

June 12, 2014

<b>DIRECTIVE:      JOB CORPS INFORMATION NOTICE NO. 13-59</b>
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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:**                ROBERT W. PITULEJ  
                             Acting National Director  
                             Office of Job Corps

**SUBJECT:**            2014-2015 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 HGS Engineering, Inc., will begin in July 2014, and continue through April 2015 for the base year contract;
- 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 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.

HGS Engineering, Inc., will be responsible for the following:

- Conducting Annual Safety and Occupational Health Program Reviews (OSH Reviews)
- Reviewing and verifying Emergency Funding Deficiency (e-funding) requests for Funded-Not-Corrected (FNC) safety deficiencies, National Fire Protection Association (NFPA) Life Safety code deficiencies, and

health violations as a result of the annual OSH reviews and Environmental Inspections conducted at each Job Corps center.

- Reviewing and verifying completion of the Certificate and Punch List for all new structures, and renovation projects at each Job Corps center.
- Conducting a Real Physical Property Inventory of the facilities at each Job Corps center.

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 (April 2014 – April 2015), HGS Engineering, Inc., will perform OSH Program reviews at Job Corps centers per the attached tentative schedule.
- b. HGS, Inc., will contact centers directly to coordinate visits. If necessary, review rescheduling will be coordinated with HGS Engineering, Inc. Do not contact the Office of Job Corps to reschedule reviews.
- c. There will be no reviews conducted during summer or winter breaks. Summer break is Friday, June 27, 2014, through Monday, July 14, 2014. Winter break is Thursday, December 18, 2014, through Wednesday, January 7, 2015.
- 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:** Requests for OSH Program exemptions are not necessary and will not be accepted. OSH reviewers will determine if the hazard exists and compliance requirements should be met (e.g., written plans, exposure monitoring, noise survey, etc.).

- f. Prior to the on-site review, HGS Engineering, 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 Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).

#### Attachments

- A – 2014-2015 Occupational Safety and Health Program Reviews – Tentative Schedule
- B – Annual OSH Program Review – Required Documents