



# MEETING RECAP – Workforce Training Academy / Team Up Academy

## 🎯 Primary Objective

Establish **audit-proof SOPs, safety compliance, and documentation systems** across:

- Workforce Training Academy (WTA)
- Team Up Academy

Focus:

- Safety
  - Traceability
  - Compliance
  - Reputation protection
  - Student accountability
- 



## CRITICAL PRIORITIES IDENTIFIED



### 1. Safety & Compliance Infrastructure

Immediate needs:

- PPE signage (safety glasses, forklift zones) Ask a Team Up associate for proper PPE
- Authorized Personnel Only signs
- Off-limit area markings
- Exit / Emergency / Severe Weather signs
- Fire escape & evacuation instructions

- Emergency procedure visibility
- Trash cans moved away from fire exits

► **Risk if ignored:** Liability / Safety violations / Failed audits / Grant issues

---



## 2. Chemical & SDS Compliance

- SDS sheets required for **all chemicals**
- Includes **spray bottles / secondary containers**
- Proper labeling and SDS area set up

► **Risk:** OSHA / safety violations / major liability exposure

---



## 3. Tool Control & Accountability

Systems discussed:

- Tool sign-out sheets
- Tool check-in sheets
- Student tool carts / toolboxes
- Tool usage checklists

► **Risk:** Lost tools / disputes / theft / audit problems

---



## 4. SOP & Documentation Structure

Clear direction:

- Two binders:
  - WTA Binder
  - Team Up Binder
- Final copies signed by John
- Physical + electronic versions
- Used for:
  - Instructor reference
  - Onboarding
  - Compliance proof

► **Risk:** Policy confusion / inconsistent enforcement / audit exposure

---

## 5. Attendance & Record Tracking

- LMS + physical sign-in sheets
- Need system to:
  - Flag absences
  - Track compliance for WIOA funding

► **Risk:** Funding compliance / reimbursement issues

---

## 6. Employment Verification & Employer Contact

Need clarification:

- Can WTA contact employers on behalf of students?

- Requires confirmation with WIOA office
- Requires Release of Information (ROI)

► **Risk:** Legal/privacy violations / funding issues

---



## ACTION ITEMS (Already Identified)

- ① Send new SOPs & WTA checklist docs → Team Up team
  - ② Print & assemble WTA SOP binder
  - ③ Create electronic copies for instructors/onboarding
  - ④ Confirm employer-contact permissions with WIOA
  - ⑤ Review & finalize amended SOPs
  - ⑥ Obtain John's signature on final copies
- 



## RECOMMENDED PRIORITY ORDER



### PHASE 1 – Immediate Risk / Safety (Do First)

These reduce liability fastest:

- ✓ Exit / Emergency signage
  - ✓ PPE signage
  - ✓ Authorized Personnel / Off-limit signs
  - ✓ Fire escape / evacuation postings
  - ✓ SDS sheets + chemical labels
  - ✓ Move obstructions from exits
- 



### PHASE 2 – Control Systems

- ✓ Tool sign-in/out sheets
- ✓ Tool checklists
- ✓ Student tool accountability system
- ✓ Attendance tracking alignment (LMS + sheets)



## PHASE 3 – Documentation & Audit Armor

- ✓ Build WTA binder
  - ✓ Build Team Up binder
  - ✓ Electronic SOP repository
  - ✓ Safety overview PowerPoint
  - ✓ Cohort safety binders
- 



## PHASE 4 – Administrative / External

- ✓ WIOA employer-contact clarification
  - ✓ ROI process definition
  - ✓ Internship / placement paper trail
- 



## PLAN OF ACTION

---



### Safety & Signage System

**Tool:** Canva

**Output:** Printable standardized signage set

Create templates:

- Safety Glasses Required
- PPE Required
- Authorized Personnel Only
- Student Training in Progress
- Forklift Traffic

- Emergency Exit
- Severe Weather Shelter
- Fire Evacuation Map
- Off-Limit Area
- Wash Station / Water Station

👉 Batch-produce → Print → Laminate → Install

---

## SDS / Chemical Compliance

- ✓ Inventory all chemicals
  - ✓ Obtain SDS sheets (manufacturer sites)
  - ✓ Print + binder + digital folder
  - ✓ Label secondary containers
  - ✓ Verify storage zones
- 

## Tool Accountability System

Create:

- Tool Sign-Out Sheet
- Tool Check-In Sheet
- Student Tool Assignment Form
- Tool Cart Checklist

Optional upgrade:

👉 Barcode / QR tracking later

---



## SOP / Binder Structure

### Binder Layout Example:

1. Safety Policies
2. Emergency Procedures
3. Tool Control
4. Attendance / Conduct
5. Chemical / SDS
6. Incident Reporting
7. Forms & Checklists

- 
- ✓ Physical binder
  - ✓ Digital master folder



## Attendance & Compliance

- ✓ Align LMS records
  - ✓ Daily physical sign-in sheet
  - ✓ Absence flagging rule
- 



## Employment Verification Protocol

- ✓ Contact WIOA office
- ✓ Clarify permissions
- ✓ Standardize ROI form
- ✓ Define employer-contact workflow