



OCCUPATIONAL HEALTH & SAFETY FIRST CONTACT CHECKLIST

The completed form must be faxed back to REdP as part of your signed Contract

Name of Client: _____ Received fax: _____

Tick the appropriate box or write A –agree or D- disagree

Yes No

1. Do you have a current OHS policy?

2. Is OHS compliance current?

If not list areas _____

Has an audit identified a PIN?

Have those areas identifies been rectified?

Are there any outstanding compliant issues that REdP and the CRT needs to be aware of to ensure a safe work place?

3. Do you have a trained OHS representative and name of that person _____?

4. Do you have an Induction program for CRTs?

If not, will you include the Resource Ed Personnel and Resource Ed Australia's

Check list for your induction for CRTs or REdP contracted teachers?

5. Do you issue each CRT with a CRT booklet listing?

a. Children with disabilities, allergic reactions or custody orders

b. Outline of the schools DisPlan

c. OHS policy

d. Phone systems

e. Map of the school for specialist rooms, yard duty responsibilities and first aid room

f. List of administration staff for reporting and in-case of emergencies

g. List of current unsafe areas for staff and children

h. Do you have portable phones for yard duty personnel?

i. Do you issue Personal Protective Equipment to yard duty teachers, eg reflective jackets?

j. Photocopy provisions and passwords for CRTs

k. Expectations on first aid whilst the CRT is on yard duty

l. Policy on children going to the toilets during class times?

m. General expectation the school has of CRT?

n. Is the school prepared to advise the CRT prior to the commencement of teaching on

i. Policy on allowing pupils to be out of class with teacher permission?

ii. Start, recess and finish times at the school?

iii. Escorting students to specialist teachers?

o. School policy on specific areas of curriculum eg. Religion

Please list: _____

i.

p. Behaviour Modifications programs are listed and with specific guidelines for teachers and students to follow.

7. Do you a written job description to give to the CRT?
8. Have you read the supplied REdP Information on our web site www.redp.com.au > Forms > Information Pack and Teacher Expectations in your contract?
9. Is it your OHS policy to caution teachers where exposure to heat or cold is expected to wear hats and sunscreen?
10. Do you agree to advise REdP (on the form provided) and the CRT of any current OHS issue, unsafe grounds or any issue prejudicial to the safe working environment of the CRT?
11. Does the school expect the CRT to administer first aid?
 Explain the circumstances _____
12. Does the school have trained Level 2 trained first aiders where first aid is required?
 a. Does the school supply a first aid kit teacher on yard supervision?
13. Will the CRT be exposed or expected to handle any hazardous chemicals or substances.
 Is the CRT expected to lift heavy loads?
14. Is the CRT expected to climb ladders or to go onto roofs?
15. Where an incident occurs involving one of REdP teachers, the school agrees to alert REdP immediately.

GENERAL CONDITIONS- All information provided to REdP and REA is subject to our Privacy Policy see www.redp.com.au

- a. Each client school is expected to supply REdP prior to the commencement of bookings their OHS policy with notations or actions listed and dated where changes to the school environment are listed.
- b. Where the school has conducted a Risk Analysis in specific areas, the client schools agrees to supply that Risk Analysis to REdP and REA. Areas of concern are - technology, wood, plastic and/or metal working, science laboratories or any areas or class using any machinery, hazardous liquids, atmospheric contaminants, hot or cold environments, physical education classes or any other areas where a Risk Analysis has taken place. The school agrees to supply that Risk Analysis in those areas prior to the commencement of bookings with REdP or REA. The school must their alert their Area Manager as to the Risk Assessment conducted in areas when bookings are to be placed.
- c. REdP teachers are not expected to do yard duty either before or after school hours for reasons of knowledge of custodial issues of siblings with their parents or guardians. Where the CRT is placed either in before or after school yard supervision, it is REdP/REA and the CRT's expectation that the CRT will direct the parent or guardian to the appropriate school representative in the grounds/administration. Where the school does place a CRT (as above), it is the schools responsibility for all outcomes of complaint or legal actions raised against the CRT.
- d. The school agrees to immediately alert REdP and its relevant Area Manager of any unsafe or hazardous condition in the client school, prejudicial to safe working conditions.
- e. REdP is the employer of its teachers and pays WorkCover payments on their behalf. However, it is the client's responsibility to ensure the CRT has a safe working environment and has a current compliant OHS policy.
- f. The client agrees to allow the CRT or contract teacher to work under the auspices of the client's OHS policy. It is agreed REdP's CRTs and the clients employees are exposed to similar hazards and risks. It is also the client's responsibility to alert the REdP and the CRT of any unsafe or hazardous conditions within the client's school prior to the commencement of the allocated duty.+
- g. The school agrees where Behaviour Modification programs are in place and where the CRT is booked, REdP the Area Manager and the CRT must be notified prior to commencement of the booking.
- h. Does your school provide access to communication devices where the CRT requires support eg. First aid, violent or unruly behaviour in the class?
- i. Where the school specifically request teachers in areas (in b. above) it is expected that a specialist teacher is to placed and not a generalist teacher to cover those grade or specific areas. REdP/REA accepts no responsibility where the school has not alerted the Area Manager or REdP of the specific booking requirements or has asked or directed the teacher to teach in (b.) areas of specialisms. Or, where the school has been alerted no "specialists" (see b. above) teacher is available and the school accepts a Generalists teacher for the position.

Where the client has signified No or disagree to the above clauses, Please state reasons with clause number and or alphabet number for reference:

Where the school changes the OHS officer, it is expected the client will notify REdP/REA of that change via email:

Name: _____ Date of Change: _____

School Representative to Sign _____ Print Name: _____

Position in School: _____ Date: _____

OFFICE

Received by REdP: _____ Authorised by REdP: YES NO

School Contact required: YES NO Signed: _____ Date: _____