

CLASSROOM SAFETY

PREPARE FOR EMERGENCIES

Discuss your emergency evacuation instructions with your students in the first lesson. Know where the nearest exits are, and mark the roll early in every lesson. **Evacuation instructions** are located in your roll folder, or on the classroom wall if you work at the Western Sydney Schools Hub, or 410 Church Street.

SAFETY IN YOUR SUBJECT

As well as discussing emergency procedures, you should cover the safety and health procedures associated with your subject, such as dangers in the use of special machinery, or occupational overuse syndrome. Also ensure that lighting, heating and furniture are comfortable.

Help your students develop good habits, through practise, for using the computer, sitting on chairs and at desks, and working with equipment.

If you are teaching computing or office skills classes, you will be asked to distribute and discuss 'WHS in the office' with your students.

PERSONAL SAFETY

Finish class on time, and don't encourage students to stay too long after class. Extra questions are best dealt with before class.

If you are at a venue without a caretaker, emergency contact numbers are listed in your roll folder.

Do not give out information about a student or another teacher without that person's written permission.

If you are concerned about the behaviour of students, contact your Program Manager for advice.

In any situation, if it's an emergency, phone 000.

The College will reimburse any reasonable expenses, such as calls from your phone or a student's phone, in emergencies.