### EOTC Management Workshop 1 Notes and Actions

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| Section/Topic | Notes | Actions (and date for completion) | By/with whom |
| **Intro**  EONZ info & support  EOTC database  Overarching key messages |  |  |  |
| **Learning**  Why EOTC?  What, when, who?  New approaches |  |  |  |
| **People**  Safety – a shared responsibility  Legal considerations  Leader Competence  Effective Supervision |  |  |  |
| **Between Workshop tasks**   1. Find out about your school wide Health and Safety management system and how EOTC fits. 2. Complete as many of the sample audit questions as you can. 3. Identify how your school records EOTC incidents and near misses. 4. Bring your school’s EOTC Safety Management System to Workshop 2. 5. Find your Crisis Management Plan or TIRPS plan and bring to Workshop 2. |  |  |  |