



*catholic education commission of victoria ltd*

ACN 119 459 853



# Occupational Health & Safety in Catholic Schools

## **ASSESSMENT BOOKLET**

## Occupational Health & Safety in Catholic Schools DVD and training manual

# INFORMATION FOR SCHOOL LEADERS/ TRAINERS/OHS STAFF

The purpose of this DVD is to raise general awareness of five key Occupational Health and Safety (OHS) risks in schools. Though this DVD has been produced for school leaders and staff, it can also be used by students if the school chooses to do so. The DVD can be played in its entirety (25 minutes) or each section individually (5 minutes on average) during the year.

### QUESTIONNAIRES

The OHS risks covered in the *Occupational Health & Safety in Catholic Schools* DVD are:

1. Slips, trips and falls
2. Manual handling
3. Computer ergonomics and laptops
4. Chemicals in schools
5. Managing contractors (suitable for personnel who liaise with contractors or are affected by contractor activities).

Five questionnaires have been designed to reinforce the instructions given in each section of the DVD and provide evidence that the school has undertaken some safety training.

### PROCEDURE

The suggested procedure for training staff using the *Occupational Health & Safety in Catholic Schools* DVD is:

1. Watch the DVD in full (or one section at a time) during inductions, professional learning, staff meetings, etc.
  - It is good practice to repeat the training and assessment process on annual basis.
2. Each staff member should fill in the relevant questionnaire(s), sign and date it.
  - The five questionnaires (which schools can photocopy as needed) and model answers can be found in this booklet.
3. Correct the questionnaire using the model answers.
4. Place the questionnaire in the staff member's personnel file so that there is a record that the school has been meeting part of its OHS training obligations.

### FURTHER ASSISTANCE

A more detailed training manual, *Occupational Health & Safety in Catholic Schools*, is available in a printed version or digital format from your local diocesan Catholic Education Office or the CECV Industrial Relations Unit on (03) 9267 0228 or via email <ceoir@ceomelb.catholic.edu.au>.

If you have any questions about the *Occupational Health & Safety in Catholic Schools* DVD, please contact the CECV Industrial Relations Unit on (03) 9267 0228 or via email <ceoir@ceomelb.catholic.edu.au>.

# Manual handling

<p><b>NAME:</b> _____</p> <p><b>SCHOOL:</b> _____</p>
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**Please tick the appropriate boxes below:**

- 1. Manual handling injuries are the most common cause of injuries in schools and can affect your personal, work and family life.  TRUE  FALSE
  
- 2. Although they can be caused suddenly by a single incident, manual handling injuries are often caused by an accumulation of stresses placed upon the body over a period of time.  TRUE  FALSE
  
- 3. The Manual Handling Regulations are not relevant to everyday school tasks such as using computers, carrying laptops, shifting photocopy paper, etc.  TRUE  FALSE
  
- 4. Your back muscles are the strongest muscles in your body.  TRUE  FALSE
  
- 5. Twisting while lifting loads can result in serious soft tissue damage. This risk can be reduced by turning your feet instead of twisting your body.  TRUE  FALSE
  
- 6. It is a safe practice to lift heavy loads above shoulder height.  TRUE  FALSE
  
- 7. When lifting you should bend your knees, not your back.  TRUE  FALSE
  
- 8. The greater the distance and time spent carrying a load, the greater the strain on your body.  TRUE  FALSE
  
- 9. A team lift requires:
  - Planning
  - Coordination
  - Enough people
  - People who do not have existing injuries
  - People of a similar size and strength
  - None of the above.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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