

March 13, 2012

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 11-15 AND RELATED PAG CHANGES</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:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Policy and Requirements Handbook Chapter 5, Section 5.5, Management and Reporting of Significant Incidents – Occupational Safety and Health Administration (OSHA) Notification Requirements for Student and Staff Fatalities and Multiple Hospitalizations

1. Purpose. To clarify the Job Corps PRH regarding student and staff fatality and multiple hospitalizations notification requirements.
2. Background. In accordance with 29 CFR 1904.39(a), OSHA notification must be made by telephone or in person at the OSHA Area Office nearest the location of the incident within 8 hours of the event. To ensure notification is made in a timely manner, the National Office of Job Corps requires centers to notify OSHA within 6 hours of any active student and on-duty staff fatality or hospitalization of three or more active students or on-duty staff.
3. Explanation of PRH Changes. PRH Chapter 5, Section 5.5 has been revised as follows:
  - a. Section 5.5.R1.a, has been changed to death or work/training-related hospitalization of three or more active students or on duty staff in one incident.
  - b. Section 5.5.R1.b, has been changed to serious illness, or serious medical injury\*\* (e.g., epidemic, hospitalization, emergency room treatment requiring hospital admission or surgery, reaction to medication/immunization) to an active students and on-duty staff member.
  - c. Section 5.5. R2. c, has been changed to include hospitalization of three or more active students or on-duty staff in one incident.
  - d. Section 5.5.R3, Incidents that Require Occupational Safety and Health Administration (OSHA) Notification, has been added to require centers to contact

OSHA within 6 hours of an active student death, death of staff member on duty, and/or hospitalization of three or more active students or on-duty staff. Centers must report the fatality/multiple hospitalization by telephone or in person to the OSHA Area Office U.S. Department of Labor, nearest the site of the incident, or use the OSHA toll-free central telephone number, 800-321-OSHA (800-321-6742). Should no one answer the national toll-free number, leave a message with the following information:

1. Establishment name;
2. The location of the incident;
3. The time of the incident;
4. The number of fatalities or hospitalized employees;
5. The names of any injured employees;
6. Your contact person and his or her phone number; and
7. A brief description of the incident.

- e. Section 5.5 R3.d, has been added to require centers to maintain a record of notification on center for a period of 3 years.

5. Explanation of PAG Changes. No related changes have been made to PAG Chapter 5 Sections 5.5.

6. Action. Effective immediately, centers will employ standard operating procedures for managing and reporting significant incidents, and student and staff injuries, and keeping records to reflect the revised National Office and OSHA notification requirements.

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

7. Effective Date. March 13, 2012.

8. Inquiries. Inquiries should be directed to Alejandro Perez at 202-693-2825 or [perez.alejandro@dol.gov](mailto:perez.alejandro@dol.gov), or Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).

Attachments

PRH Chapter 5