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## **SCHOOL OF MUSIC OHS COMMITTEE AGENDA**

A meeting of the School of Music OHS Committee is scheduled for Tuesday,  
17 February 2009 at 11.30am – 12.30 noon in the Kingsland Room, School of Music.

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1. Apologies:
2. Minutes from previous meeting (attached)
3. Reporting back from meeting November 2008
  - Signage between School of Music and Karmel Building – Daniel Zivkovich
  - Noise levels in the Karmel Building – Niven Stines
  - Maintenance and Repairs – Grant Robertson
4. OHS Update – Glyn Whitworth
5. Report from Venues – Deanna Riddell
  - Update on air conditioning
  - Emergency procedures
  - Permanent bar
6. Agenda items submitted by staff/students – Anne-Maree O'Brien
  - Air conditioning – request from Alan Hicks
  - Office furniture – request from Alan Vivien
7. Incident Reports – Erika Zywczyk
8. Other Business
9. Next meeting: 11.30 am, Tuesday, 19 May 2009

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## SCHOOL OF MUSIC OHS COMMITTEE MINUTES (NOVEMBER 2008)

A meeting of the School of Music OHS Committee was held on Tuesday, 18 November 2008 at 11.30 am in Kingsland Room, School of Music.

In attendance: Vesma Bobets, Hannah Donohoe, Alistair Noble, Anne-Maree O'Brien, Deanna Riddell, Grant Robertson, Niven Stines, Susan West, Glyn Whitworth, Daniel Zivkovich, Erika Zywczyak.

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1. **Apologies:** Colin Hoorweg.

Deanna Riddell, Events and Venues Coordinator was welcomed as a new member of the Committee.

2. **Minutes from Previous Meeting**

The Minutes were confirmed.

3. **Reporting back from meeting June 2008**

- **Air Conditioning in Karmel Building Practice Rooms** – Some adjustments have been made to the air conditioning in these rooms by Facilities and Services. Another ticket can be raised by Grant Robertson if necessary.  
*Action:* Chair to check with Colin Hoorweg whether there is still a problem.
- **Signage on Doors Between School of Music and Karmel Building** – Daniel Zivkovich is working on this. He is unable to remove all the items in this passageway but has moved them away from the doors.  
*Action:* Daniel Zivkovich to liaise with Grant Robertson re suitable signage.
- **Staffing Requirements for School of Music Venues** – Erika Zywczyak tabled a document setting out the minimum staffing requirements for each of the School's venues.  
*Action:* Deanna Riddell to include the document on the revised Venues website.
- **Noise Management in the Karmel Building** – Niven Stines advised that a quote was obtained for curtains to manage noise levels in Miroslav Bukovsky's office, however at \$8000 this was not viable.  
*Action:* Niven Stines to investigate other options including installing ready-made curtains.

#### 4. OHS Update

Glyn Whitworth advised there was nothing to report from OHS since the last meeting.

#### 5. New OHS Hazard Alert: Electrical and Computer Access Floor Boxes

The Chair advised of this alert which had previously been forwarded to Niven Stines and Daniel Zivkovich. The School has floor boxes in L Hall and the Band Room, and also in the stage wall of the Band Room. All have cord cutouts.

**Action:** Niven Stines to instruct Jazz students on the appropriate use of these boxes at the beginning of Semester 1, 2009.

#### 6. Maintenance / Repairs

Niven Stines advised of the following

- Urn in the student common room leaking. No action required as Daniel Zivkovich has already ordered a new unit.
- Loose powerpoint in practice room opposite Max McBride's office.  
**Action:** Grant Robertson to arrange repair.
- Door near the top of the ramp on Level 2 opens out onto the ramp and is a potential hazard.  
**Action:** Grant Robertson to investigate and possibly have a door return installed.
- Bio box and organ store is full of rubbish.  
**Action:** No action required on bio box and organ store as this has now been cleared, however, the follow spot room needs cleaning up. Niven Stines to arrange for Josh Chaffey to undertake a general cleanup over the break.
- Ongoing problem of music stands going missing.  
**Action:** Venues staff to investigate how other institutions manage this problem.

#### 7. Hazard/Injury Reports

##### ▪ Incident Reports

##### *Fall in Llewellyn Hall*

A member of the casual theatre staff fell while running up the stairs in L Hall.

**Action:** Erika Zwyczaj to amend staff instruction sheet to say "no running".

#### 8. Membership and Meeting Dates for 2009

Agreed. Alistair Noble's membership to be changed from Graduate Student Representative to Staff Representative.

**Action:** Chair to arrange for meeting dates and membership list to be placed on the School website.

**9. Other Business**

- IT Staff moving from the shed to the Yencken Building in March 2009 (possibly later) along with other CASS Admin staff. Need to consider training shed occupants - graduate students - as first aid officers and fire wardens once this move takes place.
- Replacement of non-ergonomic desks and chairs to be raised with the new Head of School as a priority.
- Fire evacuation to be scheduled for March 2009.

**10. Next Meeting**

The next meeting of the Committee will be held at 11.30am, on 17 February 2009.