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## **SCHOOL OF MUSIC OHS COMMITTEE MINUTES (JUNE 2008)**

A meeting of the School of Music OHS Committee was held on Tuesday, 17 June 2008 at 11.30 am in Kingsland Room, School of Music.

In attendance: Vesma Bobets, Colin Hoorweg, Anne-Maree O'Brien, Simon Price, Grant Robertson, Niven Stines, Susan West, Daniel Zivkovich.

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1. **Apologies:** Alistair Noble, Erika Zywczyak.
2. **Minutes from Previous Meeting**

The Minutes were confirmed with the correction noted on the Agenda; also the date to be changed from February 2007 to February 2008.
3. **Reporting back from meeting February 2008**
  - **Student membership** – The Chair has contacted the Student Representative who will nominate a student to be a member of the Committee.  
*Action:* Chair to follow up.  
It is also to be noted that John McFarlane who was to rejoin the Committee has left the School of Music since the last meeting.
  - **Items referred to Venues and Events**
    - Training for FOH staff:* in the lead up to the reopening of L Hall early in May casual theatre staff were recruited and received appropriate training, including fire and evacuation procedures
    - Risk assessment for events:* a risk assessment is prepared for each event held in the Hall; this is a requirement of the Hirer's Planning document
    - First aid room:* there is currently no first aid room in the School
    - Action:* Daniel Zivkovich to investigate possibilities in consultation with Construction Control.
    - Key audit:* Daniel has almost finished a key audit for the School; this has revealed that a large number of keys are missing; it was recommended that the School be rekeyed though no decision will be made on this until the outcome of the University's call for tenders for a new card system is known
    - Action:* Chair to put a request to Margaret Eichholzer (CASS Business Office) for a rekey, or installation of new card system. This job will then be added to Grant Robertson's maintenance program.
4. **OHS Update**

Glyn Whitworth provided the following update:

  - **Health and Safety Management Arrangements** – final version of this document is now on the web.
  - **ANU OHS Performance Report – 2007** – this document is also available on the web and contains statistical information on the ANU's OHS performance in 2007.

- **Automatic External Defibrillator** – it was agreed that adequate signage had now been placed throughout the School advising of the location of the AED, near the lift, in the Karmel Building, and also in the School of Art.
- **Hazard Alert** – there is currently a hazard alert for rechargeable batteries: [http://info.anu.edu.au/hr/OHS/Hazard\\_Alerts/\\_Rechargeable\\_Batteries.asp](http://info.anu.edu.au/hr/OHS/Hazard_Alerts/_Rechargeable_Batteries.asp)
- **Draft Footwear Procedures** – comment was invited on this draft procedure: [http://info.anu.edu.au/hr/OHS/\\_Procedure\\_Attachments/\\_Footwear\\_OHSPC\\_for\\_Uni\\_comment.pdf](http://info.anu.edu.au/hr/OHS/_Procedure_Attachments/_Footwear_OHSPC_for_Uni_comment.pdf)  
**Action:** Members to provide comment directly to Glyn or via the Chair.
- **Plant & Equipment** – a University-wide plant and equipment audit will take place in 2008.

#### 5. **School of Music Health and Safety Representative**

A memo was sent from the Director, HR to the Director of the Faculty of Arts noting that the School of Music does not currently have a HSR. HSRs are not mandatory but the Director, HR encouraged the Committee to call for nominees from staff. Glyn Whitworth advised that the OHS Unit is currently reviewing the training available for HSRs in Canberra and will contact us to advise on the outcome. The Chair reported that the CASS OHS Committee does not yet have an HSR, and asked whether one HSR across both areas/committees would be sufficient. Glyn's advice was that the HSR should be located in the relevant area in order to fulfil the role effectively.

**Action:** The Chair will call for nominees for this role. If no nominations are received the Committee will reconsider.

#### 6. **Health and Safety Management Arrangements**

See Item 4.

#### 7. **Hazard/Injury Reports**

- **Incident Reports** - There were no incidents to report.
- **Hazard Reports**

The following report were received by the Chair:

*Cockroaches in the Level 2 Box Office and Kitchen*

**Action:** Grant Robertson to arrange eradication.

*Access to Plant Rooms, Boiler Room, Electrical Distribution Room – doors being left unlocked*

**Action:** Grant Robertson to contact Facilities and Services with a request that their staff and contractors lock doors as they leave these areas; Daniel Zivkovich to put signs up reminding people to lock doors.

*Risk Assessments for Work in Llewellyn Hall – not being undertaken*

**Action:** As noted above risk assessments are prepared for all events in Llewellyn Hall and Construction Control has been responsible for this in relation to the refurbishment of the Hall.

#### 8. **Other Business**

- **Noise Management in the Karmel Building:** Niven Stines advised that he will be putting curtains up in Miroslav Bukovsky's studio to reduce noise levels; this will be done on trial basis and if successful will be considered for other studios/areas of the School.  
**Action:** Grant Robertson to give Niven contact details for Crowe's Curtains; this will be funded from Grant's maintenance budget.
- **Lights not Working:** Susan West advised of lights not working in a number of areas of the School

**Action:** Daniel Zivkovich to rectify.

- **Band Room – Power Cords for Amp:** Niven Stines expressed concern for the way extension cords in the Band Room are being used; they end up twisted, joined together, and are a significant safety risk. Colin Hoorweg agreed that students do not look after the equipment despite numerous lectures on this subject.

**Action:** Niven Stines to give his annual talk to students on how to use equipment correctly and Jazz staff to continue to remind students. If things don't improve it may be necessary to lock down the amps.

**9. Next Meeting**

The next meeting of the Committee will be held at 11.30am, on 19 August 2008.