

**WORK-BASED LEARNING PROGRAM AGREEMENT  
BETWEEN**

Center Name: Milwaukee Job Corps Center  
Address: 6665 N. 60<sup>th</sup> St.  
City: Milwaukee State: WI Zip: 53223  
Telephone: (414) 616-5700

**AND**

WBL Site: City of Milwaukee  
Address: 200 East Wells St.  
City: Milwaukee State: WI Zip: 53202  
Telephone: (414) 286-2329

The above-mentioned organizations are entering into an AGREEMENT to establish a Work-Based Learning (WBL) Program with the stipulations outlined below.

Job Corps students are considered employees of the federal government for purposes of medical coverage under the Federal Employees' Compensation Act (FECA). Section 8143 of FECA states: "While students are enrolled in Job Corps, students are considered employees of the federal government for purposes of medical coverage under FECA. The 'performance of duty' does not include an act of an enrollee while absent from his assigned post of duty, except while participating in an activity (including an activity while on pass or during travel to or from the post duty) authorized by or under the direction and supervision of Job Corps."

There is no provision stated or implied in the Act that the City must provide additional insurance coverage for federal employees. While students are assigned to the work site, the WBL Coordinator is responsible for monitoring and working closely with the students and WBL site to provide training, weekly evaluations, and conflict resolution. The WBL site should be advised to report all accidents and injuries that occur during the "performance of duty" directly to the Center Director or WBL Coordinator. In the event a student is injured while assigned to a WBL site, the student is covered under FECA. WBL site shall record the incident in accordance with the established injury recordkeeping system, and report the incident to the WBL Coordinator.

There are no specific general industry Occupational Safety and Health Administration (OSHA) standards for accident investigation. However, Job Corps centers are required to conduct accident investigations in the event of a fatality, major property damage or injuries, including serious injuries resulting in hospitalization in accordance with 29 CFR 1960.29, "Basic Program Elements for Federal Employees OSHA." In the event of a student fatality or serious injury, the work site and the WBL Coordinator are responsible for contacting OSHA and the Job Corps center within 8 hours. Job Corps and the work site should conduct an accident investigation to determine the root cause in order to implement corrective actions to prevent future occurrences. The WBL work site, Job Corps center, or Sovereign Nation is required to provide immediate access to OSHA Inspectors after an incident. (OSHA Act of 1970, Sec.8 Inspections, Investigations, and Recordkeeping)

**Job Corps center agrees to:**

- 1) Request a copy of the WBL site's last federal and/or state OSHA inspection to review violations. WBL Coordinator will contact site to determine if the identified hazards have been abated;
- 2) Monitor all active WBL sites at least monthly to ensure that students are receiving quality training in a safe environment. Center instructors, safety officers, and other staff shall visit active work sites on a regular basis to:
  - Observe and counsel students;
  - Observe working environment for potential hazards;
  - Observe students' use of safety work practices including use of proper protective equipment;
  - Ensure that the training needs of the students are being met; and
  - Determine, in collaboration with the work-site supervisor, what on-center activities might be needed to support training at the work site.
- 3) Implement a process for notifying the WBL site in the case of student absence (i.e., winter/summer break, unexpected student absence, center function);
- 4) Record all accidents and injuries in the Safety and Health Information Management System (SHIMS) within 7 days of supervisor notification;
- 5) Record and report all serious injuries or illnesses within 24 hours to the SHIMS coordinator, local director and local safety manager;
- 6) Implement a process for notifying the WBL site of potential safety hazards identified by students and/or center staff;
- 7) Coordinate with the WBL site to conduct an investigation of accidents resulting in serious injuries and/or fatalities involving Job Corps students;
- 8) Document and record student WBL assignments and progress.

**WBL site agrees to:**

- 1) Provide the center WBL coordinator with a copy of the latest federal and/or state OSHA inspection results upon request;
- 2) Provide center safety officer or other staff with routine escorted or unescorted access to student work areas to observe working/training conditions;
- 3) Adhere to all federal and state laws and regulations regarding applicable safety and occupational health;
- 4) Coordinate with Jeff Butterfield, center safety officer, to conduct an investigation of accidents resulting in serious injuries and/or fatalities involving Job Corps students;

- 5) Provide the Occupational Safety and Health Administration (OSHA) with immediate access to the work site in the event of a student fatality or serious injury;
- 6) Provide specific projects and project locations, construction materials and construction material disposal service to perform the assigned duties;
- 7) Inform the Center Director, or designee, of all accidents and injuries within 24 hours;
- 8) The WBL site reserves the right to remove any participant it, in its discretion, deems unsatisfactory;
- 9) This agreement shall take effect upon execution of this Agreement by both parties, and shall terminate after one year, subject to one-year renewals in writing signed by both parties. The parties may terminate this Agreement, with or without any cause, upon 30 days notice;
- 10) Report all accidents, damage, loss or destruction of property, or emergency immediately to James Roberts, Center Director /designee, at (414) 810-9052 in order to provide a detailed report.

Job Corps Center

Center Director: \_\_\_\_\_ Date: \_\_\_\_\_

WBL Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Center Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Employer:

Company CEO/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Company WBL Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Company Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_