
SCHOOL OF MUSIC OHS COMMITTEE MINUTES (AUGUST 2008)

A meeting of the School of Music OHS Committee was held on Tuesday, 19 August 2008 at 11.30 am in Kingsland Room, School of Music.

In attendance: Vesma Bobets, Hannah Donoghoe, Colin Hoorweg, Alistair Noble, Anne-Maree O'Brien, Grant Robertson, Niven Stines, Glyn Whitworth, Daniel Zivkovich, Erika Zywczyak.

1. **Apologies:** Simon Price, Susan West.
2. **Minutes from Previous Meeting**
The Minutes were confirmed.
3. **Reporting back from meeting June 2008**
 - **School of Music Health and Safety Representative** – Following the last meeting the Director, Faculty of Arts, called for nominations for a Health and Safety Representative for the School of Music Designated Work Group. No nominations were received. It was agreed that given it is not mandatory to have someone in this role, the School is not considered to be a high risk area and no-one has expressed an interest the School will not seek to fill the role.
Action: Chair to advise Director, Faculty of Arts.
 - **Noise Management in the Karmel building** – Niven Stines and Grant Robertson are arranging curtains for one of the jazz studios. Their effectiveness will be assessed and then further curtains installed if considered necessary.
Action: Niven Stines and Grant Robertson to implement.
 - **Rekeying the School of Music** – The Chair reported that this has been raised with Margaret Eichholzer (CASS Business Office) who advised that there is no funding available from the Faculty's maintenance levy to rekey the School and that the Faculty has no control over the timing of the installation of the card system. She recommended that in the meantime we take care in issuing keys and chase anyone who should have returned a key.
Action: Daniel Zivkovich to follow up as necessary.
 - **First Aid Room** – It was agreed that this room will be set up in the office behind the Box Office.
Action: Erika Zywczyak to arrange.
4. **OHS Update**
Glyn Whitworth provided the following update:
 - **Auditing Plant and Equipment** – Areas are required to undertake a self-audit of plant and equipment. A letter regarding this will be sent to areas in September.
 - **Footwear Procedures** – The draft footwear procedure noted at the previous meeting has now been finalised.

5. **Air Conditioning in Karmel Building Practice Rooms**

Colin Hoorweg reported that the practice rooms and some jazz studios are at times too hot to use, or the doors need to be propped open. There is also a flickering light in the corner of the Band Room.

Action: Grant Robertson to report both of these to Facilities and Services and follow up as necessary to find a solution.

6. **Use of Llewellyn Hall, Staffing Requirements**

The Chair advised that the requirement for trained staff to be scheduled for all public performances or rehearsals has been questioned by a number of hirers – particularly when an event may only involve a small number of people, such as the organ workshop to be held in September. It was agreed that whenever the doors to Llewellyn Hall are open for public admission then trained staff must be present. A risk assessment should be undertaken for each event to determine the number and type of staff required. For example, it may only be necessary to have a stage manager/hand present for the organ workshop, however an open CSO rehearsal would require front of house, door staff, ushers and stage hands/manager.

Action: Erika Zywczak to update staffing guidelines for the Hall accordingly.

7. **Hazard/Injury Reports**

▪ **Incident Reports**

Glass in freezer

A member of the casual theatre staff was cut by a piece of glass while removing ice from the freezer.

Action: Daniel Zivkovich removed the glass – it is not known how it came to be there.

Falls in Llewellyn Hall

Two patrons fell on the stairs in Llewellyn Hall during the choir's eisteddfod.

Action: Hand rails are being installed down each side of the Hall and the lighting on the steps has been raised. The patron involved in the more serious of the two falls has been contacted – she may need medical treatment but advised she does not hold the School responsible.

Glass panels in the new airlock

At least one person has run into a glass panel in the foyer airlock.

Action: The decal has now been extended to all panels in the airlock.

▪ **Hazard Reports**

Trip hazard outside the World Music Room

There are uneven carpet tiles outside the World Music Room.

Action: Daniel Zivkovich and Grant Robertson to report and ensure this is rectified.

8. **Other Business**

- **Swinging doors between the School of Music and the Karmel Building:**
When equipment is stored behind these doors they are unable to swing open and closed.

Action: Daniel Zivkovich to put a sign up asking that nothing be stored behind the doors.

- **Rehearsal Room 3:** The Chair reported that refurbishment of RR3 will take place in January-February 2009.

9. **Next Meeting**

The next meeting of the Committee will be held at 11.30am, on 18 November 2008.