



FACULTY OF ARTS
ELDER CONSERVATORIUM OF MUSIC

Health Safety and Wellbeing Induction Information Sheet

Dear Staff Member/Student

Welcome to the Elder Conservatorium of Music (ECM). This document is designed to help you complete the local Health Safety and Welfare Induction checklist forms for each of the ECM Buildings in which you will research/study/teach, perform or practice, without the need for a face-to-face meeting with a Health and Safety Officer.

It is important that you read this information sheet carefully, then identify the building/s where you will spend your study/research time and complete the relevant induction checklist/s.

To complete the induction, please follow these steps:

1. Read this information sheet and the building induction checklists thoroughly
2. Fill out your personal details & commencement date on relevant induction checklist form/s
3. Tick off each item to indicate your understanding of key personnel, emergency management and local health and safety information. This information sheet provides comprehensive detail so please retain for your records.
4. Sign and date the form
5. Return the form to the Music School Office (preferably within 7 days of starting work).

If you have any questions about the information provided or need help filling out the checklist/s, please do not hesitate to get in touch by phone/email.

Thank you for your cooperation, and I hope you have a very successful period of work/study with us.

Warm regards,

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Health Safety and Wellbeing Induction

The University of Adelaide recognises and accepts that it has an obligation under HS&W legislation to provide a healthy and safe working environment.

This obligation extends to staff and students and to all visitors with business on the University campus. As a casual employee/user of this campus you too have a duty to act safely while you are here and ensure that you don't endanger others.

If you are a casual employee who is supervising others, obligations and responsibilities under the Legislations may extent to you. Discuss this with your manager and if applicable training will be provided on these OH&S responsibilities.

Hazards in the Workplace

In order to proactively identify issues of potential harm in the ECM environment all staff are asked to report hazards, incidents and accidents to their supervisor.

- Information on the reporting of hazards within the university is on the University web site (<http://www.adelaide.edu.au/hr/ohs/hazmanagmt/accreport.html>).
- Report all accidents/incidents/near misses to your supervisor/host or other staff member immediately using the Accident/Incident Reporting and Investigation Form ('yellow card').

<p>First Aid A network of trained first aid providers and first aid kits are located in the University. First Aid officers for the Elder Conservatorium of Music are:</p> <p>Elder Hall Claire Oremland, Elder LG25, ext. 35925</p> <p>Schulz Building Ashley Turner, Schulz Building, 601, ext 33653</p> <p>Madley Building Amanda Grigg, Madley (Percussion), ext. 33666</p> <p>Hartley Building Joanne Corbett, Elder Music Library, ext. 33682</p>	<p>Emergency Contingencies The University has procedures in place to deal with a range of contingencies including personal threats, bomb threats, external threats, medical emergencies, fire and smoke alarms.</p> <p>Emergencies charts are displayed in all building foyers with information on procedures.</p> <p>It is important that you are aware of your surroundings and nearest emergency exit. All building foyers display emergency evacuation plans with details of floor wardens, first aiders and evacuation points.</p> <p>The two stage emergency evacuation alarm system is as follows</p>	
<p>Should you require emergency first aid or assistance outside of regular business hours while working on the North Terrace Campus call Security on 8313 5990 or (Ext) 35990</p>	<p>When Alert Signal Sounds (Beep...Beep...)</p>	<p>When Evacuation Signal Sounds (Whoop...Whoop...)</p>
<p>To ensure Security respond to your call as soon as possible, provide the following information:</p> <ul style="list-style-type: none"> - Building Name - Floor No. - Room No. - Name - Phone No. 	<p>Cease inter/across floor movement. Secure equipment /property (as necessary) Await further instructions via the PA or from the floor or fire warden.</p> <p>If in no immediate danger DO NOT EVACUATE</p>	<p>Commence evacuation via the safest route to the Assembly Area. Follow the directions of wardens</p> <p>Do not re-enter the building until instructed to do so by persons in authority.</p> <p>Evacuate safely DO NOT USE LIFTS</p>

Potential Hazards in the Conservatorium Environment

Manual Handling

The ECM has many tasks that require manual handling of chairs, desks, musical equipment, amplifiers and speaker boxes, which, if not properly managed, have the potential to cause serious injury to both staff and students.

Injuries sustained through manual handling tasks are one of the major areas of concern in terms of the overall proportion of accidents, human suffering and financial cost.

The University has manual handling guidelines <http://www.adelaide.edu.au/policies/3061/> that outline a strategy to address these concerns through identification, assessment and control, supported by appropriate training and education.

