

SAFE WORK INSTRUCTION

TITLE /DESCRIPTION OF ACTIVITY: USE OF THE GAMELAN					
Faculty/Division	Arts		School/Unit	PAC Resources	
Created By	Karl Willebrant and Chris Cody	Document No.	1	Risk Number	4617
Initial Issue Date	Jan 2018	Current Version	V5	Next Review Date	May 2022
SCOPE:	Use of the Gamelan in Building 68, or other venues on campus.				
AUTHORISATIONS:	The Gamelan can be accessed by PAC Resources/Technical Staff, Teaching Staff and Students who are enrolled in the Gamelan Ensemble.				
HAZARDS:	Manual handling associated injury. Physical damage to instruments eg; inappropriate usage Tipping of instruments if leant on Fatigue when practicing long hours Posture issues from incorrect or extended seating				
SAFETY CONTROLS:	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 instrument movement				
PRESTART REQUIREMENTS:	Ensure obstructions are cleared and there is a clear path before the Gamelan is moved Remove large gongs from hanging beams and small gongs from cradle tables before moving Locate and prepare a suitable trolley before attempting to move the gamelan to another room				
INSTRUCTIONS:	Use trolley provided to move gongs in stacks no higher than 3 TWO persons to move Gamelan, One person at either end. Always lift TOGETHER Ensure Gamelan are 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 Gamelan to the 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			