
SCHOOL OF MUSIC OHS COMMITTEE AGENDA

A meeting of the School of Music OHS Committee is scheduled for Tuesday, 17 June 2008 at 11.30am – 12.30 noon in the Kingsland Room, School of Music.

1. Apologies
2. Minutes from Previous Meeting (Attached)
Correction – remove Action from Item 6.
3. Reporting back from meeting February 2008
 - Student membership
 - Items referred to Venues and Events
4. OHS Update – Glyn Whitworth
5. School of Music Health and Safety Representative – Chair / Glyn Whitworth
6. Health and Safety Management Arrangements - Chair
Final version is now on the web: <http://info.anu.edu.au/hr/OHS/HSMA.asp>
For noting.
7. Incident Reports – Erika Zywczyk
8. Other Business
9. Next meeting: 11.30 am, Tuesday, 19 August 2008

SCHOOL OF MUSIC OHS COMMITTEE MINUTES (FEBRUARY 2007)

A meeting of the School of Music OHS Committee was held on Tuesday, 26 February 2007 at 11.30 am in Kingsland Room, School of Music.

In attendance: Colin Hoorweg, Anne-Maree O'Brien, Grant Robertson, Susan West, Daniel Zivkovich, Erika Zywczak

1. **Apologies:** Vesma Bobets, Chris Fulham, Simon Price.
2. **Minutes from Previous Meeting**
The Minutes were confirmed.
3. **Reporting back from meeting August 2007**
 - **Electrical Safety: testing and tagging training for Daniel Zivkovich** – The courses Daniel has applied to attend have been cancelled. He will now try CIT.
 - **Training for Venues Staff** – see Item 5.
 - **Committee Membership** – the Chair reported that Chris Fulham will replace Alistair Riddell on the Committee while Alistair is on OSP; the new student representative Frances Rouse will be contacted to nominate a student representative for the Committee; Colin Hoorweg, who was unable to attend meetings throughout 2007 because of a clash with teaching, will be able to attend in 2008; John McFarlane will rejoin the Committee as a member; the Chair will continue as is at present.
Action: Chair to contact Frances Rouse re student representative.
4. **Draft ANU Health and Safety Management Arrangements**
Members were invited to comment on this document – comments due with OHS by 29 February; the Chair reported that she had been involved in the development of this document as a member of the University's OHS Policy Committee and thought it was a comprehensive and potentially very useful resource.
5. **Llewellyn Hall Refurbishment**
The Chair reported that the Hall is due for completion mid-April with the first events scheduled for early May. It was agreed that the Venues team, Niven Stines, Grant Robertson and Neil Watt (Construction Control) should liaise regularly including meetings as necessary, to ensure all necessary documentation is prepared and training is scheduled. Neil has provided a list of documents CC will prepare and training they will provide before handover.
6. **CASS OHS Committee**
 - **Possibility of folding School of Music Committee into CASS OHS Committee** – the Chair reported that it had been suggested by the CASS Executive Officer that the School of Music OHS Committee be folded into the new CASS OHS Committee. It had been decided however that it was essential the School maintain a separate

Committee in the lead up to the re-opening of Llewellyn Hall. This issue will be revisited later in the year.

Action: Daniel Zivkovich to undertake training for testing and tagging.

- **School of Music representation on CASS OHS Committee** – the Chair reported that she had asked Niven Stines to be the School's representative on the CASS OHS Committee; Niven has agreed to this and Erika Zywczyk has agreed to be the alternate. The CASS Committee has been advised.

7. Hazard/Injury/Exposure Reports

- **Incident Reports** - There were not incidents to report.

8. Other Business

Fifteen additional agenda items were submitted to the Chair by John McFarlane (attached). They were dealt with as follows:

Item 1 – Agreed.

Item 2 – Noted.

Item 3 – Noted.

Item 4 – Noted.

Item 5 – Refer "Noise Management within the School of Music" on the School's intranet.

Item 6 – Noted and referred to Venues.

Item 7 – Noted and referred to Venues.

Item 8 – Noted and referred to Venues.

Item 9 – Refer Item 4 above.

Item 10 – Noted, refer Item 3 above.

Item 11 – Noted, Erika advised that a new first aid room will be located at the back of the women's toilets.

Item 12 – Noted.

Item 13 – Daniel and Robbie advised that this is currently taking place.

Item 14 – Noted.

Item 15 – Chair to follow up with Robbie and Daniel.

9. Next Meeting

The next meeting of the Committee will be held at 11.30am, on 17 June 2008. It was noted that the meeting time will be 11.30am, not 11.00am as listed in the attachment to the agenda for the previous meeting.