

October 22, 2010

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 10-18</b>
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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:**                EDNA PRIMROSE  
                         National Director  
                         Office of Job Corps

**SUBJECT:**            Request for Safety and Health Information Management System Record  
                         Keepers' Contact Information

1.     Purpose. To ensure that Job Corps centers maintain consistent record keeping of student and staff injuries in the Safety and Health Information Management System (SHIMS) in order to meet the goals outlined in the President's Protecting Our Workers and Ensuring Reemployment (POWER) initiative, the National Office of Job Corps is requesting that all Job Corps centers provide contact information for their designated SHIMS record keepers.

2.     Background. SHIMS is the Department's Web-based e-filing system that allows for effective management of injury/illness claims by DOL employees, including Job Corps students, and OSHA record keeping for Job Corps students and staff. Each Job Corps center is responsible for designating a primary and secondary injury record keeper for student injuries, and a human resources record keeper for staff/contractor injuries. Security mandates restrict SHIMS access to the individuals identified as the primary record keeper, secondary record keeper, and point of contact for staff/contractors. The Department of Labor prohibits anyone other than those identified by the center to access the system in any capacity.

3.     Action. All Regional Office staff, center operators, center directors, student injury record keepers, and human resource managers are advised of the following:

- a.     All Job Corps center directors must complete the attached SHIMS Record Keeper Designation Form and e-mail it to [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov) by October 29, 2010. Indicate record keepers who currently do not have SHIMS access (e.g., highlight). This form is needed to remove SHIMS access for individuals no longer designated record keepers, assign access to new record keepers, and update National Office contact lists.

- b. The National Office recommends that centers designate the health and wellness manager as the primary student injury record keeper, and either trusted wellness staff or the safety officer as secondary student injury record keeper. It is recommended that the human resources manager be designated SHIMS record keeper for Job Corps staff injuries. Record keepers are responsible for all cases filed in SHIMS.
- c. All record keepers must understand that the filing procedure has not changed. All accidents and injuries must be entered in SHIMS within 7 calendar days of supervisor notification.
- d. Prior to forwarding a student injury claim to the Office of Workers' Compensation Programs (OWCP) via SHIMS, the record keeper must get National Office approval. Refer to Job Corps Information Notice No. 10-10, dated July 28, 2010, Announcing Presidential Initiative—Protecting Our Workers and Ensuring Reemployment, for more information.
- e. Injuries sustained by students at home on leave must not be entered in SHIMS.

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Dennis Johnson at (202) 693-2876 or [johnson.dennis@dol.gov](mailto:johnson.dennis@dol.gov).

Attachment

Safety and Health Information Management System (SHIMS) Record Keeper Designation Form