

RULES, REGULATIONS AND SAFETY MEASURES

RULE Please add any extra rules on the reverse: PTO	Comment	Level of importance
Adhere to working hours.		
Complete household duties.		
Care for baby or child.		
Do not open the door for unexpected visitors or strangers.		
Keep doors and security doors locked at all times.		
Swimming pool gates to be kept locked at all times.		
Poisonous, chemicals, medicines to be kept in appropriate place as indicated by employer.		
Dangerous or sharp objects to be kept in a safe place.		
Take appropriate cautions with dogs and pets.		
Never leave a child unattended and stay within hearing distance when the child sleeps.		
Notify the parent of any sign of illness or abnormal behaviour.		
Never give a child medicine, food or drink that has not been approved by the parent.		
Never work with boiling liquids, hot pots, casseroles or irons where there may be a danger to a child or you, use oven gloves and other safety equipment provided.		
The television is to remain off during working hours unless specifically agreed otherwise with employer.		
Telephone is for emergency use only.		
Keep emergency numbers and information handy.		
Any water or liquid, in which a child could drown, should be kept out of reach or safely locked away.		
Personal hygiene is of utmost importance. Hands, kitchen surfaces, baby equipment etc are to be kept clean. Personal protective equipment must be used in cases of illness.		
Children at play should be closely supervised and parental permission obtained before leaving the premises.		
Faulty electrical appliances, broken or worn electrical cords should be reported and extreme care taken when in use, where possible plug protectors should be used.		
Turn pot handles in while cooking, keep electrical cords tucked away to prevent accidents. Boiling kettles and cups of coffee or tea should be kept well out of reach of children.		

Level of importance:

- 1 : Extremely important (possible dismissal for non-adherence)
- 2 : Very important (warnings for non-adherence)
- 3 : Important (verbal warning)
- 4 : Please remember