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## **STANDARD OPERATIONAL PROCEDURE**

ACCEPTABLE FOOTWEAR FOR STAFF, STUDENTS AND VISITORS THE SCHOOL OF MUSIC,  
LLEWELLYN HALL, PETER KARMEL BUILDING, THE SHED AND THE ANU ARTS CENTRE

### **Hazard Identification**

It is the policy of the ANU School of Music that all staff, students and visitors where appropriate footwear when visiting, studying or performing at the School of Music building (including Llewellyn Hall), Peter Karmel Building and the ANU Arts Centre. Unsuitable footwear (such as bare feet) is considered a hazard, and can contribute to falls or injury to the individual.

### **Risk Assessment**

A risk assessment was conducted in February 2005 and noted that unsuitable footwear can contribute to falls and injury to individuals. It was noted that:

- The School of Music is regularly used as an exhibition area and subsequently sharp objects such as staples, pins and tacks may be lodged in the carpet,
- The Llewellyn Hall stage has a wooden surface which is irregular in some areas causing splinters,
- There are threshold areas of the School of Music that have raised door tracks which can result in tripping and injury to an unenclosed foot,
- There are slip hazards on concrete stairwells and areas of the School of Music building that are exposed to water (eg, areas on top of library, entrance, step near front entrance),
- Staff members working in Venues and Events, Building Maintenance and Concerts are required to shift, lift and move instruments and furniture and there is a risk of dropping or kicking items causing injury to the foot,
- Staff members working in Venues and Events are occasionally required to handle food and beverages,
- The School of Music is a venue for public performance and staff and students are expected to have a satisfactory presentation at all times.

### **What is considered acceptable footwear?**

Staff and students are required to wear suitable footwear in the School of Music, Peter Karmel building, The Shed and ANU Arts Centre at all times. The minimal footwear required is a shoe that covers the sole of feet and/or toe (eg. sandals, slip on shoes, thongs).

Staff and students working in Venues and Events, Building Maintenance and Concerts and are involved in moving instruments, furniture or handling food and beverage must wear fully covered footwear. Where staff members are involved in moving pianos or undertaking building maintenance, safety footwear (i.e. work boots) are essential.

### **Risk Control**

This procedure will be disseminated to relevant staff and students at the School of Music, presented to the School of Music OHS Sub-Committee and form part of an OHS Standard Operating Procedures on the Staff Intranet. Staff and students who walk through the building in bare feet will be requested to put their shoes on immediately.

### **Monitor and Review**

The OHS Committee will continue to monitor and review this process and identify new hazards in association with the introduction of new staff, equipment, new work practices or change in environment.

This procedure will be evaluated and updated (if required) annually in February.