



JAN 30 2018

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 17-19

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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

A handwritten signature in blue ink, appearing to read "Lenita Jacobs-Simmons", written over the printed name.

SUBJECT: Posting Occupational Safety and Health Administration Form 300A,
Summary of Work-Related Injuries and Illnesses

1. **Purpose.** To ensure all Job Corps centers are in compliance with posting Occupational Safety and Health Administration (OSHA) Form 300A, Summary of Work-Related Injuries and Illnesses. Additionally, beginning this year, Job Corps centers are required to e-mail copies of OSHA Forms 300 and 300A to the National Office of Job Corps.

2. **Background.** OSHA Form 300, Log of Work-Related Injuries and Illnesses, which is maintained in the Employees Compensation Operations and Management Portal (ECOMP), is used to document and classify all Job Corps student work-related injuries and illnesses. 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 OSHA Form 300 for the calendar year just prior to posting. The purpose of posting OSHA Form 300A is to notify students, center staff, and authorized employee representatives of the injuries that have occurred on center.

3. **Action.** In accordance with 29 CFR 1904; Job Corps' Policy and Requirements Handbook Section 5.18, R4; and the Department of Labor's policy, Center Directors are mandated to ensure:

- a. All OSHA Form 301s (for students) are electronically processed in ECOMP;
- b. OSHA Form 300 is maintained electronically in ECOMP;
- c. OSHA Form 300A is generated in ECOMP for the calendar year preceding the current period;

- d. 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 log [OSHA Form 300] was reported and recorded, that the log and annual summary are correct and complete);
- e. OSHA Form 300A is posted no later than February 1, and remains posted through April 30;
- f. OSHA Forms 300 and 300A are e-mailed to the National Office of Job Corps via safety@jobcorps.org;
- g. The original OSHA Form 300A that was posted on center between February 1 and April 30 is filed and retained on center for 5 years after removal from posting;
- h. Staff 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; and
- i. Centers that fail to file and maintain OSHA Forms 301 and 300, or to post OSHA Form 300A during the designated period are subject to fines and penalties by OSHA.

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

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.

Attachment

Instructions for Generating OSHA Forms 300A & 300 and What to Do with These Forms