

January 14, 2013

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 12-24</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  
                          ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:**               **ROBERT PITULEJ**  
                          Acting National Director  
                          Office of Job Corps

**SUBJECT:**           Posting Occupational Safety and Health Administration (OSHA) Form  
                          300A (Summary of Work-Related Injuries and Illnesses)

1.     Purpose. To ensure that all Job Corps centers are in compliance with the annual requirement to post the OSHA Form 300A.
  
2.     Background. The Log of Work-Related Injuries and Illnesses (OSHA Form 300), which is maintained in the Safety and Health Information Management System (SHIMS), is used to document and classify all staff members' and students' work-related injuries and illnesses occurring on center.

Each year, Job Corps centers are required to post OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, from February 1 through April 30. OSHA Form 300A summarizes data contained in the OSHA 300 Log for the calendar year just prior to posting. The purpose of posting OSHA Form 300A is to notify students and staff of the injuries that have happened on center.

3.     Action. In accordance with 29 CFR 1904 and the Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18, R4, Center Directors are mandated to ensure:
  - a.     The OSHA Log is maintained electronically in SHIMS;
  - b.     The OSHA 300A summary is generated for the calendar year preceding the current period;
  - c.     The OSHA 300A summary is posted no later than February 1 and remains posted through April 30;

- d. The OSHA 300A summary is not defaced or altered during the 3-month posting period;
- e. The Center Director signs and dates the certification statement on the OSHA 300A (**Note:** Certification of the OSHA 300A attests that the individual making the certification has a reasonable belief, derived from his or her knowledge of the process by which the information in the OSHA log was reported and recorded, that the log and annual summary are “correct” and “complete.”);
- f. The date the OSHA 300A is removed from posting is documented on the form;
- g. The original OSHA 300A is filed and retained for a period of 5 years; and
- h. Staff members and students understand that listing a case on the summary does not mean the employer or worker was at fault, that an OSHA standard was violated, or that the employee is eligible for workers’ compensation or other benefits.

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 Curtis Massey at (202) 693-3096 or [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov).

Attachment

Instructions for Creating Occupational Safety and Health Administration (OSHA) 300A Summary