

December 17, 2007

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| DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 07-16 |
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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: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Preventing Cold Weather Injuries

1. Purpose. To ensure Job Corps centers follow the guidance for preventing cold weather injuries as provided in Job Corps Information Notice No. 06-23, Best Practices for Preventing Cold Weather Injuries and the Importance of Snow Removal From Common Areas.

2. Background. Recent winter storms in the United States have resulted in fatalities, injuries, and thousands of dollars in property damage. In fiscal year 2007, Job Corps filed five student OWCP claims for winter weather-related injuries. Of the five injuries, four were due to falls that resulted in dislocations, concussions, and a fracture. Medical payments for these injuries have totaled more than \$16,000.

3. Action. In an effort to reduce cold weather injuries and OWCP cost attributed to these injuries, Center Directors should review and implement the preventive measures described in Job Corps Information Notice No. 06-23, To prevent winter weather vehicle accidents, centers are encouraged to review the safe winter driving guidelines provided by the National Highway Traffic Safety Administration on its Web site, http://www.nhtsa.gov/people/injury/Seasonal_Advisories/WinterDrivingTips/wintertips6_10.html.

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

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@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.