



- 3. Any of the dealings, transactions or other dealings with stakeholder.

### Workplace Health and Safety

The welfare and safety of all staff is vital and all staff should adhere to all the safety standards of the organisation.

Your induction will include a comprehensive overview of our OH&S policies at the commencement of your employment.

### Child Safety

Prompt, friendly, professional, and courteous service to all Regional College community members.

Administer the signing in/out of visitors and ensure adherence to Child Safety policies.

Operate telephone system to answer calls, transfer calls to appropriate personnel and ensure appropriate handling of messages.

Take messages and forward to staff via email or text message. Take messages for students and relay to appropriate staff. Collect mail and distribute to staff.

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