

October 23, 2013

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 13-22

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: GRACE A. KILBANE
 National Director
 Office of Job Corps

SUBJECT: 2013 Job Corps Annual Occupational Safety and Health (OSH) Program
 Reviews

1. Purpose. To inform the Job Corps community that:
 - Annual OSH Program Reviews conducted by Office of Job Corps contractor Mabbett & Associates, Inc., will begin in this month and continue through December 31, 2013;
 - OSH findings noted in previous reviews and documented in the Abatement Tracking System (ATS) must be abated, or there must be an abatement plan in place prior to the scheduled review; and
 - Reviews will be conducted according to the tentative schedule in Attachment A.

2. Background. Each year, an Office of Job Corps contractor conducts OSH Program Reviews of Job Corps centers to ensure that all Center Operators implement the OSH Program outlined in the Job Corps Policy and Requirements Handbook (PRH). Reviews will be conducted using the Program Assessment Guide (PAG), Chapter 5, Sections 5.14 through 5.20.

3. Action. All Regional Office staff, Center Operators, Center Directors, Safety Officers, and Health and Wellness Managers are advised of the following:
 - a. During this contract period (September 2013 – December 2013), Mabbett & Associates, Inc., will perform OSH Program reviews at Job Corps centers per the attached tentative schedule. While this schedule does not represent each center, all centers should prepare for a review this contract period.

- b. Mabbett & Associates, Inc., will contact centers directly to schedule reviews.
- c. Review rescheduling will be coordinated with Mabbett & Associates, Inc. Do not contact the Office of Job Corps to reschedule reviews. Contact Susan Smits at (781) 275-6050 extension 348.
- d. In preparation for the upcoming review, all centers reviewed during the last contract period should have received their final OSH Reports from the Regional Offices. Any centers that did not receive their report should contact their Regional Project Managers.
- e. Centers should have all required OSH Program plans, training certifications, inspection reports, etc., organized and readily accessible prior to review. Centers will be scored according to the documents available at the time of the review. Attachment B provides a list of the required documents.

Note: The National Office of Job Corps will not approve any exemption requests for plans that are covered by other agencies' standards (e.g., asbestos, lead, etc.).

- f. Prior to the on-site review, Mabbett & Associates, Inc., will ask centers to submit OSH plans and other documentation required for the review.
- g. The Regional Offices must ensure that centers abate, or have developed abatement plans, for all OSH findings. All ATS cases issued in prior years must be closed prior to review unless the center lacks funding for specific deficiencies.
- h. All OSH deficiencies identified during the review will be uploaded to ATS within 60 days of the report date. A courtesy e-mail will be sent to Regional Project Managers when deficiencies have been uploaded to ATS. Project Managers should then forward ATS cases to centers via ATS.

Note: A center is not able to view and/or respond to the deficiencies until the Project Manager forwards the case in ATS to the center.

- i. Analysis of Center Safety Program reviews revealed that centers often lose key components of the safety program when turnover occurs in the Safety Officer position, and especially when there is a change in Center Operator. In accordance with PRH Chapter 5, Section 5.14, R2.a–d, Center Operators must develop, implement, and maintain a center-specific OSH Plan (refer to the PRH for a complete statement of the requirements).
- j. Center Directors are responsible for ensuring that centers maintain electronic and paper files of all OSH plans.

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

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Alejandro Perez at (202) 693-2825 or perez.alejandro@dol.gov.

Attachments

- A – 2013 Occupational Safety and Health Program Reviews – Tentative Schedule
- B – Annual OSH Program Review – Required Documents