

August 25, 2014

<b>DIRECTIVE:</b> JOB CORPS INFORMATION NOTICE NO. 14-05
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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:**                LENITA JACOBS-SIMMONS  
                              Acting National Director  
                              Office of Job Corps

**SUBJECT:**            Fire Safety on Job Corps Centers

1.     Purpose. To remind the Job Corps community about the importance of establishing and maintaining fire safety and prevention plans, and fire-safety equipment.
2.     Background. According to the Occupational Safety and Health Administration (OSHA), workplace fires and explosions result in 200 fatalities, 5,000 injuries, and cost businesses an average of \$2.3 billion in property damage every year. Faulty electrical equipment, frayed electrical cords and plugs, and overloaded circuits are among the eight most common workplace fire hazards.

In recent months, a number of Job Corps centers have experienced unintentional fires. In one incident, a clothes dryer caught on fire, possibly due to faulty wiring in the dryer. Other contributing factors reportedly include housekeeping issues, such as dust and lint build up in lint traps, and debris behind the equipment that could impede proper ventilation. At another center, a flat-top grill in the cafeteria caught on fire. In each case, the fires were contained with some property damage, but no fatalities or injuries.

In accordance with 29 Code of Federal Regulations (CFR) 1910.39, Job Corps centers are required to establish fire prevention plans, as referenced in the Job Corps Policy and Requirements Handbook Section 5.20, R2. At minimum, plans must include the following:

- A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard;
- Procedures to control accumulations of flammable and combustible waste materials;
- Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials;

- The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires; and
- The name or job title of employees responsible for the control of fuel source hazards.

3. Action. All Center Operators, Center Directors, and Safety Officers are encouraged to:

- Review existing fire-prevention plans to ensure all minimum requirements are met.
- Inspect fire-suppression systems, employee alarms, fire-detection systems, and fire extinguishers monthly to ensure that they are functioning properly. Document results of inspections and necessary repairs.
- Store flammable and combustible liquids and other ignitable materials in the proper storage cabinet or container.
- Provide portable fire extinguishers appropriate for specific size and class of fires in accordance with 29 CFR 1910.157.
  - Class A Extinguisher: Ordinary combustible (paper, trash, wood)
  - Class B Extinguisher: Liquids, greases, and gases
  - Class C Extinguisher: Energized electrical equipment
  - Class D Extinguisher: Metals such as magnesium, titanium, zirconium, sodium, and potassium.
- Train select students and staff to identify fire hazards, and to select and use the proper fire extinguisher when necessary.
- Establish a Memorandum of Understanding (MOU) with local fire departments, if necessary, to ensure that fire response is available.

Centers may refer to the following resources for additional information:

- A list of common workplace fire hazards:  
<http://industrialfireprevention.blogspot.com/2009/11/how-fireproof-is-your-workplace.html>
- OSHA fire extinguisher eTool:  
[https://www.osha.gov/SLTC/etools/evacuation/portable\\_about.html#Types](https://www.osha.gov/SLTC/etools/evacuation/portable_about.html#Types)
- OSHA safety and health topics, fire safety:  
<https://www.osha.gov/SLTC/firesafety/index.html>

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 Heather Edmonds at (202) 693-3774 or [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).