Casual Relief Teacher OHS Induction Checklist

Upon arrival at the site you will be required to complete an OHS Induction covering the site-specific risks.

Casual Relief Teacher inductions are valid for 12 months.

<table>
<thead>
<tr>
<th>Workplace</th>
<th>Bonbeach Primary School</th>
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<tbody>
<tr>
<td>Brief description of works</td>
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**General OHS Induction** — The Workplace Manager is to ensure that CRTs have been provided with the following information and/or instructions.

- DET OHS Policy  
  *(In Volunteer OHS & Child Safe Induction Handbook p.2)*
  - Provided: ☐ Yes

- DET OHS Consultation and Communication Policy  
  *(In Volunteer OHS & Child Safe Induction Handbook p.3)*
  - Provided: ☐ Yes

- Bonbeach Primary School Child Safe Policy and strategies  
  *(In Volunteer OHS & Child Safe Induction Handbook p.4)*
  - Provided: ☐ Yes

- Required conduct/behaviour  
  *(In Volunteer OHS & Child Safe Induction Handbook p.9)*
  - Provided: ☐ Yes

- Security access arrangements / Traffic Management Plan  
  *(In Volunteer OHS & Child Safe Induction Handbook p.4)*
  - Provided: ☐ Yes

- Introduction to First Aid Officer(s) and location of First Aid Room/Kits  
  *(In Volunteer OHS & Child Safe Induction Handbook p.20)*
  - Provided: ☐ Yes

- Location of emergency evacuation plans for your area  
  *(In Volunteer OHS & Child Safe Induction Handbook p.22)*
  - Provided: ☐ Yes

- Location of Emergency Exits  
  *(In Volunteer OHS & Child Safe Induction Handbook p.22)*
  - Provided: ☐ Yes

- Introduction to workplace Wardens / Incident Controller  
  *(In Volunteer OHS & Child Safe Induction Handbook p.9)*
  - Provided: ☐ Yes

- Location of amenities  
  *(At front office; in the BER)*
  - Provided: ☐ Yes

- Location of Chemical Register and associated Safety Data Sheets  
  *(At front office)*
  - Provided: ☐ Yes

- Information on hazard and incident reporting process  
  *(In Volunteer OHS & Child Safe Induction Handbook p.21)*
  - Provided: ☐ Yes

- Current School Asbestos Management Plan and Division 5 Audit Report  
  *(Asbestos in eaves of main building and change rooms in Hall)*
  - Provided: ☐ Yes

- Plant and equipment Safe Work Procedures & personal protective equipment  
  *(Note: all electrically powered plant and equipment are to be tested and tagged prior to use)*
  *Do not use any electrical item that is not tagged*
  - Provided: ☐ Yes

- An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment  
  *(To be completed at task site)*
  - Provided: ☐ Yes

**Casual Relief Teacher**

I have been provided with and understand (as indicated above) and will comply with all safety instructions.

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Date: