

April 21, 2009

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 08-39</b>
-------------------	---

**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:** National Occupational Safety and Health Conference

1. Purpose. To provide information regarding the National Occupational Safety and Health Conference, which will be held August 3–6, 2009 at the Hyatt Regency Philadelphia at Penn’s Landing in Philadelphia, PA.
2. Background. Job Corps is committed to teaching young adults the skills they need to begin careers and succeed in today’s world. Teaching safety at Job Corps centers, and keeping students and staff free of injuries and illnesses, are major components of this goal. When students feel safe, secure, and healthy, they are more likely to remain in Job Corps long enough to gain the skills they need to achieve long-term labor market success.

The National Office of Job Corps has taken many measures over the years to enhance safety on centers, including sponsoring training conferences for field staff. In the fall of 2004, the National Office sponsored a National Safety and Health Conference that addressed a number of important topics ranging from the health effects of lead exposure to the Safety and Health Information Management System (SHIMS).

The Job Corps community must consider how safety is approached at every stage of a student’s progress through their Job Corps experience. It is critical that center operators, center staff, and students understand that safety issues should not be addressed through a stand-alone program for which one staff member is responsible. The Job Corps community must recognize that safety can be championed in many ways. To do so, Job Corps programs and departments must promote training in the recognition of potentially dangerous situations that may occur in dormitories, recreational areas, training sites, and during off-center travel.

To this end, the National Office is sponsoring a National Occupational Safety and Health Conference with the theme “Safety is Everyone’s Responsibility: Fostering a Strong Safety Culture on Center.”

3. Conference Goal. The goal of the conference is to give participants the information and tools needed to enhance center occupational safety and health (OSH) plans and activities, including:

- a. better insight into the vision, goals, and priorities of the National Office as they relate to safety;
- b. enhanced skills to be more effective as safety staff members;
- c. awareness of the latest regulatory updates and how to achieve compliance;
- d. development of proactive approaches for preventing accidents and injuries on center and during off-center activities;
- e. use of required Web-based reporting systems—Safety and Health Information Management System (SHIMS) and Abatement Tracking System (ATS)—and of other Web-based resources; and
- f. collaboration and discussion of issues with counterparts from other centers and regions to acquire new ideas and different ways to resolve similar issues.

4. Conference Participants. The conference is open to all members of the Job Corps community. However, participation in the National Occupational Safety and Health Conference is strongly encouraged for safety officers, safety managers, corporate/agency safety representatives, and Regional Office project managers. Center Directors, health and wellness managers, security staff, and others are welcome to attend.

5. Conference Logistics. The conference is 2.5 days long, with registration beginning Monday and sessions beginning Tuesday morning and ending Thursday at 11:30 a.m.

Dates/Times:

Monday, August 3

- 1:00 p.m.– 4:00 p.m., Registration
- 5:30 p.m.– 7:30 p.m., Registration and Pre-conference Session

Tuesday, August 4

- 8:30 a.m.– 4:30 p.m., Conference

Wednesday, August 5

- 8:30 a.m.– 4:30 p.m., Conference

Thursday, August 6

- 8:30 a.m.– 11:30 a.m., Conference

Location: The Hyatt Regency Philadelphia at Penn’s Landing  
201 South Columbus Boulevard  
Philadelphia, PA 19106  
(215) 928-1234

Room Rate: Government rate of \$155.00 per night plus tax (8.2% occupancy tax) for single or double occupancy.

Transportation: The Hyatt Regency Philadelphia at Penn’s Landing is located on the Delaware River waterfront on the eastern edge of downtown Philadelphia, PA. Transportation options from the Philadelphia International Airport to the hotel include:

- taxi (approximately \$29 one way), or
- the Lady Liberty shuttle (\$11 per person, one way).

For the Lady Liberty shuttle, at the airport proceed to a courtesy phone in the baggage claim area and dial “27” for ground transportation or call (215) 724-8888. The shuttle makes multiple stops and runs every 20 minutes from 5:30 a.m. until midnight.

Parking: Self parking and valet parking are available at the Hyatt Regency Philadelphia at Penn’s Landing. For overnight guests, it will cost \$21 plus tax per day to self-park your vehicle, or \$29 plus tax per day to use valet parking (both include in and out privileges).

6. Hotel and Travel Arrangements. Participants are responsible for making their own travel and hotel arrangements. When making airline reservations, please note that participants are expected to attend the entire conference and are reminded to schedule travel arrangements accordingly. Job Corps centers (or Regional Offices/agencies, as appropriate) are responsible for all authorized expenses incurred.

To obtain a hotel room at the government rate, identify yourself to the hotel reservationist as a participant in the *Job Corps Safety and Health Conference*, or by making the reservation online via the Web site created specifically for conference attendees, <http://pennslanding.hyatt.com/groupbooking/penrptide2009>. Reservations must be made by **Monday, July 6, 2009**. There are a limited number of rooms available in the room block; therefore, room reservations at the conference hotel are on a first-come, first-served basis.

Neither the National Office of Job Corps nor the safety support contractor, Tidewater, Inc., is responsible for any charges incurred by attendees.

7. Registration Fee. A registration fee of \$100.00 per person must be paid in advance. The fee must be paid by check or money order made payable to Tidewater, Inc. **Do not mail cash or**

**purchase order.** Please make sure to include the name of the Job Corps center and the full name of the participant (or participants) on the check or money order.

8. Conference Registration. Registration must be completed by mailing the attached registration form and \$100.00 registration fee to:

Tidewater, Inc.  
7161 Columbia Gateway Drive, Suite C  
Columbia, MD 21046  
Attention: Robin Andrews

Registration must be completed or postmarked **no later than July 1, 2009**. Due to limited meeting space, registration forms received after that date may not be accepted. **Registration is on a first-come, first-served basis and is limited to 300 participants.**

9. Action. Addressees are to ensure that this Information Notice is distributed to all staff who will be attending the conference in time to meet the registration deadlines.

10. Expiration Date. August 6, 2009.

11. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).

Attachment

Registration Form