

June 13, 2012

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 11-35
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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
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 2012 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 11-56 entitled, "Job Corps' Universal Safety Week June 2012" was distributed to the Job Corps community March 8, 2012. This notice announced that as a part of the National Safety Council's designation of June as National Safety Month, Job Corps will observe Universal Safety Week from June 10 – 16, 2012.

This year's theme, "Defy Distraction ... Stay Alert and Don't Get Hurt," is the same as the U.S. Department of Labor's (DOL) 2012 Safety Day theme. Centers were encouraged to sponsor and promote safety-related programs on centers and in the communities, conduct safety training, and recognize students and staff who have made significant safety contributions, as well as participate in the Job Corps' poster, essay, and video contests.

Last year, more than 100 Job Corps centers across the nation participated in the Universal Safety Day and the poster, essay and slogan contests. The Office of Job Corps 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 Office of Job Corps and other centers prepare for safety recognition programs.

3. Action. **ALL** Job Corps centers, whether or not they participated in Universal Safety Week, are required to:
 - a. Complete and submit – no later than July 13, 2012 – results of their Universal Safety Week activities using the online survey form. The survey may be found at <http://www.zoomerang.com/Survey/WEB22FYLNBE8CX>.
 - 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 13, 2012.
5. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov; or Alejandro Perez at (202) 693-2825 or perez.alejandro@dol.gov.