

Advice and Compliance Form for Occupational Health and Safety whilst Working with Resource Ed Personnel

Acknowledgement of OHS Web Based Documents

Recently, legislation has changed in the operation, structure, compliance and employment of agency (or on-hired) staff within Victorian workplaces. REdP has implemented the required changes and has also advised all clients of its changed operations within the WorkSafe environment. Under the present legislation REdP is to train and advise staff of the changes to ensure compliance and understanding within the Workplace.

REdP is to conduct Staff Meetings on aspects of the WorkSafe legislation and how the new regulations specifically affect teachers who are agency or on-hired employees. Please visit our web site www.redp.com.au for Staff Meetings dates, times and locations, once published. We also include OH&S responsibilities in our Relief Teaching Seminars. Our recommendation is that you:

1. Attend a Relief Teaching Seminar at a venue near you (no cost to registered REdP employees). Dates and locations can be downloaded from the NEWS section of our web site www.redp.com.au
2. Ensure that you attend the Staff Meetings for updates – keep an eye open on our web site or our Newsletter for the details.

Under POLICIES on our web site are new OH&S documents that you as an agency teacher will need to read, sign and return to Resource Ed, either by post. Work offers may be withheld until we receive this signed and dated Compliance Form.

PLEASE PRINT ALL DETAILS

I _____ (insert name) **of**

(Insert address) _____

Post Code: _____ Phone: _____ Mobile: _____

Email address: _____

have read, and accept these policies as conditional for employment.

Signature

Date:

REdP's OHS policy: _____

First Contact Checklist: _____

New Time Sheet: _____

Teacher Contract: _____

**Please sign and return by post with your newly signed Teacher Contract*

When teaching, I understand I am under the auspices of the school's OHS policy and OHS Officer

I understand I must initial the OHS column on the Time Sheet prior to commencing duties.

I understand it is the school's responsibility to advise me of any unsafe working conditions in the school prior to commencing the teaching assignment. Where the school does not advise me, I will ask the school OHS Officer or appropriate administrative person in the school of any known unsafe work areas in the school.

I will keep a photocopy of these documents and Compliance Form email or posted document for future reference.

I understand I must advise the OHS officer at the school of any unsafe areas within the school. I will also send an email to REdP at ohs@redp.com.au of these issues.

I will advise REdP of my current email address for the emailing of my payslip.

I have read, understood and will comply with these directions and policies of Resource Ed Personnel

****I have posted to REdP this signed and dated compliance form and new Teacher Contract***

SIGNED: _____

DATE: _____ Date Posted: _____ Email sent: _____

Thank you for your cooperation, these changes are important and are implemented for your safety within the WorkPlace. All teachers who work in schools as a CRT now come under this new legislation either employed by an agency or directly employed by the school.

Please, either post or email your signed compliance form to us as below postal or email address.

Ian A Smith

Managing Director Resource Ed Personnel

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