
SCHOOL OF MUSIC OHS COMMITTEE MINUTES (FEBRUARY 2009)

A meeting of the School of Music OHS Committee was held on Tuesday, 17 February 2009 at 11.30 am in Kingsland Room, School of Music.

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

1. **Apologies:** Grant Robertson, Susan West.

Simon Price's resignation from the Committee due to other work commitments was noted.

2. **Minutes from Previous Meeting**

The Minutes were confirmed.

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

- **Signage between School of Music and Karmel Building** – Daniel Zivkovich reported that the area of concern has been cleared and there is no requirement for signage.
- **Noise levels in the Karmel Building** – Niven Stines reported that he has had difficulty sourcing velvet curtains which are the most effective for absorbing sound.
Action: Niven Stines to continue to look for velvet curtains or a suitable alternative for the Jazz studios.
- **Maintenance and Repairs** – Grant Robertson was not at the meeting to report on this.
Action: Chair to follow up.

4. **OHS Update**

Glyn Whitworth reported the following:

- A manual task injury reduction strategy is to be released soon. This will be relevant to staff at the School of Music.
- Glyn checked that the School's AED signage was in place and this was confirmed.

- Statistics on OHS performance are available on the OHS website:
http://info.anu.edu.au/hr/OHS/Performance_Appraisal
- OHS is reviewing the Health and Safety Management Arrangements (HSMA):
<http://info.anu.edu.au/hr/assets/OHS/HSMA.pdf> Comments from the Committee are welcome.
- An OHS inspection checklist is available (copy with the Chair).
- There is also information on the audit program for 2009 on the OHS website:
http://info.anu.edu.au/hr/OHS/Performance_Appraisal/OHS_Audit_Program

5. Report from Venues

- **Update on Air Conditioning** – there was a fault with the air conditioning at a recent concert. The part has now been replaced.
Action: Deanna Riddell to ensure adequate water is available for patrons on particularly hot days/nights.
- **Emergency Procedures** – Facilities and Services has provided additional advice on compliance with all requirements relating to OHS, emergency evacuation, etc in Llewellyn Hall. This information will be used to respond to public concerns. It was agreed however that something ‘visual’ to reassure patrons would be desirable. A 12 monthly refresher course to be developed for casual theatre staff. Also the possibility of a trainer to train the trainer in this area to be investigated.
Action: Deanna Riddell to progress this.
- **Permanent Bar** – the manual labour involved in servicing the portable bars is now considered to be an OHS risk – in particular the need for staff to carry ice and drinks.
Action: Chair to make this a priority.

6. Agenda items submitted by staff/students

The Chair raised the following

- Alan Vivien has asked if his current desk can be replaced with an ergonomic one. The Chair acknowledged that this is an issue throughout the School.
Action: Daniel Zivkovich to obtain quotes for desks and chairs and prepare a schedule of those that need replacing.
- Alan Hicks has asked if the airconditioning in his room can be checked as the temperature is not comfortable for singers. Daniel Zivkovich advised that the rooms have recently been checked, ie since Alan’s request.
Action: Chair to confirm with Alan Hicks that the temperature has improved.

7. Hazard/Injury Reports

▪ Incident Reports

Electrical shock

A technical staff member received an electrical shock.

Action: Glyn Whitworth is waiting on a report from Jim Pollard on this incident.

8. Other Business

First Aid Kits - Vesma Bobets asked if the School's first aid kit/s had been replenished. Erika Zywczyak advised that this took place in December 2008.

Student Briefing – Hannah Donohoe advised that she will inform new students of the existence and role of the OHS Committee. It was suggested she highlight the need to wear footwear when in the School, the process for reporting incidents and hazards, and the safety issues included in the School's orientation handbook.

9. Next meeting: 11.30am, Tuesday, 19 May 2009