



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