

January 10, 2012

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 11-40</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Preparing Written Safety and Health Plans

1. Purpose. To inform the Job Corps Community about basic program elements and available web-based resources to assist with preparation of written safety plans.
2. Background. During several recent annual Occupational Safety and Health (OSH) program reviews and Regional Office Center Assessments (ROCAs), center written programs lacked one or more basic program elements. Center plans reviewed provided little information on how the center will meet compliance requirements.

Written safety plans describe the systematic process for identifying, analyzing, and controlling workplace safety and health hazards. The goal of written safety plans is to prevent accidents and injuries, and to define specific procedures to follow when accidents occur. The Occupational Safety and Health Administration (OSHA) require written safety plans for specific workplace activities and several chemicals. Written safety plans should describe the way a Job Corps center will address the identified hazards. Basic plan elements should include:

- Policy statement
- List of responsible persons
- List of hazards covered by the plan
- Hazard controls and safe work practices
- Emergency action and response
- Student and staff training and evaluation tools
- Recordkeeping

Safety and health plan templates are available through various state agencies, professional safety organizations, and OSHA. Templates are designed to meet the minimum OSHA requirements and should be tailored to fit the user's specific needs. Job Corps center

safety plans should address safety and health hazards only. The plans should not include information considered proprietary or unique to a specific center operator.

3. Action. In accordance with PRH Chapter 5, Section 5.14, R2, b, written safety plans must be evaluated annually by the center, and revised when a new regulatory standard or PRH update necessitates, when a new trade is introduced, or when new hazards exists due to equipment, material, or chemical changes.

Job Corps centers are encouraged to use templates, sample safety plans, corporate safety plans and/or checklists developed by OSHA, or professional safety and health organizations to develop or improve center-written safety programs. Sample safety plans must be applicable to the Job Corps program. Templates, sample safety plans, corporate safety plans and plans shared between Job Corps centers must be tailored to fit the center's needs.

The following resources will assist with development and/or improvement of existing center safety programs:

- OSHA eTools and Electronic Products for Compliance Assistance, <http://www.osha.gov/dts/osta/oshasoft/index.html>;
- OSHA, Safety and Health Topics, <http://osha.gov/SLTC/index.html>;
- OSHA Compliance Assistance, Sample Programs, [http://www.osha.gov/dcsp/compliance\\_assistance/sampleprograms.html](http://www.osha.gov/dcsp/compliance_assistance/sampleprograms.html);
- Evaluation of Federal Agency Occupational Safety and Health Programs, [http://osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=DIRECTIVES&p\\_id=1680](http://osha.gov/pls/oshaweb/owadisp.show_document?p_table=DIRECTIVES&p_id=1680);
- OSHAX.org, The Unofficial Guide to the Occupational Safety and Health Administration, <http://www.oshax.org/safetypresentations-2>;
- J.J. Keller, <http://www.jjkeller.com>;
- Seton Compliance Resource Centers, Sample Written Programs, <http://www.setonresourcecenter.com/safety/written/>.

This directive is not an official endorsement of J.J. Keller or Seton Compliance Resources. Purchase of their products and services is at the discretion of the center. The National Office of Job Corps will continue to forward relevant safety and health compliance resources as they become available.

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

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries to Alejandro Perez at (202) 693-2825 or [perez.alejandro@dol.gov](mailto:perez.alejandro@dol.gov), or Curtis Massey at (202) 693-3096 or [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov).