

June 15, 2011

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-47
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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 ONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Mandatory Universal Safety Week Online Survey

1. Purpose. To survey Job Corps centers' participation in the 2011 Universal Safety Week.
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).

In an effort to promote this concept, Information Notice 10-68, entitled, "Job Corps' Universal Safety Week 2011" was distributed to the Job Corps community March 15, 2011. In recognition of the National Safety Council's designation of June as National Safety Month, Job Corps Centers recognized June 5 through June 11, 2011 as Universal Safety Week. Centers were encouraged to sponsor and promote safety-related programs on centers and in the community, conduct safety training and recognize students and staff who made safety contributions. Leading up to Universal Safety Week, students created posters, slogans, essays and videos as part of a national contest.

Last year more than 100 Job Corps centers participated in the Universal Safety Day, and the 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 year's Universal Safety Week events. Your input will help the National Office and other Job Corps centers prepare for other center safety recognition programs.

3. Action. All Job Corps centers, regardless of their level of participation in Universal Safety Week are required to:
 - a. Complete and submit the results of Universal Safety Week activities using the online survey form, no later than July 8, 2011. The survey may be found at: <http://www.zoomerang.com/Survey/WEB22CGRDB4U34/>.

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

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

4. Expiration Date. July 8, 2011.
5. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov , or Dennis Johnson at (202) 693-2876 or johnson.dennis@dol.gov.