



JAN 29 2019

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 18-03

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 black ink, appearing to read "Lenita Jacobs-Simmons".

SUBJECT: Generating and Posting the Occupational Safety and Health
Administration Form 300A

1. Purpose. To ensure all Job Corps centers comply with annually posting Occupational Safety and Health Administration (OSHA) Form 300A, Summary of Work-Related Injuries and Illnesses. Specifically, this notice clarifies that Job Corps centers are required to post one OSHA Form 300A for students and a separate OSHA Form 300A for staff. Additionally, this notice clarifies that Job Corps centers are required to email copies of their annual student OSHA 300 and 300A forms to Job Corps' National Office.

2. Background. Job Corps centers complete student OSHA Form 300, Log of Work-Related Injuries and Illnesses, annually and maintain it in the Employees Compensation Operations and Management Portal (ECOMP). This form documents and classifies all Job Corps student work-related injuries and illnesses. Additionally, Job Corps Center Operators must complete and maintain a separate OSHA Form 300 for staff. However, the staff OSHA Form 300 is not maintained in ECOMP.

Job Corps centers also annually complete student OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, in ECOMP. OSHA Form 300A summarizes data contained in OSHA Form 300 for the prior calendar year. Centers must post this form for inspection by February 1, and it must remain posted through April 30. One form is completed and posted for students, and a separate form for center staff. The purpose of posting OSHA Form 300A is to notify students, center staff, and authorized employee representatives of the injuries that have occurred at the center.

3. Action. In accordance with 29 CFR 1904 and Job Corps' electronic Policy and Requirements Handbook Section 5.18, R4, Job Corps Center Directors must ensure:

- a. Student OSHA Form 300 is maintained electronically in ECOMP;
- b. Student OSHA Form 300A is generated in ECOMP for the calendar year preceding the current period;
- c. Each OSHA Form 300A, one for students and another for staff, is properly signed and dated. The individual certifying the form is attesting to having a reasonable belief, derived from his or her knowledge of the process by which the information in each OSHA Form 300 was obtained and recorded, that the log and annual summary are correct and complete;
- d. Each OSHA Form 300A is posted at the Job Corps center annually by February 1 and remains posted through April 30;
- e. Each OSHA Form 300A, as posted, is filed and retained at the center for 5 years;
- f. Completed student OSHA Forms 300 and 300A are emailed to Job Corps' National Office using the designated email address, safety@jobcorps.org; and
- g. All appropriate staff members receive this Program Instruction Notice.

Staff and students should 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.

4. Penalties. Job Corps centers failing to file and maintain Student OSHA Form 300, or post OSHA Form 300A during the designated period, are subject to fines and penalties established by OSHA.

5. Expiration Date. Until superseded

6. Inquiries. Heather Edmonds at (202) 693-3774 or edmonds.heather.r@dol.gov.

Attachment

Instructions for Generating and Routing Student OSHA Forms 300A and 300