

June 1, 2010

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 09-96</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
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:** National Occupational Safety and Health Conference

1. Purpose. To provide information regarding the National Occupational Safety and Health Conference, to be held August 31-September 3, 2010, at the Francis Marion Hotel in Charleston, South Carolina.

2. Background. Job Corps is committed to teaching young adults the skills they need to begin careers and succeed in today's world. Teaching and instilling safety in all phases of Job Corps, and keeping students and staff free of injuries and illnesses, are major components of this goal. When students feel safe, secure, and healthy, they are more likely to remain in the Job Corps program until they have gained the skills necessary to achieve attachment to the labor market.

Job Corps must consider how safety is approached at every stage of a student's Job Corps experience. It is critical that center operators, center staff, and students understand that safety issues should not be limited to career technical training requirements, for which one staff member is responsible. Safety is also part of the students' living and recreational activities. Successful center safety programs recognize that safety can be championed in many ways. Job Corps programs and departments must promote training in the recognition, prevention, and control of potentially dangerous situations that may occur in dormitories, recreational areas, training sites, and during off-center travel.

In the past five years, the National Office of Job Corps has taken steps to strengthen Job Corps' safety program, including web-based training and sponsoring professional development conferences for field staff. Last year, the National Office sponsored a National Occupational Safety and Health Conference, in Philadelphia, that addressed a number of important topics ranging from emergency response to food safety.

Building on last year's success, this year's conference will address National Office priorities that include topics suggested by field staff.

3. Conference Goals. The goal of the conference is to provide participants with the information and tools necessary to enhance centers' occupational safety and health (OSH) programs. This includes:

- a. Awareness of the latest regulatory updates and ways to achieve compliance;
- b. Insight into the vision, goals, and priorities of the Department of Labor, as they relate to Job Corps and safety;
- c. Enhanced skills to be more effective as safety officers;
- d. Development of practical approaches for preventing accidents and injuries on center and during off-center activities; and
- f. Collaboration and discussion of issues with colleagues from other centers, to increase knowledge and develop innovative solutions to resolve similar issues.

4. Conference Participants. The conference is open to all members of the Job Corps community. However, participation in the National Occupational Safety and Health Conference is strongly encouraged for safety officers, corporate/agency safety representatives, and Regional Office project managers. Center directors, health and wellness managers, security staff, and others are welcome to attend.

5. Conference Logistics.

Dates/Times:

Tuesday, August 31

- 1:00 p.m.-5:00 p.m., Registration
- 5:30 p.m.-7:30 p.m., Conference Welcome Session

Wednesday, September 1

- 8:15 a.m.-4:45 p.m., Conference

Thursday, September 2

- 8:30 a.m.-5:00 p.m., Conference

Friday, September 3

- 8:30 a.m.-11:00 a.m., Conference Closing Session

Location:

Francis Marion Hotel  
387 King Street  
Charleston, South Carolina 29403  
Phone: (843) 722-0600 Fax: (843) 853-2186

Room Rate:

Government rate of \$142.00 per night plus applicable taxes, for single and double occupancy.

Transportation:

The Francis Marion Hotel is located in the Charleston historic area. Transportation options from the Charleston International Airport to the hotel include:

- Taxi—\$30 one way; or
- Shuttle service through “Absolutely Charleston Shuttle”—\$26 per person one way. Conference attendees can reserve shuttle transportation by contacting Laurie at Absolutely Charleston Shuttle at (843) 747-4448.

Parking:

All conference activities are located within the Francis Marion Hotel, in the city’s Historic District, with many urban amenities (such as shopping and restaurants) nearby. If you choose to park a personal vehicle at the hotel, self-parking and valet parking are available. For overnight guests, it will cost \$12 plus tax per day to self-park your vehicle, or \$17 plus tax per day to use valet parking (both include in and out privileges).

6. Pre-Conference Training. Information Notice No. 09-80, dated April 6, 2010, announced that an OSHA-10 course is being offered as a pre-conference activity. The OSHA-10 course will begin on Tuesday, August 31 and continue throughout the conference. The training is limited to 50 conference attendees who have registered on a first-come, first-serve basis. After reviewing feedback from the field, the National Office will be offering the OSHA-10 construction industry course.

The pre-conference OSHA-10 course will be held at the Francis Marion Hotel; hotel rooms are available beginning on Monday, August 30 (refer to item 9 for information regarding hotel reservations).

At this time there are available slots for the OSHA-10 training. There is no additional cost for this course. If you have already registered for the OSHA-10 training and received e-mail confirmation, be sure to check the appropriate box on conference registration form (refer to item 8). You will receive another e-mail providing additional information about the pre-conference training in the coming months.

**Note:** The OSHA-10 training will begin on Tuesday, August 31; however the training will continue Wednesday, September 1 and Thursday, September 2 while general conference sessions are presented. Participants must complete all OSHA-10 modules in order to receive the OSHA-10 card.

7. Hotel and Travel Arrangements. Participants are responsible for making their own travel and hotel arrangements. When making airline reservations, please note that participants are expected to attend the entire conference and are reminded to schedule travel arrangements

accordingly. Job Corps centers (or Regional Offices/agencies, as appropriate) are responsible for all authorized expenses incurred. Neither the National Office of Job Corps nor the safety support contractor, Tidewater, Inc., is responsible for any charges incurred by attendees.

8. Conference Registration. Register for the conference by completing the attached registration form and mailing it with payment of the \$100.00 conference registration fee (**check or money order payable to Tidewater, Inc. only—do not send cash or submit purchase orders**) to:

Tidewater, Inc.  
7161 Columbia Gateway Drive, Suite C  
Columbia, MD 21046  
Attention: Cathy Moore

9. Hotel reservations. Hotel room reservations for the Francis Marion Hotel can be made online at the following website: [www.francismarioncharleston.com](http://www.francismarioncharleston.com). In order to secure the government rate, use the Group Code “Job Corps.” If you choose to make your hotel reservation by telephone, (843) 722-0600, be sure to inform the reservation assistant that you are eligible for the “Job Corps” conference rate.

10. Deadline: July 20, 2010. **You must make both your conference registration and your hotel reservation by July 20, 2010.**

**Note:** The Francis Marion Hotel has guaranteed a sizable block of rooms through that date, available for overnight stays beginning on Monday, August 30 (for early arrivals and participants in the pre-conference OSHA-10 training). The block of rooms is not guaranteed beyond July 20. If you do not reserve your hotel accommodations by that date, you may have to find alternate accommodations in Charleston.

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

12. Expiration Date. September 3, 2010.

13. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).

Attachment  
Registration Form