
OHS SUB-COMMITTEE MINUTES (AUGUST 2006)

A meeting of the School of Music Occupational Health and Safety (OHS) Sub-Committee was held on Friday 11 August 2006 at 11.00am in the Kingsland Room at the School of Music

In attendance: Anne-Maree O'Brien (Chair), Leigh Havercroft, Vesma Bobets, Susan West, Colin Hoorweg, Simon Price, Alistair Riddell, Rob Tidy, John Luxton, Andrew Cregan, Pamela Roberts

1. Apologies

Apologies were received from Tony Turner, Colin Hoorweg, Glyn Whitworth and Patrick Suthers.

2. Reporting back from meeting May 2006.

Noise Management

The Chair advised that a report had been received from Roy Schmid, Senior Occupational Hygienist & Manager OHS Unit. Roy was invited to attend the meeting but was unavailable. Andrew Cregan and Pamela Roberts from the University's OHS Unit attended in his place. This is a preliminary report on the potential for staff and student to be exposed to loud sounds that are a potential risk to their hearing. Sound measurements were recorded by a noise dosimeter worn by two staff in the Jazz area – one saxophone player and one trumpeter. The measurements recorded exceeded the occupational noise exposure standards and therefore there is a risk of musicians developing noise induced hearing loss. The report recommended that a hearing conservation program for musicians comprising the following be implemented: a) Motivation, education and awareness of the risk associated with noise; (b) Assessment of the noise level; (c) Reduction of the noise dose; (d) Personal hearing protection; (e) Regular hearing tests. A copy of the full report is attached. Andrew Cregan spoke to the report and there was general discussion on the feasibility of implementing the program.

Alistair Riddell raised the issue of noise in the Karmel Building foyer where students sometimes practise and also the noise seeping through the link doors. Signs have been placed on the link doors reminding staff and students to keep them closed and this has been effective. It was recommended that signs also be placed in the Karmel Building foyer asking students not to use it for practise.

<p>Action: Chair to invite Ron Schmid to meet to discuss implementation of a hearing conservation program. Leigh Havercroft to arrange for signs to be put up in the Karmel Building foyer asking student not to use the area for practise.</p>
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Report on Fire Evacuation Procedures

Leigh Havercroft is preparing a one-page document on fire evacuation procedures and will also be checking on fire wardens within the School. Andrew Cregan reminded the Committee that bomb scares and white powder scares also need to be considered and that the University's Fire Safety Officer, Tim Burrough, should be consulted on this.

Action: Leigh Havercroft to finalise procedures and report to the next meeting of the Committee.

Standard Operational Procedures: Technical Area

Leigh Havercroft reported on the preparation of the following SOPs:

- (a) *Height Safety:* All technical officers have had height safety training. Procedure is being prepared.
- (b) *Working Alone:* A procedure is being prepared that will require access to a telephone and a "checking in" system when staff are working alone. Andrew Cregan advised that access to a telephone is usually considered adequate when working alone, and that personal alarms are not necessary – if the work is that dangerous then it shouldn't be undertaken alone.
- (c) *Electrical Safety:* A procedure has been prepared for the replacement of light globes following an injury to a technician when a globe shattered whilst being replaced. (See item 3 below.)

Action: Leigh Havercroft to finalise these procedures for endorsement at the next meeting of the Committee.

Appraisal of Lighting Truss Loading

Leigh Havercroft has received a draft report on safe working loads on roof trusses in Llewellyn Hall. The report concluded that the "trusses perform adequately as a structure given the existing loads and meet the requirements of AS4100 of the BCA". One further truss is to be tested and then a final report will be prepared.

Action: Leigh Havercroft to liaise with the consulting engineers regarding finalising the report.

Progress on Audit Program

Leigh Havercroft is continuing the audit of the School, only the Karmel Building remains to be done. She reported that the building is generally in good order and expects to have the audit completed before the next meeting.

Action: Leigh Havercroft to report on this program at the next meeting of the Committee.

Chemical Audit Program

Leigh Havercroft advised that the School submitted a nil return but since then has received advice from Alistair Riddell that there are some chemicals stored in the Karmel Building – mineral turps, paint, mentholated spirits and window cleaner.

Action: Leigh Havercroft to revise and resubmit the School's return.

3. Hazard/Injury/Exposure Reports

Rob Tidy advised that five Injury Reports had been submitted:

- car boot fell on casual cleaner's head
- back strain moving a piano
- cuts from a shattered globe

- wrist strain moving chairs
- cut finger repairing a VHS player.

Leigh Havercroft advised that all Front of House staff have been trained in manual handling and that it had been decided that venue team staff will not move pianos from one venue to another.

Andrew Cregan reminded members of the importance of also submitting hazard reports as necessary.

4. Any other business

There was no other business.

5. Next Meeting

The next meeting of the OHS Committee will be held in **November 2006**, date and time to be advised.