

CLASS CHECKLIST

First lesson

- ☐ Check for hazards and complete the OHS checklist
- ☐ Welcome students
- ☐ Introduce yourself
- ☐ Talk about OHS
 - ☐ Safe practice in your subject
 - ☐ Hazards
 - ☐ Emergency evacuation
 - ☐ If you are at the Business Centre, run the Housekeeping Powerpoint
- ☐ Introduce your subject
- ☐ Engage students with icebreakers, stories.
- ☐ Mark the roll
- ☐ If your course is accredited
 - ☐ Complete the Student ID checklist
 - ☐ Hand out Course Information
 - ☐ Hand out Student Handbook, ask students to complete, sign and return the first page to you.

Every lesson

- ☐ Check for hazards. complete the WHS checklist
- ☐ Mark the roll
- ☐ Leave the room tidy