
SCHOOL OF MUSIC OHS COMMITTEE AGENDA

A meeting of the School of Music OHS Committee is scheduled for Tuesday, 26 February 2008 at 11.30am – 12.30 noon in the Kingsland Room, School of Music.

1. Apologies
2. Minutes from Previous Meeting
(Attached)
3. Reporting back from meeting August 2007
 - Electrical Safety: testing and tagging training for Daniel Zivkovich
 - Training for Venues Staff: to be dealt with under Item 5
 - Committee membership: Chair to report
4. Draft ANU Health and Safety Management Arrangements
<http://info.anu.edu.au/hr/OHS/HSMA.asp>
For comment
5. Llewellyn Hall Refurbishment
 - Construction Control Handover
 - Training and Documentation
6. CASS OHS Committee
 - Possibility of folding School of Music Committee into CASS OHS Committee
 - School of Music representation on CASS OHS Committee
7. Other Business
8. Meeting Time & Dates for 2008

SCHOOL OF MUSIC OHS COMMITTEE MINUTES (NOVEMBER 2007)

A meeting of the School of Music OHS Committee was held on Tuesday, 13 November 2007 at 11.00 am in Kingsland Room, School of Music.

In attendance: Vesma Bobets, Alistair Noble, Anne-Maree O'Brien, Grant Robertson, Susan West, Daniel Zivkovich, Erika Zywczyak

1. **Apologies:** Colin Hoorweg, Simon Price, Niven Stines.
2. **Minutes from Previous Meeting**
The Minutes were confirmed.
3. **Reporting back from meeting August 2007**
 - **Noise Management** – Karmel Building - Anne-Maree O'Brien reported that the OHS report on noise levels within the School advised that the wall structure within the Karmel Building was adequate. Any ongoing problems should be monitored and actioned as appropriate.
 - **Small Repair Jobs** – Erika Zywczyak reported that these are continuing and will all be completed while Construction Control are working in the building.
4. **Automatic External Defibrillator Signage**
Erika Zywczyak reported that signage has been put up and a cabinet installed.
5. **Isolation and Danger Tagging Procedures**
Noted.
6. **Electrical Safety : testing & tagging; piggy back plugs; personal electrical equipment** (agenda item at request of John McFarlane, SOM Technical Manager - Operations)
Grant Robertson reported that testing and tagging within the School had been undertaken and items were checked again after the February storm. The School of Music has an exemption from OHS to use piggy back plugs in particular circumstances.
Action: Daniel Zivkovich to undertake training for testing and tagging.
7. **Manual Handling : Venues Staff** (agenda item at request of John McFarlane, SOM Technical Manager - Operations)
Manual handling training will be undertaken by venues staff and new casual theatre staff prior to the opening of Llewellyn Hall, expected to be March 2008. The new staging that is currently on order will also require specific training.
Action: Erika Zywczyak to arrange training at the appropriate time.

8. Hazard/Injury/Exposure Reports

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

It was noted by Erika Zywczyk that care needs to be taken as the builders bring in large amounts of timber and other materials for Llewellyn Hall.

9. Other Business

- **Vaccination for First Aid Officers** (agenda item at request of John McFarlane, SOM Technical Manager - Operations) – ANU recommendation that all First Aid Officers be vaccinated against Tetanus and Hep A and B was noted. This will be made available to First Aid Officers upon request.
- **First Aid Officers and Fire Wardens** (agenda item at request of John McFarlane, SOM Technical Manager - Operations) – Following the meeting advice was received from the ANU Fire Safety Officer that there is no problem with one person undertaking the role of first aid officer and fire warden so long as there are other first aiders on staff (email from Mark Pritchard dated 16/11/2007).
- **Chemical Notification** – email received from OHS re complying with chemical notification requirements was noted. It was agreed that this was not relevant to this Committee.
- **2008 Committee Membership** – it was recommended that the Head of Jazz nominate an alternate to Colin Hoorweg to represent the Jazz Area in the Karmel Building as Colin had been unable to attend any meetings in 2007; undergraduate student representative also to be identified.
Action: Anne-Maree O'Brien to arrange new members.

10. Next Meeting

The next meeting of the Committee will be held at 11.00am, on 19 February 2008. Meeting dates for 2008 are attached.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

MEMBERSHIP – 2008

Position	Name	Contact Details
Manager	Anne-Maree O'Brien Chair (School Manager)	Administration School of Music College of Arts and Social Sciences The Australian National University Phone: 02 6125 5735 Email: anne-maree.obrien@anu.edu.au
Venues and Events	Erika Zywczak (Venues & Events)	Venues and Events School of Music College of Arts and Social Sciences The Australian National University Phone: 02 6125 7572 Email: erika.zywczak@anu.edu.au
General Staff	Vesma Bobets (Manager, Student Administration & Outreach)	Administration School of Music College of Arts and Social Sciences The Australian National University Phone: 02 6125 5754 Email: vesma.bobets@anu.edu.au
Academic Staff School of Music Building	Susan West	Musicology School of Music College of Arts and Social Sciences The Australian National University Phone: 6125 5776 Email: susan.west@anu.edu.au
Academic Staff Peter Karmel Building	Colin Hoorweg	Jazz School of Music College of Arts and Social Sciences The Australian National University Phone: 6125 4804 Email: colin.hoorweg@anu.edu.au
IT Staff	Simon Price	IT Support College of Arts and Social Sciences The Australian National University Phone: 6125 5853 Email: simon.price@anu.edu.au
Technical Officer	Niven Stines	School of Music College of Arts and Social Sciences The Australian National University Phone: 6125 5746 Email: niven.stines@anu.edu.au
Building Manager Faculty of Arts	Grant Robertson	Faculty of Arts College of Arts & Social Sciences The Australian National University Phone: 6125 5725 Email: grant.robertson@anu.edu.au
Graduate Student Representative	Alistair Noble/Allan Walker	School of Music College of Arts and Social Sciences The Australian National University Phone: Email: alistair.noble@anu.edu.au /allan.walker@anu.edu.au

Undergraduate Student Representative	Vacant	School of Music College of Arts and Social Sciences The Australian National University Phone: Email:
Building Officer	Daniel Zivkovich Resources Officer	School of Music College of Arts and Social Sciences The Australian National University Phone: 02 6125 5725 Email: daniel.zivkovich@anu.edu.au
Peter Karmel Building School of Art	Alistair Riddell	School of Art College of Arts and Social Sciences Building 121, Peter Karmel Bldg The Australian National University Phone: 02 6125 3848 Email: alistair.riddell@anu.edu.au
Guest Member	Glyn Whitworth	Occupational Health and Safety Unit Building 3G, Old Administration Area The Australian National University Phone: 6125 3656 Email: glyn.whitworth@anu.edu.au

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

MEETING DATES - 2008

11.00 am – 12 noon, Tuesday, 26 February 2008
Kingsland Room, School of Music

11.00 am – 12 noon, Tuesday, 20 May 2008
Kingsland Room, School of Music

11.00 am – 12 noon, Tuesday, 19 August 2008
Kingsland Room, School of Music

11.00 am – 12 noon, Tuesday, 18 November 2008
Kingsland Room, School of Music