



*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>.

## Slips, trips and falls

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

**Please tick the appropriate boxes below:**

1. The second biggest cause of injuries in schools are slips, trips and falls which can result in fractures, dislocations and muscular skeletal disorders.  TRUE  FALSE
  
2. Slips, trips and falls can result in schools being sued if a student, contractor or visitor is injured.  TRUE  FALSE
  
3. Spills, loose cables, hoses, poor housekeeping, slippery surfaces, moss, sports equipment and school bags can all cause accidents.  TRUE  FALSE
  
4. It is important to take prompt action if there is a spill.  TRUE  FALSE
  
5. It is good practice to store items away from walkways and if necessary warn people of obstructions with signs or barriers.  TRUE  FALSE
  
6. Serious injuries or fatalities can be caused by standing on chairs, tables or milk crates when hanging posters, changing light bulbs or working on overhead data projectors.  TRUE  FALSE
  
7. Chairs and stools with castor wheels whilst easier to push about are safer to sit on when used on slippery surfaces such as tiles, marble or vinyl flooring.  TRUE  FALSE
  
8. High-risk work where people can fall two metres or more should only be done by suitably qualified trade persons or contractors with appropriate equipment, written procedures and an emergency rescue plan.  TRUE  FALSE

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

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