

January 11, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 15-11</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:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Revised Injury Reporting/Recordkeeping Requirements, Upcoming Transition from SHIMS to ECOMP, and Mandatory Conference Call

1. Purpose. To alert the Job Corps community of significant upcoming changes in Job Corps' policy regarding documentation of student and staff injuries, and occupational illnesses.
2. Background. Job Corps outlines requirements for documenting injuries and occupational illnesses in accordance with 29 Code of Federal Regulations (CFR) 1904 and the Department of Labor Manual Series (DLMS) 4 Chapter 800, as well as filing student medical and compensation claims with the Office of Workers' Compensation Programs (OWCP) on behalf of Job Corps students in accordance with the Federal Employees' Compensation Act (FECA), in the Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18.

For more than 15 years, the Department of Labor (DOL), including Job Corps, has used the Safety and Health Information Management System (SHIMS) to electronically document employee (i.e., Job Corps student) injuries and occupational illnesses on Occupational Safety and Health Administration (OSHA) forms 301 and 300, and OWCP forms CA-1 and CA-2. Additionally, Job Corps centers have documented staff injuries and occupational illnesses in SHIMS on OSHA 301 and 300 forms for over a decade. In early 2016, DOL will begin transitioning its agencies from SHIMS, switching to the Employees' Compensation Operations & Management Portal (ECOMP), a new Web-based system.

In preparation for this transition, the Office of Job Corps (OJC) revisited PRH 5.18 in order to ensure that our policy and procedures are in line with OSHA and FECA regulations, and DOL policy. It has been determined, with the assistance of OSHA and DOL's Office of Worker Safety and Health, that **Job Corps centers are not required to document Job Corps staff (Job Corps center contractor or Federal staff) injuries in DOL's designated Web-based injury/illness recordkeeping system (SHIMS or ECOMP).** Therefore, beginning immediately, Job Corps centers shall cease documenting staff injuries in SHIMS. **Job Corps student injuries and occupational illnesses still must be documented in SHIMS until the**

**transition to ECOMP.** Once ECOMP is functional for filing OSHA forms 301 and 300, and OWCP forms CA-1, CA-2, and CA-7, only Job Corps student injuries and occupational illnesses will be documented in ECOMP. Job Corps center staff work-related injuries and occupational illnesses should be documented and reported through the contractor or agency (i.e., U.S. Department of Agriculture – Forest Service) operator’s designated reporting mechanisms, in accordance with 29 CFR 1904 and corporate/agency policy.

3. Action.

- a. Effective January 1, 2015, the OSHA Recordkeeping Rule was updated, expanding the list of severe injuries that employers must report to OSHA by phone (29 CFR 1904.39). Employers are now required to report the following to OSHA:
- All work-related fatalities within 8 hours
  - All work-related hospitalizations of one or more employees within 24 hours
  - All work-related amputations within 24 hours
  - All work-related eye losses within 24 hours

These changes will be incorporated in a forthcoming revision of the PRH, specifically Sections 5.5 R3 and 5.18 R1. Refer to the OSHA standard for additional information:

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=12783](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12783).

- b. Effective January 1, 2016, Job Corps centers are instructed to cease documenting Job Corps center staff injuries and occupational illnesses in SHIMS. Centers must ensure staff injuries are reported to corporate or agency operator representatives; work-related Job Corps staff injuries and occupational illnesses should be documented in accordance with 29 CFR 1904 by contractor/agency operators.
- c. In preparation for the upcoming transition from SHIMS to ECOMP, Job Corps Center Operators and Center Directors should identify one center manager (e.g., Wellness Manager) who would be an appropriate individual to be responsible for Job Corps student injury/occupational illness documentation in SHIMS/ECOMP. OJC will coordinate with these individuals during the transition period.
- d. Each Center Director and/or manager identified as the responsible party for SHIMS/ECOMP must participate in a mandatory conference call on Tuesday, January 12, 2016 at 1 p.m., Central. This “Student Injury Recordkeepers Teleconference” is posted in the Event Registration area of Job Corps Community Web site. To register, log on using your Citrix credentials, click “Event Registration” from the navigation menu at left, and select the event you wish to attend by clicking on the event title.

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

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries to Heather Edmonds at (202) 693-3774 or [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).