SCHOOL OF MUSIC OHS COMMITTEE
MINUTES

A meeting of the School of Music OHS Committee was held on Tuesday, 18 May 2010 at 11.30am – 12.30 in the Kingsland Room, School of Music.

In attendance: Colin Hoorweg, Alistair Noble, Anne-Maree O’Brien, Deanna Riddell (Chair), Roy Schmidt, Niven Stines, Susan West, Daniel Zivkovich, Erika Zywczak.

1. **Apologies:** Hannah Donohoe.

2. **Minutes of Previous Meeting:**
The minutes were confirmed.

3. **University OHS Governance**
Adrian Walter spoke to the Committee regarding a memo received on 26 March 2010 from the Director, HR regarding OHS Governance. Adrian advised that future changes to OHS governance legislation will see governing bodies of organisations eg CEO or designated senior officers, personally liable for OHS matters. In additional breaches of the legislation will be a criminal matter, and not a civil matter, attracting fines and prison terms for major OHS breaches. It is anticipated that this legislation will come into force on 1 January 2012.

OHS will now be included in the budgeting process. Roy Schmidt advised that the Head of School should be included in the workplace inspections and receive copies of all OHS Committee minutes. OHS will also be a standing item on the School’s Executive Committee agendas.

**Action:** Deanna to email copy of this Memo to all Committee members.

4. **Workplace Inspection**
All inspections are complete. Deanna Riddell and Anne-Maree O’Brien to finalise report for Committee.
5. **Graduate Student Representative**  
Deanna Riddell reported that she has on several occasions requested the name of a possible member through Steven Wild, as yet no response. Roy Schmidt advised that this is an optional position.  
**Action:** Deanna to go directly to students in Graduate Class via email to find a possible member.

6. **OHS Workplace Inductions**  
The Committee endorsed the “OHS Information” document with the following changes, OH S Committee member list to be included, Emergency Defibrillator to be referred to as Automatic External Defibrillator. This document will be presented to all new School of Music staff both permanent and casual. This document to be placed on student noticeboards.

After discussion it was agreed that the OHS Committee should have a presence during Orientation day. It was recommended that during the Head of School’s address on Orientation Day, the Committee be introduced to new students with a brief outline of the Committee’s roles and responsibilities.

The Committee agreed that an email should be sent to all staff members advising of OHS Committee membership and asking if they have any OHS concerns.

7. **Soundproofing in Jazz teaching Studios**  
Niven Stines reported that KVDL Acoustics were asked to provide a quote for a report and scope of work. Their quotation totals $3,036.00 which incorporates: measuring 10 rooms, interviewing users, identifying and costing solutions, preparing a report. This report will make clear recommendations for each room plus a costing based on purchasing and installing off the shelf solutions. This report will also include issues raised in relation to practice rooms 618, 619 & 622 in the School of Music building.  
**Action:** Niven to report at next meeting on the outcome of this report.

8. **OHS Update**  
Roy Schmidt reported:  
- OHS supervisors training is available;  
- the College Committee has asked for an OHS improvement plan to look at the main hazards which pose a significant risk and how to address these issues in the short and long term.

9. **Report from Venues**  
Deanna Riddell reported the following:  
- Flooring above the orchestra pit in Llewellyn Hall has been reinforced with a steel frame. This has addressed the buckling issues.
• Incident with casual staff member Tim Levy on 23 March 2010. While moving large black screens near RR3 Tim hit his head on the base of the screen. After discussion it was agreed that the black screens are in need of repair and should be replaced as they are dangerous.

   **Action:** Daniel to obtain quote for new screens.

• Office Workstation Assessment was carried out for Marwa Abou-Rida on 30 March 2010. Action plan as follows: supply of a telephone headset, supply of chair – as needed, supply of an in-line document holder, possibly replace desk, supply of a footrest; practice frequent postural adjustment and stretching exercises, lower (and raise) chair accordingly.

• Fire hoses and extinguishers were checked on 29 April 2010.

• Emergency Exit lights were repaired in the Peter Karmel Building on 17 May 2010.

• Schneider Electric will be performing fire alarm – security access (doors) interface trip testing on 22 May 2010.

• Major technical issues are being experience in relation to the newly installed AV equipment in lecture theatres. These issues have been documented by Niven Stines and are being address by DOI.

### 10. Other Business

**Earplugs for Students:** Colin Hoorweg reported that the Jazz faculty recommends that all students be issued with ear plugs. Anne-Maree O’Brien advised that there is information on file for new students regarding earplugs. This information should be incorporated into the “Welcome to the School of Music” booklet.

   **Action:** Deanna to check booklet and file for earplug information.

Implement strategy to ascertain interest in having earplugs available for students, and then facilitate fittings and possible subsidy from SOM.

**Floor trap in Band Room:** Niven Stines reported that the floor trap in the band room is broken. Dan has logged this maintenance call and it is currently being investigated.

**Lighting Bar Remotes:** Niven Stines reported that the lighting bar remotes which are hung from side stage are a hazard for stage staff and performers. The moveable sound panels and motorised lighting bars over stage were to be integrated together on a Genesis control system which has never been completed. The last report from Construction Control was that they were working this through with Jands, there being an issue with the cost of the integration.

   **Action:** Deanna to check on progress of this problem with Construction Control.
Traffic Conflict on Childers Street: Niven Stines reiterated his concerns of a potential traffic accident involving cyclists and motor vehicles as there is no bike path. Anne-Maree O’Brien advised that she has reported the Committee’s concerns to John Sullivan, Facilities and Services and the Campus Advisory Sub-Committee (representing the Baldessin precinct).

Action: Anne-Maree to advise on progress at next meeting.

11. Next Meeting: 11.30 am, Tuesday, 17 August 2010, Kingsland Room.