
OHS SUB-COMMITTEE MINUTES (MAY 2006)

A meeting of the School of Music Occupational Health and Safety (OHS) Sub-Committee was held on Friday 12 May 2006 at 11.00 in the Kingsland Room at the School of Music.

In attendance: Karen Hill (Chair), Leigh Havercroft, Glyn Whitworth, Simon Price, Alistair Riddell, Vesma Bobets, Rob Tidy, Niven Stines, Patrick Suthers and Manuel Ferrandiz

1. Apologies

Apologies were received from Tony Turner, Susan West, Simon Foxcroft, Colin Hoorweg and Daniel Zivkovich.

2. Matters Arising from Previous Minutes 3 March 2006

(See Intranet: <http://www.anu.edu.au/music/intranet/committees.php>)

Jazz Noise Management

Roy Schmid has conducted preliminary tests on noise in the jazz area in order to write a report. The noise levels were above occupational exposure standards and were described as harmful to hearing (e-mail sent to Leigh Havercroft 08/05/06). Roy has suggested the use of special flat frequency response earplugs for when the staff and students are practising. A report will follow. Alistair Riddell (CNMA) also raised issues with noise through the Peter Karmel Building from the Band Room and recommended that the Committee investigate the doors closing automatically to reduce noise exposure.

Action: Leigh Havercroft to speak with Facilities and Services to look at options for Level 1 and Level 2 of the Peter Karmel Building to reduce noise levels.

School of Music Fire Evacuation Procedures

The Chair reported on the two fire evacuations at the School of Music building on 5 and 6 May. Both were false alarms. The evacuations went well but staff noted that there were aspects that could be improved particularly on the 5 May. For example, many staff members were absent on Friday, so there is a need for Deputy Floor Wardens on all levels in both buildings. The area where staff members gather also needs to be reviewed, as it is too close to the building. Feedback was also sent to ANU Security about the response time of the guard on duty. The relationship with the Shed also needs clarifying as it is in close proximity to the School of Music building but on a separate alarm system.

Action: Leigh Havercroft, in conjunction with the Chief Fire Warden update the fire wardens list on the intranet including deputy floor wardens and arrange a day of training to remind staff of the correct fire procedures.
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Power boards in the Shed

Simon Foxcroft and Grant Robertson have investigated the power board issue in the Shed and this item has been actioned.

First Aid Kit in the Arts Centre

A first aid kit has been organised for the Arts Centre. Actioned.

3. Hazard/Injury/Exposure Reports

The Chair advised that there has been a reduction in the number of hazard reports since the last meeting in March. The Chair has received five reports mostly surrounding issues the of cleanliness of the School of Music building (i.e. dusty carpets on Level 1, state of corridors and practice rooms). Leigh Havercroft has spoken to the cleaners and their manager to improve cleaning procedures.

In response to a hazard report, Leigh is also developing three SOP's for casual and consultant technicians working in the building. They include (a) height safety, (b) working alone and (c) electrical safety. The SOP's will be provided to all technicians at the induction process and before working in the building.

The Musica Viva sound shell has also been flagged as a hazard due to safety concerns about its assembling and disassembling and the number of staff required to complete this task. Brackets have been recommended to assist in this procedure. Leigh is following this option up with the appropriate ANU officers and Music Viva.

Action: Leigh Havercroft to prepare the SOP's for endorsement at the next OHS Committee meeting.

4. Update on OHS issues From All Issues

Llewellyn Hall – Appraisal of Lighting Truss Loading

Brian Lane (F&S) notified the Chair and Leigh Havercroft that a consultant had been hired to work on this issue. Another major concert will be presented in Llewellyn Hall in October but before progressing with the planning of the concert, a copy of the consultant's report and a briefing about its recommendations is required.

Action: Leigh Havercroft to follow up Facilities and Services to obtain an update on progress and a copy of the report (if required)

Approval of SOP: Operation of Upright Elevating Work Platform

After Leigh Havercroft checked the operating manual to ensure it is consistent with the SOP, the OHS Committee approved the SOP on *Operation of Upright Elevating Work Platform*. However, it was noted that this SOP covers the School of Music only and Facilities and Services needed to be informed of its content. The SOP will be uploaded onto the intranet and sent to staff in the Venues area for noting.

Action: Leigh Havercroft to send the document to the appropriate officer at Facilities and Services for noting.
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5. School of Music Audit Program

The Chair expressed appreciation to Leigh Havercroft, Vesma Bobets and Daniel Zivkovich for their work on the School of Music Audit Program. There has been much progress on the audit over the last couple of months with Leigh Havercroft leading the program. The audit form has been redesigned and a summary audit form developed for the OHS Committee, which highlights major issues. Audits have now been conducted for RR3, LT1, 2,3 and the Seminar Room, RR1 & 2 and the Band Room and Foster Room. The assessment of individual offices and studios will begin next week.

Electrical Safety - One of the major items emerging from the audit was the way in which the School of Music manages electrical safety. The audit noted that some equipment has not been tested and tagged since 2004. As students are also bringing in their own equipment, it is also important to ensure that they are aware of the issues and a time the electrical testing and tagging is being done. Information about electrical testing and tagging will also need to be included in student induction packs and noticeboards. It was also noted an internal person could also be trained in this area.

Action: Karen Hill and Leigh Havercroft to work with the OHS Unit to prepare a program for electrical safety for presentation to the next OHS Committee. Glyn Whitworth to send brochures to SoM on Electrical Safety.

6. Chemical Audit Program

The School of Music submitted its Chemical Audit Program in March, however it was noted that there were some areas that were missed (CNMA and the SoM basement). In future, it was agreed that an e-mail be sent in advance requesting staff to respond if they have chemicals or know of chemicals before the audit is carried out. This should also include CNMA.

Action: Leigh Havercroft to follow up areas and assist in disposing items.

7. Next Meeting

The next meeting of the OHS Committee is the **11August 2006 11.00** in the Kingsland Room.

KLH
12.05.06