

April 10, 2001

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 00-21
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Job Corps Student Injury Definitions and Filing Procedures

1. Purpose. To provide guidance for classifying "first-aid" injuries and to outline procedures for handling Job Corps student injuries, from a recordkeeping and injury claims processing perspective.
2. Background. Injuries to Job Corps students that do not result in a student's separation from the program are not filed with the Office of Workers' Compensation Programs (OWCP). Consequently, OASAM, in consultation with Job Corps, has developed the attached injury classification and claims processing procedures for Job Corps centers to follow. All student accidents, injuries, and illnesses should be recorded in the OSHA 2014 log, but are not to be filed with OWCP. They are required to be submitted to OASAM to track injury trends in the Safety and Health Information Management System (SHIMS).
3. Action. Job Corps centers should begin to use the injury classifications and claim processing procedures outlined in the attached document effective immediately.
4. Expiration Date. Until superseded.
5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116 or Paul Milam at (202) 693-3119.

Attachment

Attachment

DEFINITIONS OF AND PROCEDURES FOR HANDLING JOB CORPS STUDENT INJURIES

Job Corps Injuries Designated “First Aid”

Definition: First aid will be defined as any one time treatment, and any follow up visit for the purpose of observation, of minor scratches, cuts, burns, or splinters, which does not ordinarily require medical care. Such one time treatment and follow up visits are considered first aid even if they are provided by a physician or other registered professional personnel. A list of treatments, designated first aid, follows:

First aid treatment The following procedures are generally considered first aid treatment (e.g., one time treatment and subsequent observation of minor injuries).

- ! Application of ANTISEPTICS during first visit to medical personnel
- ! Treatment of FIRST DEGREE BURN(s)
- ! Application of BANDAGE(s) during any visit to medical personnel
- ! Use of ELASTIC BANDAGE(s) during first visit to medical personnel
- ! Removal of FOREIGN BODIES NOT EMBEDDED IN THE EYE if only irrigation is required
- ! Removal of FOREIGN BODIES FROM WOUND; if procedure is UNCOMPLICATED, and is, for example, by tweezers or other simple technique
- ! Use of NONPRESCRIPTION MEDICATIONS and ADMINISTRATION OF SINGLE DOSE OF PRESCRIPTION MEDICATION on first visit for minor injury or discomfort
- ! SOAKING THERAPY on initial visit to medical personnel or removal of bandages by SOAKING
- ! Application of hot or cold COMPRESS(es) during first visit to medical personnel
- ! Application of OINTMENTS to abrasions to prevent drying or cracking
- ! Application of HEAT THERAPY during first visit to medical personnel
- ! NEGATIVE X-RAY DIAGNOSIS
- ! OBSERVATION of injury during visit to medical personnel

The following procedure, by itself, is not considered medical treatment:

- ! Administration of TETANUS SHOT(s) or BOOSTER(s). However, these shots are often given in conjunction with more serious injuries; consequently, injuries requiring these shots may be recordable for other reasons.

Processing Procedure:

The injury will be recorded on the OSHA 2014 log and recorded on a CA-1 or CA-2 form, which will then be completed by the center medical staff and filed in the student medical record on center. The pink copy will be **annotated by hand** in the upper right hand corner as FIRST AID and sent to the OASAM Regional Safety and Health Manager to be recorded into SHIMS as a first aid injury.

More Serious Injuries Not Resulting in Student's Separation-Includes Lost Time Injury

Definition: This category includes injuries that result in medical treatment beyond first aid and any medical issue that is serious enough to require lost time. An example of this type of injury would be one where first aid treatment will not resolve the problem and further medical treatment is necessary. This category would include those injuries serious enough to need a specialized referral. Some examples of this category of injury are:

- ! Fractures
- ! Head injuries with loss of consciousness (lost time or no lost time)
- ! Positive x-ray diagnosis
- ! Lacerations with nerve or tendon damage
- ! Injuries needing sutures/Steri Strips/adhesive butterfly
- ! Foreign body embedded in the eye
- ! Jaw fractures/dental damage
- ! Treatment of infection
- ! Treatment of 2nd or 3rd degree burns
- ! Food poisoning
- ! Dislocated shoulder
- ! Any injury that results in a Medical Separation with Reinstatement (MSWR) (See Chapter 4, 4.4, R4 and 5 for information on MSWRs).

Processing Procedure:

The injury must be recorded on the OSHA Log and on a CA-1 or CA-2 form which will then be completed by the center medical staff and filed in the student medical record on center. The pink copy will be sent to the OASAM Regional Safety and Health Manager to be recorded into SHIMS.

Injuries Resulting in Separation from Job Corps

Definition: This category includes injuries resulting in the student's death or serious injuries that result in the student's separation from Job Corps.

Processing Procedure:

Injuries/illnesses in this category must be reported on the OSHA Log and on a CA-1 or CA-2 form which will then be completed by the medical staff on center and forwarded to OWCP. The pink copy will be sent to the OASAM Regional Safety and Health Manager for entry into SHIMS. In the case of death of a student, the center contact at OWCP must be notified immediately. A CA-6 is completed and forwarded to OWCP within 10 days. The OASAM Regional Safety and Health Manager must be notified within 6 hours of the event by fax or e-mail.