

June 17, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 07-40
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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

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Safety and Health Information Management System Updates

1. Purpose. To ensure that Job Corps centers maintain consistent record keeping of student and staff injuries in the Safety and Health Information Management System (SHIMS) in order to meet the Presidential Safety, Health, and Return-to-Employment (SHARE) goal for timely filing of student workers' compensation claims and Occupational Safety and Health Administration (OSHA) record keeping requirements.
2. Background. SHIMS is the Department of Labor's (DOL's) Web-based e-filing system that allows for effective management of injury/illness claims by DOL employees, including Job Corps students, and OSHA record keeping for Job Corps students and staff. Each Job Corps center is responsible for designating a primary and secondary injury record keeper for student injuries, and a human resources record keeper for staff/contractor injuries. Security mandates restrict SHIMS access to the individuals identified as the primary record keeper, secondary record keeper, and point of contact for staff/contractors. DOL prohibits anyone other than those identified by the center from accessing the system in any capacity.
3. Action. All Regional Office staff, center operators, Center Directors, student injury record keepers, and human resource managers are advised of the following:
 - a. All Job Corps Center Directors must complete the attached SHIMS Record Keeper Designation Form and e-mail it to fitzhugh.marsha@dol.gov by July 7, 2008. Indicate record keepers who currently do not have SHIMS access (e.g., highlight). This form is needed to remove SHIMS access for individuals no longer designated as record keepers and to assign access to new record keepers.

- b. The National Office of Job Corps recommends that centers designate the wellness manager and the safety officer as the primary and secondary injury record keeper, respectively; it is further recommended that the human resources manager be designated as the SHIMS record keeper for Job Corps staff injuries. Record keepers are responsible for all cases filed in SHIMS.
- c. All record keepers must understand that the filing procedure has not changed. All accidents and injuries must be entered in SHIMS within 7 calendar days of supervisor notification.
- d. During the 3rd quarter of fiscal year (FY) 2008, centers forwarded six CA-1s and one CA-2 to the Office of Worker's Compensation Program (OWCP) without approval. These cases did not meet Federal Employees' Compensation Act (FECA)/OWCP requirements and thus unnecessarily inflate Job Corps' total cases (i.e., the number of injuries and illnesses reported to OWCP) and increase administrative costs. To avoid these consequences, centers must receive approval from the National Office of Job Corps prior to forwarding a CA-1 or CA-2 (Notice of Occupational Disease) to OWCP via SHIMS, in accordance with Program Instruction No. 07-19.
- e. Injuries sustained by students at home on leave must not be entered in SHIMS.

Addressees are to ensure that this Program Instruction 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.

Attachments

- Attachment A – SHIMS Record Keeper Designation Form
- Attachment B – SHIMS Best Practices and Important Reminders