



Vancouver Island West School District 84
OCCUPATIONAL HEALTH & SAFETY PROGRAM

SECTION T

TEACHER TEACHING ON CALL PROGRAM

INTRODUCTION

For clarity and safety, the VIWTU and the Board of Education have agreed to implement the following common framework for schools and teachers to leave information for TTOCs.

INFORMATION FOR TTOCs

Every teacher will be issued a red TTOC binder to be kept in the school office.

Each School's Responsibilities:

Each school will keep the TTOC binder up to date with:

1. General school expectations;
2. School bell schedule;
3. School staff list, including first aid attendants and administrators;
4. School emergency procedures – evacuation, lock down, etc.

Each Teacher's Responsibilities:

Each teacher will keep the TTOC binder up to date with:

1. General Classroom Information: class list(s), (generic) lesson plan(s), seating plan(s), pull outs, other adults, gym time, etc., or where to find these things.*
2. Classrooms Procedures (or where to find these*)
3. Confidential Medical and Legal Alerts
4. Safety Plans
5. TTOC Notes (in the format desired)

**A teacher could fill out this part once at the start of the year with a statement like, "Lesson Plans, Seating Plans and all other relevant materials for the day(s) are in the green folder on my desk."*