A meeting of the School of Music OHS Committee was held on Tuesday, 23 February 2010 at 11.30am – 12.30 noon on Llewellyn Hall Stage, School of Music.

In attendance: Hannah Donohoe, Colin Hoorweg, Alistair Noble, Anne-Maree O’Brien (Chair), Deanna Riddell, Glynn Withworth, Niven Stines, Daniel Zivkovich.

1. **Apologies:** Susan West, Erika Zywczak, Grant Robertson.

2. **Appointment of New Chair**  
   Deanna Riddell will take over as Chair of this Committee. The outgoing Chair, Anne-Maree O’Brien, thanked her for taking on this role.

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

**Business Arising from the Minutes**

a) **Adjusting lighting fixture in Llewellyn Hall**  
   This lighting bar is not currently being used. A safe work method will need to be identified before it can be used again. Options include putting a metal mesh workway below it or installing an electric arm – it was noted that this would be very costly and unsightly.

b) **Workplace inspection**  
   Deanna Riddell reported that this is almost complete – only the audio studio to be checked. A report will be presented at the next meeting of the Committee.

c) **Chief Fire Warden & Schedule for Fire Drill**  
   Deanna Riddell has taken up the role of Chief Fire Warden. Fire warden training took place on 21 January and a fire drill has been scheduled for 16 March at 2.30pm.

d) **Lift**  
   Facilities and Services need to change the signage to indicate that Security will respond to any calls for assistance. Current sign reads “For Assistance in
an Emergency, Press the Alarm Button, In a few moments the OTIS Service Operator will speak with you”.

**Action:** Venues to arrange this.

e) **CARDAX**
There has been no further contact from Facilities and Services in relation to this.
**Action:** Venues to prepare draft plan for installation of internal CARDAX doors in consultation with the School Manager and Head of School.

f) **Traffic Conflict on Childers Street**
This was reported to the ANU Green Office Manager. It was noted that a new sign has been erected in the area indicating that it is a shared traffic/pedestrian zone.

3. **Graduate Student Representative**
**Action:** Deanna Riddell will ask Stephen Wild to arrange for the nomination of a graduate student representative to this Committee.

4. **OHS Report to Head of School**
The Committee endorsed this report with the following comments / suggested additions:
- add requirement for staff to be educated in relation to correct workstation setup;
- add that these items were reported to the CASS OHS Committee with the response that they would be brought to the attention of the CASS Executive; not further response was received.

It was noted that the School has obtained 15 ergonomic chairs from the Sir Roland Wilson Building – these will be distributed to those staff “most in need”.

5. **Survey of Workplace Inductions (attached)**
Anne-Maree O’Brien advised that the School had completed a survey which fed into this Report. It was found that the School’s approach to OHS induction varied across the School and that improvements needed to be made in relation to casual and sessional staff.
**Action:** Deanna Riddell to prepare a one page induction sheet for attaching to contracts for casual/sessional staff. The sheet should be passed to Julie Cassidy when ready for distribution.

6. **OHS Update**
Glynn Whitworth listed a number of reminders:
- the Committee should forward a list of its OSLOs to ohs.officer@anu.edu.au; this prompted discussion about whether the School should have another
trained OSLO (there is currently only one – Erika Zwyczak), especially as the recommended ratio is 1 OSLO to 20 staff;
- electrical inspection is currently taking place in the School
- the Committee needs to arrange annual emergency / evacuation training;
- the OHS annual inspection checklist is available on the OHS website;
- AED awareness, signage and training; the School will receive a new AED this year;
- fumigation procedure to be noted.
Glynn went on to report the following:
- the new Work Health and Safety Act will come into effect in 2011;
- OHS statistics for 2009 are available on the OHS website
- 2010 audit program is also on the web;
- Health and Safety Management Arrangements for the ANU are being reviewed – comments are welcome
- manual tasks is an issue to be addressed by the ANU; safe work methods should be in place for all manual handling eg moving the soundshell, moving seats, working with lighting bars; a revised manual task injury reduction strategy to be introduced;
- importance of the role of supervisors in making the workplace safe;
- OHS supervisors training is available;
- all OHS training courses are being reassessed.

7. **Report from Venues**

Deanna Riddell reported the following:
- Flooring above the orchestra pit in Llewellyn Hall has buckled significantly. This has led to an older patron, Silvia Cleland falling over and hurting her knee on 6 February 2010. Glynn Withworth has inspected the floor and recommended that carpet be laid over the floor to reduce the bounce as a short term solution until the engineers can resolve the problem.
- Incident regarding a casual venue’s staff member, Mark Levers occurred on 11 December, 2009. This was reported, no further action required.
- Incident regarding a casual venue’s staff member, Tristan Price occurred on 18 January 2010. This was reported, no further action required.

**Action:** Deanna Riddell to report on progress of Llewellyn Hall flooring problems.

8. **Other Business**

All committee minutes to be forwarded to Pat Boling.

9. **Revised meeting dates**

Revised meeting dates for 2010 were provided with the agenda. Next meeting: 11.30 am, Tuesday, 18 May 2010