

January 11, 2016

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 15-10</b>
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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:**               LENITA JACOBS-SIMMONS  
                          National Director  
                          Office of Job Corps

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

1.     Purpose. To ensure all Job Corps centers are in compliance with posting OSHA Form 300A, Summary of Work-Related Injuries and Illnesses.
  
2.     Background. OSHA Form 300, Log of Work-Related Injuries and Illnesses, which is maintained in the Safety and Health Information Management System (SHIMS), is used to document and classify all work-related injuries and illnesses students and staff experience 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 OSHA Form 300 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.     OSHA Form 300 is maintained electronically in SHIMS;
  
  - b.     OSHA Form 300A is generated in SHIMS 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 (OSHA Form 300) was reported and

recorded, that the log and annual summary are correct and complete);

- d. The OSHA 300A is posted no later than February 1, and remains posted through April 30;
- e. The original OSHA 300A is filed and retained on center for 5 years after removal from posting;
- f. 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
- g. Centers that fail to post their OSHA 300A forms during the designated period are subject to fines and penalties by OSHA.

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Heather Edmonds at (202) 693-3774 or [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).

Attachment

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