

January 18, 2008

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 07-17
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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: ESTHER R. JOHNSON, Ed.D.  
National Director  
Office of Job Corps

SUBJECT: Reducing Student Injury Claims and Injuries on Job Corps Centers in Accordance With the Presidential Safety, Health, and Return-to-Employment Initiative

1. Purpose. To ensure that Job Corps centers adhere to the Safety, Health, and Return-to-Employment (SHARE) goal for federal agencies to reduce total injury case rates.
2. Background. The Presidential SHARE initiative requires federal agencies to reduce total injury case rates by at least 3 percent in fiscal year (FY) 2008. The case rate is calculated using the total number of cases submitted to the Office of Worker's Compensation Program (OWCP). This case rate is not adjusted when cases are denied. As a result, the case rate remains the total number of submitted cases, not the total number allowed by OWCP. Therefore, accuracy in reporting injuries to OWCP is critical to Job Corps' efforts to reduce the total injury case rate and achieve the SHARE goal.

To improve reporting accuracy and reduce the total number of cases submitted to OWCP, the National Office of Job Corps will approve all cases before they are submitted to OWCP, in accordance with Program Instruction 07-19, Approval Required for Forwarding Student Injury/Illness Claims (CA-1/CA-2) to OWCP. This approach is meant to lower the Job Corps total case rate by eliminating the number of cases submitted to OWCP that may be denied because the student is not medically separated with reinstatement rights or the injury does not otherwise meet the Federal Employees Compensation Act (FECA) conditions of coverage.

Last year, Job Corps centers submitted 436 student injury/illness claims to OWCP. Of those claims, 111 were denied. Requiring National Office approval before student claims are submitted to OWCP will not only reduce the total case rate by screening out inappropriate claims (i.e., those that do not meet submission requirements), but also help maintain 100 percent timely filing of OWCP claims.

Job Corps centers can further reduce the total case rate by reducing the number of injuries that occur on center. The majority of compensable student OWCP claims are due to injuries sustained during non-training activities, such as recreation and other after-hours activities. Policy and Requirements Handbook (PRH) Chapter 5, Appendix 505, Section I.E.1, requires center operators to ensure a training, living, and working environment that is free from recognized hazards. Centers are required to develop a safety and occupational health program that contains the elements detailed in Chapter 5, Section 5.14.

3. References. The following safety tips and checklists, courtesy of the Naval Safety Center, offer suggestions on preventing injuries during recreational activities:

- a. <http://www.safetycenter.navy.mil/safetips/a-e/basketball.htm>
- b. <http://www.safetycenter.navy.mil/safetips/a-m/baseball.htm>
- c. <http://www.safetycenter.navy.mil/safetips/a-m/bikesafety.htm>
- d. <http://www.safetycenter.navy.mil/safetips/a-m/heatillness.htm>
- e. <http://www.safetycenter.navy.mil/ashore/recreation/resources.htm#briefs>

4. Action. Job Corps center operators, Center Directors, and safety officers will ensure that the following steps are taken to reduce student injuries:

- a. In accordance with PRH Chapter 5, Section 5.14, establish and operate a safety and occupational health program, including developing an annual safety and occupational health plan that incorporates recreational safety.
- b. Consider establishing strict rules against horseplay during all center activities, including after-hours, leisure-time, and recreational activities.
- c. Investigate all student injuries and develop corrective action to prevent these events from occurring in the future. Investigation should be conducted by the safety officer and the safety committee in accordance with PRH Appendix 505, Section IV.
- d. Expand incentive programs to support existing safety awards and recognition

programs to promote safe behavior and injury prevention in sports and recreational activities.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

5. Expiration Date. Until superseded.

6. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov), Kelley Clark at (202) 693-3089 or [clark.kelley@dol.gov](mailto:clark.kelley@dol.gov), or Heather Edmonds at (202) 693-3774 or [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).