

SAFE WORK INSTRUCTIONS FOR USE OF THE HAMMOND ORGAN & LESLIE SPEAKER

Refer to S.A.R.A.H Risk Assessment : 4271

1. Authorisation:

- The Hammond Organ & Leslie Speaker can only be accessed by PAC Resources/Technical Staff, Teaching Staff and Approved Students who have been inducted in its use.
- PAC Resources/Technical Staff include: Karl Willebrant, Lindsay Templeton, Cameron Smith, Clive Bourne, Samuel Galyer, John Collopy.

2. Hazards & risks associated with equipment/machinery/technique/process:

- Manual handling associated injury.
- Physical damage to instrument.
- Serious damage may occur to Organ and Leslie if 6 pin Leslie cable is not connected correctly.
- The **volume pot** on the Leslie speaker must stay below half. If pushed too hard you can blow the rare V21 horn driver
- Movement of Hammond if wheels are not locked.
- Electric shock.
- Fatigue when practicing long hours.
- Posture issues from incorrect or extended seating

3. Procedures for Hammond Organ and Leslie set up and pack down:

- Read and understand *Safety and Operating Procedures Manual: for music students working in the Performing Arts Centre as part of undergraduate or postgraduate study – Hammond Organ Usage (page 13)*
- Ensure obstructions are cleared and there is a clear path before moving the Hammond and Leslie.
- TWO person lift to remove **bass pedals** before moving Hammond.
- Ensure wheel brakes are disengaged.
- TWO persons to move Hammond and Leslie.
- Once the Hammond is in place, ensure wheel brakes are engaged, then TWO person lift to fit bass pedals.
- Connect **white converter** to run Organ (US voltage).
- Connect **6 pin Leslie cable**, two of the 6 pins are larger than the others, in-between these two pins is a **small raised dot** which should be lined up correctly to slide in smoothly.
- Turning the Organ on – **Start** switch is spring loaded and is the “starter motor”. Press forward and hold for 8 seconds. **Run** switch – after holding the “start” switch for 8 seconds, flick the “run” switch
- Remember to take breaks every 45 minutes to an hour, stretching is recommended.
- ALWAYS be sure to turn off, close and lock Hammond Organ after use.

4. The environment where the task is to be undertaken:

Main Auditorium G36, Percussion room G31 and Ensemble room 10, Building 68.

5. Personal protective equipment to be used:

- Appropriate closed toe footwear

6. Emergency procedures

For *medical emergency* phone **000** from a mobile, or **0000** from an internal phone; you must then call Monash Security on **333** from an internal Monash phone, or **9905 3333** from a mobile phone.

7. After hours access procedures

Bookings and keys for the Auditorium/Ensemble room 10 and Hammond need to be arranged before 4pm weekdays from the Resources Office (room 201) and returned after use.

PREPARED BY: Karl Willebrant

UPDATED BY: Karl Willebrant

SIGNED:

DATE: