

February 3, 2011

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-33
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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: Job Corps Center Occupational Safety and Health Inspections and Observations, and Hazard Abatement

1. Purpose. To remind the Job Corps community of the requirement to conduct occupational safety and health (OSH) inspections and observations, and correct identified deficiencies promptly.
2. Background. In accordance with 29 Code of Federal Regulations 1960 (29 CFR 1960), Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, all federal agencies are required to implement a safety and occupational health program that includes inspections of all areas and operations of each workplace by “personnel with equipment and competence to recognize hazards” (29 CFR 1960.25). Additionally, the U.S. Department of Labor Manual Series (DLMS) 4, Chapter 800, DOL Safety and Occupational Health Program, paragraph 840, requires DOL agencies, including Job Corps, to conduct inspections, and hazard reporting and abatement.

Recently, several Job Corps centers have been rated poorly during the annual OSH program review, and have been cited in U.S. Department of Labor Office of Inspector General (OIG) audits for unsafe or unhealthy conditions, and the lack of required safety inspections. **Safety must always be a priority on our centers.** The Job Corps Policy and Requirements Handbook (PRH), Chapter 5, Section 5.15, R2 (Required Inspections and Observations) requires centers to maintain documentation of OSH inspections and observations, as well as records of actions taken to correct deficiencies, for three years.

Further, PRH Chapter 5, Section 5.15, R2 specifies the types and frequencies of required center OSH inspections and observations, including:

- a. daily observations;
- b. weekly inspections;
- c. monthly inspections; and
- d. quarterly inspections.

3. Action. Job Corps centers shall conduct all required OSH inspections and observations outlined in PRH Chapter 5, Section 5.15, R2. **Identified deficiencies must be corrected promptly.** Records of inspections and actions taken to correct deficiencies must be maintained by the center safety officer for three years, and made available upon request.

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries to Dennis Johnson at (202) 693-2876 or johnson.dennis@dol.gov, Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov, Kelley Clark at (202) 693-3089 or clark.kelley@dol.gov, or Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.