

January 31, 2012

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 11-44

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: Carbon Monoxide Exposures and OSHA Inspections

1. Purpose. To remind Job Corps centers about the importance of installing carbon monoxide (CO) monitors to prevent fatalities, hospitalizations, and Occupational Safety and Health Administration (OSHA) accident investigations.
2. Background. Recently, a Job Corps center experienced a carbon monoxide exposure incident that resulted in the hospitalization of several students and staff. The resulting OSHA inspection report suggested that the equipment failure was unavoidable and unforeseen. However, installation of a CO monitor would have alerted staff to the leak and prevented the student and staff exposures.

Job Corps experienced similar CO-related incidents in 2004 and 2005. In response, CO-related guidance documents are issued periodically each year to remind centers about the importance of proper installation, preventive maintenance, and monitoring of fuel-burning equipment, including portable generators and space heaters. Centers are expected to follow manufacturers' suggested preventive maintenance procedures, and to comply with Job Corps policy directives to ensure that students and staff are not exposed to CO.

Job Corps center incidents that result in fatalities or in the hospitalization of three or more, must be reported to OSHA within 8 hours of the incident. Within 24 hours, a federal OSHA inspector will visit the center to investigate the incident to determine the cause of the accident, and to identify OSHA-standard violations. The investigation may also determine if existing Job Corps policies and procedures have been violated. Violations are categorized as other-than-serious, serious, willful, repeated, and failure to abate. Fine amounts vary according to the category. Fines can reach up to \$7,000 per serious violation, and may be multiplied by the

number of employees exposed, or up to \$70,000 for each willful or repeated violation. Centers are responsible for payment of OSHA fines.

3. Action. Job Corps centers shall do the following to prevent future carbon monoxide exposure incidents:
 - Install CO monitors in all areas where fuel-burning appliances are used. CO monitors shall meet the current Underwriters Laboratories (UL) 2034 safety standard.
 - Visually inspect and test alarms at least annually in accordance with Job Corps Information Notice 11-22, “Winter Weather Preparedness 2011 – Preventing Carbon Monoxide Exposure.”
 - Ensure that all fuel-burning appliances are installed, operated, and maintained according to the manufacturer’s instructions and local building codes.
 - Ensure that all gas or oil furnaces, including connections to flue pipes, venting systems, combustion chambers, and heat exchangers are inspected and serviced annually by a licensed contractor. Job Corps center staff shall conduct service checks or perform system adjustments in accordance with manufacturer’s instructions and/or system warranty.
 - Ensure that venting and fan systems for all fuel-burning appliances such as water heaters, dishwashers, clothes dryers, space heaters, or wood burning stoves are properly installed, serviced, and inspected annually by licensed contractors.
 - Discontinue use of unvented fuel-burning appliances, such as fuel-burning space heaters.
 - Review and follow guidance described in Job Corps Information Notices 06-12, “Best Practices for Checking Carbon Monoxide Detection” 09-53, “Space Heater Safety;” and 11-22, “Winter Weather Preparedness 2011- Preventing Carbon Monoxide Exposure.”

For additional information about OSHA inspections, see OSHA Publication 2098, OSHA Inspections (Attachment), or OSHA Fact Sheet, “OSHA Inspections,” http://www.osha.gov/OshDoc/data_General_Facts/factsheet-inspections.pdf.

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 “Alex” Perez at perez.alejandros@dol.gov, or (202) 693-2825; or Curtis Massey at massey.curtis@dol.gov, or (202) 693-3096.

Attachment

OSHA 2098, OSHA Inspections