

February 5, 2010

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 09-63
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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: LYNN A. INTREPIDI
 Interim National Director
 Office of Job Corps

SUBJECT: U.S. Department of Labor's Bureau of Labor Statistics Survey of
 Occupational Injuries and Illnesses

1. Purpose. To advise Job Corps centers that **when contacted** by the U.S. Department of Labor's Bureau of Labor Statistics (BLS), they are required to respond to the BLS request to complete the Survey of Occupational Injuries and Illnesses.

2. Background. BLS conducts an annual survey to obtain complete and accurate information about the safety record of America's workplaces. The survey includes a sampling of all establishments, regardless of size or industry. Many establishments, including Job Corps centers, are preselected to participate in the survey.

Participation in the survey is mandatory for all establishments asked by BLS to complete it, in accordance with Office of Management and Budget (OMB) No. 1220-0045. Selected centers usually receive correspondence from BLS in December, including instructions to record all work-related injuries and illnesses for the following calendar year and maintain copies of Occupational Safety and Health Administration (OSHA) Forms 300, 300A, and 301.

Note: There is no need to use the paper forms provided by BLS because Job Corps centers are already required to document student and staff work-related injuries on the same electronic forms, which are maintained in the Safety and Health Information Management System (SHIMS).

The survey questionnaire will be mailed separately following the end of the selected calendar year period along with a request for a copy of the OSHA 300A and details about each injury and illness case. Follow the instructions provided by BLS to respond to the survey.

3. Action. Job Corps centers selected to participate in the BLS survey should continue to record all student and staff work-related injuries and illnesses in SHIMS in accordance with Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18. The OSHA Form 300A and injury and illness case details should be generated in SHIMS and then submitted to BLS as requested.

Centers are reminded that OSHA Publication 2014, *Recording and Recordkeeping Guidelines for Federal Agencies*, has been withdrawn and since replaced with the OSHA 300, as outlined in 29 CFR 1904.29. Most significantly, continued noncompliance with 29 CFR 1904.29 could result in OSHA citations and fines.

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

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries 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.