



JUN 13 2018

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-25

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
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

A handwritten signature in blue ink that reads "Lenita Jacobs-Simmons".

SUBJECT: Safe + Sound Week, August 13-19, 2018:
Show Your Commitment to Safety

1. Purpose. To provide the Job Corps community with information on participating in the second annual Safe + Sound Week, organized by the Occupational Safety and Health Administration (OSHA). The event, August 13-19, 2018, seeks to promote safety and health programs. These programs include management leadership, worker participation, and commitment to identifying and correcting workplace hazards.

2. Background. The Safe + Sound Campaign, launched in 2016, is an initiative from OSHA and federal and private-industry partners, including Job Corps. Last June, Job Corps observed Safe + Sound Week (Information Notice 16-31) by hosting events and activities that promoted management leadership, worker participation, and finding and fixing workplace hazards.

According to the U.S. Bureau of Labor Statistics, the rate of worker deaths and reported injuries in the U. S. decreased by more than 60 percent in the four decades since the Occupational Safety and Health (OSH) Act passed. However, every year, more than 4,500 workers (12 per day) are killed on the job and 4.1 million suffer a serious job-related injury or illness.

Serious job-related injuries or illnesses do not just hurt workers and their families, but they can hurt businesses in a variety of ways. Implementing a safety and health program can improve safety and health performance, save money, and improve competitiveness.

Safety and health programs help:

- Improve compliance with laws and regulations
- Reduce costs, including reductions in workers' compensation
- Engage workers

- Enhance social responsibility goals
- Increase productivity and enhance overall business operations

During the week of August 13, 2018, all Job Corps centers are challenged to organize one or more activities related to Safe + Sound Week. Activities must directly relate to one or all three core elements – management leadership, worker participation, or finding and fixing workplace hazards. All of the steps and tools for planning your event(s) are available online at www.osha.gov/safeandsoundweek/select_activities.html.

3. Reference.

- Safe + Sound Campaign: <https://www.osha.gov/shpcampaign/>
- Safety and Health Program Recommended Practices: <https://www.osha.gov/shpguidelines/index.html>
- Safe + Sound Week Web site: <https://www.osha.gov/safeandsoundweek/index.html>
- Safety and Health Program Existing OSHA Standards Crosswalk: https://www.osha.gov/shpguidelines/docs/SHPs_and_Existing_OSHA_Standards_factsheet.pdf
- Safety and Health Program Audit Tool: https://www.osha.gov/shpguidelines/docs/SHP_Audit_Tool.pdf

4. Action Required. To participate in Safe + Sound Week 2018, follow the steps below:

- a. Step 1 – Getting started. The National Office will host two informational Webinars June 20 and 21, 2018, to formally kick off planning for Safe + Sound Week. Job Corps staff members are strongly encouraged to participate in one of the Webinars to learn and share ideas on participating in this initiative.

You may register for the Webinars via the Job Corps Community Web site’s “Event Registration” page. Slots are limited, so if multiple people at a center plan to participate, only one person should register. On the day of the Webinar, gather everyone in one place to participate as a group.

- b. Step 2 – Select your activities. In order to participate in Safe + Sound Week, plan your activities and events that include at least one, but preferably all three, of the core elements of a successful safety and health program. “Activity briefs” are available for ideas on what to do for each element.
- c. Step 3 – Plan and promote your events. Planning and promoting your event can help make it a success. The Safe + Sound Web site has event agendas; checklists, invitations, and flyers; logos, Web badges, posters, banners, and decals; press releases, articles, and emails; and materials for recruiting other participants.

- d. Step 4 – Recognize your participation. You will be able to provide feedback about your participation in Safe + Sound Week and download materials, including a certificate of recognition and a participant Web badge, following the event.
- e. Step 5 – Following your center’s Safe + Sound Week event, send information about the event, and videos and photos with captions to edmonds.heather@dol.gov. This information may be used on Job Corps’ social media channels and posted to the Job Corps Community Web site.

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

- 5. Expiration Date. August 20, 2018
- 6. Inquiries. Inquiries should be directed to Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.