

SAFE WORK INSTRUCTION

TITLE /DESCRIPTION OF ACTIVITY: USE OF ORCHESTRAL PERCUSSION EQUIPMENT					
Faculty/Division	Arts		School/Unit	PAC Resources	
Created By	Karl Willebrant and Chris Cody	Document No.	1	Risk Number	10423
Initial Issue Date	Nov 2017	Current Version	V5	Next Review Date	May 2022
SCOPE:	Use of orchestral percussion in Building 68, or other venues on campus.				
AUTHORISATIONS:	The Orchestral Percussion Equipment can be accessed by PAC Resources/Technical Staff, Teaching Staff and Orchestral Percussion students.				
HAZARDS:	Manual handling associated injury Physical damage to instruments e.g.; inappropriate usage Tipping of instruments if leant on Fatigue when practicing long hours Posture issues from incorrect or extended use				
SAFETY CONTROLS:	All instruments with wheels will have brakes applied to prevent any unintended movement All objects will be moved and positioned by students with direction of staff Appropriate training provided to staff and students in manual handling Advised to use 2-person lift/move where required. PPE (closed footwear) for percussion movement				
PRESTART REQUIREMENTS:	Ensure obstructions are cleared and there is a clear path before the Percussion is moved Always ask a Tech staff member for assistance before using or moving the 5 octave Marimba and other large instruments Assess the instruments you are moving and decide if a trolley will be required prior to moving percussion				
INSTRUCTIONS:	Move equipment slowly and carefully between spaces Apply brakes, chocks or shot bags where needed to prevent any unintended movement while playing TWO persons to lift Tam-Tam, Timpani and other large instruments, One person at either end. Always lift TOGETHER Ensure Percussion is at a correct and comfortable height before playing Remember to take breaks every 45 minutes to an hour, stretching is recommended				
CLEAN UP/ SHUT DOWN PROCEDURES:	ALWAYS be sure to return the Percussion to the Percussion room G31 or other designated storage area.				
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.				
FURTHER INFORMATION:	Bookings and keys need to be arranged before 4pm weekdays from the Resources Office (room 201) and returned after use.				

APPROVALS			
Title	Name	Signature	Date
Supervisor			
Safety Officer			