*Note: This is a template. Delete this red text in your finished version. Before using this template, it must be adapted to the local conditions at the school.*

# Contract for Distribution of Tasks in the Chemistry and Science Department

All teachers are involved in health and safety work at school. However, some tasks are outside of what is considered part of the regular working routine. Such tasks should be distributed to one or more designated employees. Use this form to tick the boxes for the tasks that are distributed to a certain person.

## I hereby agree to do the following tasks related to health and safety

### Routines and training

* Provide written information to colleagues about the health and safety routines which apply in the chemistry/science department.
* In collaboration with the management, inform and give training to new employees and substitute teachers.
* Act as a mentor for new colleagues.
* Coordinate the work with risk assessment for experimental work.
* At regular intervals coordinate revision of the school’s chemical safety routines (checklists, annual schedule etc.). All documents should be revised during a three-year period.
* Coordinate revision of the school’s chemical safety routines (checklists, annual schedule etc.) as described in the school’s routines.

### Handling of chemicals

* Order chemicals and equipment.
* Store new chemicals.
* Update the chemical inventory when receiving a new safety data sheet or hand the safety data sheet to the person responsible.
* Revise the chemical inventory as described in the school’s routines.
* Ensure that there are labelled containers for disposal of hazardous chemical waste.
* Organise collection and transport of hazardous waste.

### Inspection and maintenance

* Inspect chemical safety equipment at the beginning of each term and correct deviations.
* Inspect the science facilities before the start of each school year and correct deviations.
* Organise periodic inspection of all chemicals and solutions in the facilities.
* Order maintenance of fume hoods and control of ventilation in ventilated chemical cupboards as described in the school’s routines.

## Resource situation

When an employee is assigned a safety task, it is the employer’s responsibility to provide the resources required to do the work. This includes the necessary training and time allocated to carry out the task during regular working hours or monetary compensation for carrying out the task in addition to ordinary work.

## Training

Does the employee have the competence to carry out the tasks assigned above, or is training required?

* Yes
* No, the employee has to complete the following training (course or self-study):

|  |
| --- |
|  |

This education should be completed by:

|  |
| --- |
|  |

Time released from teaching in hours to complete the training:

|  |
| --- |
|  |

Alternative monetary compensation for training outside regular working hours:

|  |
| --- |
|  |

## Time allocation or monetary compensation

If the tasks are to be carried out within regular working hours, what percentage of the teacher’s position or how many hours per week or per semester is allocated to carrying out the tasks assigned?

|  |
| --- |
|  |

If the tasks are to be carried out outside of regular working hours, how will this be compensated economically?

|  |
| --- |
|  |

## Task assignment

### Employer

As employer, I hereby assign the tasks specified above to

|  |
| --- |
|  |

The person is considered competent or will carry out training as specified above within the specified date. Time for training and to carry out the tasks will be allocated as specified above. Other resources necessary to carry out the tasks will also be provided. If the tasks turn out to require more resources than agreed on, the contract will be renegotiated.

|  |  |
| --- | --- |
| Signature: | Date: |

### Employee

I have read and understood the tasks assigned to me, and agree to carry out the tasks in accordance with the chemical safety routines of the school. I consider myself competent or will complete training as specified above within the specified time. If the allocated time is not sufficient, or I lack other resources necessary to carry out the tasks assigned to me, I will inform the employer immediately.

|  |  |
| --- | --- |
| Signature: | Date: |

Two copies of this document are created, one for the employer and one for the employee.