

SAFE WORK INSTRUCTIONS FOR USE OF THE HARP

Refer to S.A.R.A.H Risk Assessment : 4248

1. Authorisation:

- The Harp can be accessed by PAC Resources/Technical Staff, Teaching Staff and **Approved Harp Students ONLY**.
- 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 when moving.
- Tipping of instrument if leant on.
- Injury to face/eyes when restringing ie: over tensioning.
- Fatigue when practicing long hours.
- Posture issues from incorrect or extended seating

3. Procedures for Harp set up and pack down:

- Key to Harp cupboard to be obtained from Resources Office 201.
- Ensure Harp is covered with **BOTH** protective cover and travel cover before moving.
- Ensure Harp is sitting, strapped and latched on specialised harp trolley before moving.
- Ensure obstructions are cleared and a clear path is decided on before moving Harp.
- Lean weight of Harp onto trolley towards you with one hand on the top of the Harp and the other hand on trolley.
- Move Harp to desired room/place and ensure Harp is sitting flat on the ground before unstrapping.
- Unstrap Harp from trolley and remove covers.
- Ensure stool is at a correct and comfortable height before playing.
- When restringing, never over tension the string as this could cause injury to face and/or eyes.
- Remember to take breaks every 45 minutes to an hour, stretching is recommended.
- ALWAYS be sure to follow these instructions when returning Harp to cupboard.

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

Practice rooms and Main Auditorium G36, 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 and Harp Cupboard 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: