

STANDARD OPERATIONAL PROCEDURE

OPERATION OF THE 'GOODS LIFT' IN THE SCHOOL OF MUSIC BUILDING LEVEL 2 (HOUSED IN THE LINK BETWEEN THE SCHOOL OF MUSIC BUILDING AND THE PETER KARMEL BUILDING)

Hazard Identification

All ANU staff and students, as well as visitors, who require the use of the Goods Lift at the School of Music (located in the link) must utilise the services of trained personnel provided by the School of Music to assist them.

Use of the Goods Lift by untrained personnel may lead to injury of the operator, assisting personnel and to the surrounding ANU property.

Risk Assessment

A risk assessment was conducted on 18 June 2005. It noted that an untrained individual using the Goods Lift is a hazard, and if used incorrectly may increase the risk of injury to the operator, third party and property.

Risk Control

The risk will be controlled in the following ways:

- Identified staff members are trained in the correct use of the Goods Lift. These staff include Venues and Events Manager and Resources Officer (located in the Venues and Events Office), Building Manager (located in The Shed) and ANU Security,
- A large sign will be placed on the wall beside the lift in The Link (between the School of Music Building and the Peter Karmel Building) highlighting the risk and noting that personnel and contact numbers of the individuals who are appropriately trained,
- Untrained persons will not be given access to the Goods Lift,
- 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.
- This procedure will also be disseminated to any new staff or visitors at the School of Music who may require services of the Goods Lift.

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 also be evaluated and updated (if required) annually in February.