



Apprentice Supervision Guide

CWA District 9 Apprenticeship

This guide highlights what supervisors need to know when working with apprentices on public works projects.

Supervisor Responsibilities

- **Provide Site Orientation:** Cover safety, reporting structure, and worksite rules.
- **Assign Journeyman Oversight:** Apprentices must always be supervised by a qualified journeyman.
- **Maintain Ratios:** Follow required journeyman-to-apprentice ratios under state/federal law.
- **Ensure Safety:** Apprentices receive the same PPE, safety briefings, and protections as all employees.

Timekeeping & Reporting

- **Daily Tracking:** Record apprentice hours accurately each day.
- **Timesheets:** Ensure hours are signed by the supervisor and submitted on time.
- **Communication:** Report absences, safety incidents, or performance concerns immediately to ATTF staff.

What Apprentices Can & Cannot Do

- **CAN** perform hands-on tasks they've been trained for.
- **CAN** use tools and equipment under supervision.
- **CANNOT** work without journeyman oversight.
- **CANNOT** be assigned tasks outside program scope (e.g., unrelated trades).

Issues to Watch For

- Apprentice struggling with a new skill → provide coaching and notify ATTF.
 - This helps update instruction for new methods/technologies for your employees.
- Safety concerns → address immediately and escalate if unresolved.
- Ratios not being met → contact us to help adjust staffing before continuing work.

Key Contacts

- **Apprenticeship Office (Dispatch & Support):**
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