

# Resource Ed Personnel and Resource Ed Australia Occupational Health & Safety Policy (OHS)

Version 1, September 2007

Resource Ed Personnel and Resource Ed Australia as its core business supplies casual and contract teaching staff for its client's schools. All client schools have demonstrated to Resource Ed Personnel and Resource Ed Australia they have in place compliant OHS policies and practices for the safety and health of our employees, for example-

1. OHS policy and representative
2. General description of the position and where this deviates from the norm will alert Resource Ed Personnel and Resource Ed Australia and our employee
3. Where Risk Management has been enacted for example wood working, metal working, extreme heat or cold environments (kilns) or physical education classes, the school has alerted REdP/REA of that analysis. Or, where the school books a teacher through our representative into one of above areas, the school will conduct an induction prior to the commencement of the class. Our representatives will alert the teacher to the schools Risk Management assessment.\*
4. Have in place a First Visit Information sheet
5. Have in place a system of notification of hazard, incident or accident report form
6. Have returned to Resource Ed Personnel and Resource Ed Australia our OHS and Safety Client Check List
7. Have distributed to Resource Ed Personnel and Resource Ed Australia their annual OHS report with all deficient areas fully reported on and where applicable, remedied
8. Where applicable will conduct an Induction before the commencement of the teaching position, especially where the teacher is booked for an excursion\*
9. Will alert Resource Ed Personnel and Resource Ed Australia of any incident involving a staff member of Resource Ed Personnel and Resource Ed Australia
10. Will alert Resource Ed Personnel and Resource Ed Australia and its employees of any unsafe or potentially damaging hazard
11. Sun Smart policies
12. Where equipment is used in the work place it must satisfy the OHS annual audit and has been checked by the schools OHS officer. Where equipment is faulty the OHS officer must alert the REdP/REA teacher prior to the commencement of the class.

Resource Ed Personnel and Resource Ed Australia are committed to protecting the health and safety of all its employees, whether they are direct employees or they are placed with other our school clients.

Resource Ed Personnel and Resource Ed Australia have developed a health and safety management system that is integrated with our organisational activities. All employees and Directors have a responsibility to

Take all reasonable care for their own health and safety

Consider the health and safety of other people who may be affected by their actions

Resource Ed Personnel and Resource Ed Australia will take reasonable and practical steps to improve work safety conditions and will strive to achieve a goal of zero injuries.

Resource Ed Personnel and Resource Ed Australia is committed to

- Comply with health and safety laws, regulations and standards for all its employees
- Provide a safe work environment
- Implementing a risk management system which identify, promote and improve health and safety performance.
- Ensure all Directors remain accountable for the health and safety of their employees and provide adequate resources to assist employees in this cause.
- Obtaining accurate information from the host employer as to the type of work our teachers are required to do
- Ensuring all employees commencing work for the first time at a client school will
  - i. Conduct an induction where practicable
  - ii. If not practical, issue to the employee the First Contact Check List
  - iii. Will work under the auspices of the OHS policy and guidelines of the client or booked school. Resource Ed Personnel and Resource Ed Australia will alert all its employees of that situation when working at a Resource Ed Personnel and Resource Ed Australia clients and schools
  - iv. Be aware of the CRT Information folder, which may include -
    - a. Map of school
    - b. DisPlan
    - c. Support staff
    - d. Specialist staff names and location
    - e. Information on children's disabilities

- f. Yard duty information- Resource Ed Personnel and Resource Ed Australia recommends to all clients schools that our employees do not do yard duty before or after school because of custody issues
  - g. First aid information and policy
  - h. General school and specific classroom expectations
  - i. School phone numbers whilst on yard duty
  - j. Information the client deems necessary that will help or inform the teacher to fulfil their duties whilst at the client school
- Beware of our expectations via (when working at client or schools) our Join/Information packages, CRT Seminars, and Staff Meetings.
- That each teacher will sign the supplied Time Sheet prior to commencing the booking, the teachers signature signifies they have read the
  - a. First Contact form
  - b. Have either read or been updated by the school's OHS officer of safety conditions not described in (a) above.
- All Resource Ed Personnel and Resource Ed Australia teachers are entitled to a CRT Seminar which has a focus on OHS. The host employer may or may not induct our employers when they first arrive at the client or school. However, the teacher will be aware of his or her responsibilities and entitlements whilst at that school or client
- Assessing worksites via our OHS & Safety Client Checklist and/or where applicable ensure Resource Ed Personnel and Resource Ed Australia visits the site prior to the commencement of appointments
- Ensuring via these forms and people, Incident Report, school or client OHS officer or First Contact form that any change in the workplace is communicated to Resource Ed Personnel and Resource Ed Australia and staff working at the host school or client
- Maintaining relevant policies, procedures, systems, information, training and organisational structures to support and communicate effective health and safety practices throughout our business
- Establishing clear targets and objectives on an annual basis to improve health and safety, communication, training and accountability in our business
- Resource Ed Personnel and Resource Ed Australia has instituted a CRT Seminar which OHS is a major component. Together with the CRT Seminar and our Staff Meetings which will specifically focus on OHS, educative and industrial issues. Guest speakers are also a component in these meetings.

- Resource Ed Personnel and Resource Ed Australia issues to all its teachers a fortnightly newsletter which, where relevant feature OHS issues, policies, meeting dates and help ensuring the workplace is safe
- Resource Ed Personnel and Resource Ed Australia will quickly and responsibly respond to all reported incidents, reports or concerns with OHS forms
- Ensure the host employer is aware of their responsibilities to the casual teacher
- Ensure the host employer is aware that any casual teacher placed into their school is under the auspice of the clients OHS policies and OHS officer.

Resource Ed Personnel and Resource Ed Australia has implemented current legislative requirements for OHS in our clients and schools, to ensure all our teachers are protected by

1. The OHS policies of Resource Ed Personnel and Resource Ed Australia
2. The OHS policies of our clients and schools

Ian Smith      Managing Director

Peter Hayne   Finance Director

Daryl Brooks   Schools Director

Resource Ed Personnel and Resource Ed Australia

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