Safety Day activities using the online survey form no later than July 23, 2010. The survey may be found at: <http://www.zoomerang.com/Survey/WEB22AT8GBEZ5X>

- b. Establish and maintain a safety awards and recognition program. Safety awards and recognition program documents must remain on file for three years, be readily accessible during the annual OSH program review, and the Department of Labor-Office of Inspector General program audits.

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

4. Expiration Date. July 23, 2010.

5. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096 or [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov) or Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).