



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>.

Managing contractors

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

Please tick the appropriate boxes below:

1. Schools and contractors are jointly responsible for the safety of the contractor's personnel when they work at a school. TRUE FALSE
2. The first step in managing contractors is to decide whether their work is high or low risk. TRUE FALSE
3. The work of tradespeople is generally more hazardous and poses a greater legal and financial risk to schools than professional and administrative work. TRUE FALSE
4. Schools do not need to inform school staff, students and visitors about risks that may arise during work conducted by contractors. TRUE FALSE
5. Before hiring a contractor the school should confirm that the contractor has appropriate public liability and WorkCover insurance. TRUE FALSE
6. If a contractor's work involves digging, 'Dial Before You Dig' should be contacted before the digging starts. TRUE FALSE
7. When a contractor has finished their work, the contractor should make sure that the work area is safe before handing it back to the school. TRUE FALSE
8. Contractors should prepare Safe Work Method Statements (SWMS) for high risk tasks such as electrical work, working at a height and asbestos removal. TRUE FALSE
9. Schools can use their own checklists or the ones on the website of the Catholic Education Commission of Victoria Ltd <www.cecv.catholic.edu.au> to help them manage contractors. TRUE FALSE

SIGNATURE: _____ **DATE:** _____

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