

July 16, 2008

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 08-03

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

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Occupational Safety and Health Administration 600 Collateral Duty Safety
 and Health Course on CD-ROM

1. Purpose. To inform Job Corps centers of the availability of the Occupational Safety and Health (OSHA) 600 Collateral Duty Safety and Health Course on CD-ROM.

2. Background. Collateral duty safety officers and safety committee members are required to complete basic safety training within the first 6 months or 180 days of appointment in accordance with 29 CFR 1960.58. The OSHA 600 Collateral Duty Safety and Health Course is designed to provide the user with a basic understanding of safety hazard recognition and compliance through a series of trainings that address the most common workplace safety issues.

The OSHA 600 course is currently available on CD-ROM as well as the Internet as part of the U.S. Environmental Protection Agency (EPA), Office of Administration and Resource Management, CD-ROM and Web-based training series. The CD-ROM, last updated in June 1999, contains three publications that are out of date. The current versions of the affected publications are listed and linked below:

- a. Hazard Communication—OSHA Instruction CPL 2-2.38D, 1998,
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=DIRECTIVES&p_id=1551

- b. Bloodborne Pathogens Standard, revised 2002,
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=1005

c. OSHA Instruction FAP 1.3, Federal Agency Safety and Health Programs, May 17, 1996,
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=DIRECTIVES&p_id=1679

3. Action. Center operators, Center Directors, and safety officers shall make the OSHA 600 Collateral Duty Safety and Health Course CD-ROM available to Job Corps center collateral duty safety officers and members of the center safety committee. The CD-ROM may be obtained by contacting the National Office of Job Corps at safety@jobcorps.org. The Web-based training can be accessed through the Internet at <http://www.labtrain.noaa.gov/osha600/menu.htm>.

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov, Kelley Clark at (202) 693-3089 or clark.kelley@dol.gov, or Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.