

SAFE WORK INSTRUCTIONS FOR USE OF THE HARPSICHORD (MAIN AUDITORIUM)

Refer to S.A.R.A.H Risk Assessment :4254

1. Authorisation:

- The Harpsichord can be accessed by PAC Resources/Technical Staff, Teaching Staff and Approved Students.
- 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 eg; Breaking legs
- Tipping of instrument if leant on.
- Fatigue when practicing long hours.
- Posture issues from incorrect or extended seating

3. Procedures for Harpsichord 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 – Harpsichord Usage (page 13)*
- Ensure obstructions are cleared and a clear path is decided on before moving Harpsichord.
- Remove Harpsichord cover before moving.
- **THREE** persons to move Harpsichord, **TWO** persons at the keyboard end and the **THIRD** at the tail end.
- Always lift **TOGETHER**.
- Ensure stool is at a correct and comfortable height before playing.
- Remember to take breaks every 45 minutes to an hour, stretching is recommended.
- ALWAYS be sure to close and cover Harpsichord after use.

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

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

All after hours Harpsichord usage must be requested in advance. The "Piano Request" form is available from the Resources Office (room 201); the form should be approved by the Jazz or Piano Coordinators before being returned.

Keys for the Auditorium and Pianos need to be picked up before 4pm weekdays from the Resources Office (room 201) and returned after use.

PREPARED BY: Karl Willebrant

UPDATED BY: Karl Willebrant

SIGNED:

DATE: