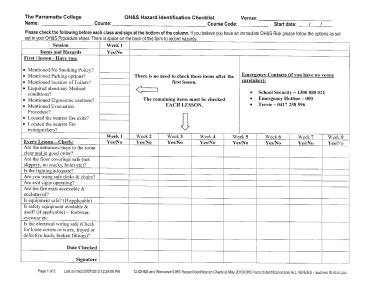
WHS Checklist



The WHS checklist is in your roll folder, behind your roll, or in your plastic box.

Your completed WHS checklist is evidence that you have fulfilled two important aspects of your WHS responsibilities - informing students about good health and safety practice and checking for hazards. Return it with your roll at the end of term.

YOU MUST CHECK YOUR CLASSROOM EVERY WEEK.

YOU MUST TICK OR CROSS, SIGN AND DATE EVERY WEEK.

1. First lesson

- Talk about evacuation, fire exits, smoking, parking, toilets, relevant medical conditions, WHS in your subject
- O Check entrances, floors, lighting, furniture, exit signs
- Tick or cross the boxes
- o Sign and date the column

2. Every class

- o Check entrances, floors, lighting, furniture, exit signs
- o Tick or cross the boxes
- Sign and date the column
- 3. **If you find hazards** cross the box and write more **on the back of the form.** Tell your caretaker or contact us on admin@parramattacollege.com.au or 9687 2072.
- 4. If you have suggestions about better WHS write them on the back of the form.
- 5. In emergencies, evacuate the room and tell your caretaker or **ring the emergency number in your mobile phone.**

TELL US ABOUT ANY HAZARDS, INJURIES OR DAMAGE AS SOON AS YOU IDENTIFY THEM