

January 13, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-22
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Posting Occupational Safety and Health Administration Form 300A
(Summary of Work-Related Injuries and Illnesses)

1. Purpose. To ensure all Job Corps centers are in compliance with the annual requirement to post the Occupational Safety and Health Administration (OSHA) Form 300A.
2. Background. The Log of Work-Related Injuries and Illnesses (OSHA Form 300), which is maintained in the Safety and Health Information Management System (SHIMS), is used to document and classify all work-related injuries and illnesses experienced by students and staff on center. Each year, Job Corps centers are required to post OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, from February 1 through April 30. OSHA Form 300A summarizes data contained in the OSHA 300 log for the calendar year just prior to posting. The purpose of posting OSHA Form 300A is to notify students, center staff and authorized employee representatives of the injuries that have occurred on center.
3. Action. In accordance with 29 CFR 1904 and the Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18, R4, Center Directors are mandated to ensure:
 - a. The OSHA Log is maintained electronically in SHIMS;
 - b. The OSHA 300A summary is generated for the calendar year preceding the current period;
 - c. The Center Director signs and dates the certification statement on the OSHA 300A (Note: Certification of the OSHA 300A attests that the individual making the certification has a reasonable belief, derived from his or her knowledge of the process by which the information in the log was reported and recorded, that the log and annual summary are “correct” and “complete”);

- d. The OSHA 300A summary is posted no later than February 1 and remains posted through April 30;
- e. The Regional Offices confirm that all centers within their regions have posted OSHA 300A Form by the February 1st deadline by notification of e-mail to the National Office of Job Corps, attention Curtis Massey, massey.curtis@dol.gov;
- f. The original OSHA 300A is filed and retained on center for 5 years after removal from posting;
- g. Staff and students understand that listing a case on the summary does not mean the employer or worker was at fault, that an OSHA standard was violated, or that the employee is eligible for workers' compensation or other benefits; and
- h. Centers that fail to post their OSHA 300A summaries during the designated period are subject to fines and penalties by OSHA.

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

- 4. Expiration Date. Until superseded.
- 5. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov.

Attachment

Instructions for Creating Occupational Safety and Health Administration (OSHA) 300A Summary