SCHOOL OF MUSIC OHS COMMITTEE
MINUTES

A meeting of the School of Music OHS Committee was held on Tuesday, 23 November 2010 at 11.30am – 12.30 in the Kingsland Room, School of Music.

In attendance: Anne-Maree O’Brien, Deanna Riddell (Chair), Glyn Whitworth, Daniel Zivkovich, Grant Robertson, Doug McCallum, Hannah Donohoe, Colin Hoorweg

1. **Apologies:** Susan West, Alistair Noble, Erika Zywczak, Niven Stines.

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

   **Llewellyn Hall Lighting Bar remotes** have been installed correctly by Jands and are no-longer an OH & S risk.

   **Llewellyn Hall Sound screen panels** on the sides of stage. Operation of the screens is problematic as their supporting tracks are worn and have been eccentrically loaded by the addition of timber panelling on their front face. Keith Walker has stated that there are no immediate OH & S concerns with the sound panels. Facilities & Services are investigating a resolution of this problem.

3. **Soundproofing in Jazz Teaching Studios**
Colin Hoorweg expressed concern for his colleagues hearing in relation to this issue. Colin stated the problem was first reported 8 years ago and Miroslav Bukovsky is considering referring the problem to the union. Anne-Maree O’Brien advised that funding has been approved for this project and is awaiting advice on who will project manage the work. As the cost of this project will be significant, 3 quotes will be required.

4. **Recruitment of OSLO Officers for CASS Areas**
Doug McCallum advised that the College will be conducting training in early 2011 for OSLO Officers (Occupational Strains Liaison Officers). This is a voluntary position which plays an important role in the wellbeing of staff.
ACTION Chairman to ask for volunteers.

5. **OH & S Update**
Glyn Whitfield advised that an OH & S Management audit is currently underway with one department being audited every 3 weeks. Arts are expected to be done early 2011.
OH & S Statistics for 2010 is now available. This report outlines all reported incidents within our area and treatment outcomes.
ACTION Table statistics data at next meeting for discussion.

6. **Workplace Inspection**  
The Chairman tabled the proposed inspection checklist. It was agreed that Roy Schmidt should be present for the Llewellyn Hall inspection.

7. **Report from Venues**  
**Incident from Open Day 2009** – School of Music Café. Mr Lemin who was visiting the school for open day fell off an item of furniture in the café. It has been confirmed that the furniture is owned by the café operator and the claim is now referred to his insurance policy for progress.

**Moths in Keyboard Studios**  
Affected studios will be sprayed on 27 November 2010. It is expected that this treatment will kill live moths. Removal of the sounds boards will be required to completely eradicate the moths. A quote of $2,000 per room has been received to remove and replace the boards.

**Security – Installation of Cardex Doors**  
A Cardex door has been installed on the SOM front door. If staff require out of hours access to the facility they will need a cardex swipe card and pin code to access the building. This card can be obtained through ANU security.

Due to the recent break-ins and theft at the school, the technical rooms have been re-keyed. Grant Robertson recommended the installation of a “Keywatch System” to maintain key security and accountability.

8. **Other Business**  
Hannah Donohue announced her resignation from the Committee. Hannah recommended David Crosby as the new Undergraduate Student Representative. The Chairman thanked Hannah for her input into the Committee and wished her well for the future.

**OHS Sub-Committee – Role & Terms of Reference** – ACTION Chairman to distribute this document to all Committee members.

**Meeting Dates** – The Chairman distributed proposed 2011 Meeting dates document. Dates are: 22 February, 17 May, 16 August & 22 November.

9. **Next Meeting:** 11.30 am, Tuesday, 22 February 2011, Kingsland Room.