



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>.

Computer ergonomics and laptops

<p>NAME: _____</p> <p>SCHOOL: _____</p>

Please tick the appropriate boxes below:

1. When using computers and electronic devices, modifying your posture and increasing your movement are key factors in reducing your risk of injury. TRUE FALSE
2. The mouse is a key source of discomfort and is easily overlooked as a safety issue. TRUE FALSE
3. Ways of reducing discomfort when using a mouse include:
 - Releasing the mouse when you are not using it.
 - Varying tasks so that you are not holding or clicking the mouse for long periods.
 - Keeping the mouse next to your keyboard so that your arm is not outstretched.
4. Laptops and portable electronic devices are primarily designed for safety. TRUE FALSE
5. Bending your neck for long periods of time to look at your screen or adopting awkward typing positions can lead to health issues. TRUE FALSE
6. Safety risks can be reduced when using laptops and electronic devices by:
 - Using a stand to raise the height of the screen closer to your eye level.
 - Attaching an external mouse and keyboard.
 - Leaning closer to the screen.
 - All the above.
7. Good practice when using computers, laptops and other devices at work or home include:
 - Avoiding awkward postures.
 - Taking regular breaks.
 - Stretching your hands and shoulders every 20 to 30 minutes.
 - Focusing your eyes on something in the distance every few minutes.
8. The same safety principles for using desktop computers apply to laptops, tablets, iPads, mobile phones and other types of electronic equipment. TRUE FALSE

SIGNATURE: _____ DATE: _____

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4. Laptops and portable electronic devices are primarily designed for safety. **TRUE** **FALSE**

5. Bending your neck for long periods of time to look at your screen or adopting awkward typing positions can lead to health issues. **TRUE** **FALSE**

6. Safety risks can be reduced when using laptops and electronic devices by:
 - Using a stand to raise the height of the screen closer to your eye level.**
 - Attaching an external mouse and keyboard.**
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 - Avoiding awkward postures.**
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 - Focusing your eyes on something in the distance every few minutes.**

8. The same safety principles for using desktop computers apply to laptops, tablets, iPads, mobile phones and other types of electronic equipment. **TRUE** **FALSE**