



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>.

Chemicals in schools

NAME: _____
SCHOOL: _____

Please tick the appropriate boxes below:

1. Schools have a moral and legal duty to safely manage chemicals. TRUE FALSE

2. Chemical accidents can be serious and life threatening, so particular care needs to be taken with chemicals in a school environment. TRUE FALSE

3. Sadly many people overlook the health effects of chemicals that can build up in their bodies over years or decades due to regular exposure. TRUE FALSE

4. Chemicals that pose a safety risk can be classified as being either a Hazardous Substance or a Dangerous Good. TRUE FALSE

5. One of the best ways to reduce the risk of exposure to chemicals is to purchase fewer dangerous chemicals in the first place. TRUE FALSE

6. It is a legal requirement to have Safety Data Sheets for all Hazardous Substances and Dangerous Goods kept at a school. TRUE FALSE

7. Safety Data Sheets are available from suppliers or can be downloaded from the manufacturer's website. TRUE FALSE

8. Chemicals should be disposed of via septic sewage systems, sinks, rubbish bins or stormwater drains. TRUE FALSE

9. If ever in doubt about a chemical, you should read the Safety Data Sheet. TRUE FALSE

SIGNATURE: _____ DATE: _____

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