Electrical Equipment

Exposure to electrical hazard and risk has potentially fatal consequences even with a short exposure to everyday 240 volt supply. It is therefore necessary to manage workplace electrical safety as an integral part of day-to-day operations to ensure the integrity of electrical installations and electrical plant.

Some electrical equipment used on University premises is required to be electrical tested and tagged. Before you bring personal electrical equipment on to University premises you need to have a discussion with your supervisor.

Noise

Certain activities in ECM may expose staff and students to harmful noise levels.

- Peak noise exposure – no individual should be exposed to noise which peaks at more than 140 dB
- Eight hour equivalent noise exposure – no individual should be exposed to an 8 hour equivalent of more than 85 dB (exposure standard).

Time per day to give an exposure equal to exposure standard:

1.	85 dB - 8 hours	6.	100 dB – 15 minutes
2.	88 dB – 4 hours	7.	103 dB – 7 minutes
3.	91 dB – 2 hours	8.	106 dB – 3 minutes
4.	94 dB – 1 hour	9.	109 dB – 2 minutes
5.	97 dB – 30 minutes		

Consult with your supervisor if you are exposed to harmful noise levels on a daily basis to ensure you are provided with adequate personal protection equipment (PPE) and information on the control measures in place. The Music Office can provide you with single use disposable earplugs.

Preventing and responding to workplace bullying

All staff at the University of Adelaide have a right to a safe working environment. The University has established a four-stage formal procedure to manage workplace bullying, and provides a register of Bullying Contact Officers and the Employee Assistance Program (free and confidential short term counselling).

In the event you believe you have been subject to or witness workplace bullying behaviours, you should discuss with and report the incident(s) to your immediate Supervisor/Manager and/or contact a Bullying Contact Officer (BCO) in the first instance.

To read the full *Preventing and responding to workplace bullying* policy (including comprehensive information on the four-stage process for reporting bullying behaviours), please visit www.adelaide.edu.au/hr/hsw/handbook/bullying/

Further information on health and safety in the University

View the Health Safety and Wellbeing website at - <http://www.adelaide.edu.au/hr/hsw/>

Local Induction Record Checklist: Information

**This information directly correlates to the dot points on the induction checklist/s.
Please use this information to help you tick each item off, indicating your understanding.**

Health, Safety and Wellbeing – Key Personnel

Health and Safety Officers:

Ashleigh Geiger and Susan Boehm (83133681), Steven Knopoff, Claire Oremland (Elder Hall only).

First Aid Officers:

Hartley Building: Joanne Corbett (Library)
Madley Building: Amanda Grigg - Room G08
Schulz Building: Ashley Turner (Level 6)
Elder Hall: Claire Oremland - Room LG25

Emergency Floor Wardens:

Hartley Building: Joanne Corbett (Library)
Madley Building: Bruce Hancock
Schulz Building: Lianne Heath (Level 2), Ruth Saffir (Level 9)
Elder Hall: Claire Oremland, Keith Crellin

Emergency Management

Evacuation Procedures: Please see first page of information sheet

Evacuation Posters: In each building foyer

Emergency Exits:

Hartley Building: any external door
Madley Building: any external door
Schulz Building: any stairwell - DO NOT USE LIFTS
Elder Hall: any external door, including side doors - DO NOT USE LIFT

External Assemble Areas:

Hartley/Madley/Schulz Buildings: Kintore Avenue footpath or lawn outside Bragg Laboratories
Elder Hall: Goodman Lawns (front of Elder Hall)

Emergency Colour Charts

Charts are located in each building foyer. In the event of an emergency/threat, contact Campus Security immediately.

First Aid Kits

Hartley Building: ECM Library
Madley Building: Room G08
Schulz Building: Level 2 Schulz Room 210
Elder Hall: Main Hall and Resource Room LG06

Duress Alarms: The Security Office monitors duress alarms and provide immediate assistance

Red Break Glass Alarms: Situated in most foyers.

If you see a fire and can't find an alarm, alert Security immediately and/or contact a Building or Floor warden.

Security Arrangements: Student and staff cards have been activated for swipe access areas. If you require any keys, please contact the Music Office in the Schulz Building. If you require a campus escort, contact Security (Wills Building Level 4 - Ext 35990).

Local Health and Safety Information

Contact Ashleigh Geiger (Tuesday - Thursday) or Susan Boehm (Monday & Friday) if you have **specific requirements or need to raise a HSW issue** - Schulz Building Level 2 - Ext 33681