

## REdP Time Sheet for Casual Relief Staff ....distinctly better

**School:**  
**Address:**  
  
**Phone:**  
**Email:**



Resource Ed Personnel PTY LTD  
PO Box 8116 Ferntree Gully VIC 3156  
**P:** (03) 9756 0388 **F:** (03) 9752 4177  
**W:** www.redp.com.au **E:** admin@redp.com.au  
Please fax on **WEDNESDAY EVENING** of DEECD pay week  
Payment is requested upon receipt of invoice

### WorkSafe & OHS Requirements

*Teachers are expected to initial the OHS column PRIOR to commencing duties to signify they have seen the First Contact Checklist and are aware of any potentially unsafe areas in the workplace.*

Date	Name of Teacher	OHS	Start and Finish of Supervision Times	Hrs for Payment	Signature of Teacher
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10
					11
					12
					13
					14
					15
					16
					17
					18
					19
					20

**For all Casual, Contract & International Recruitment**



Total hrs

**Payment authorised by:**

\_\_\_\_\_

**Date:** \_\_\_\_\_