



THE UNIVERSITY OF
SYDNEY

Sydney Conservatorium of Music

Work health and safety: guidelines and procedures



The [University Risk Management Office website](#) contains the University's Occupational Health and Safety policy and comprehensive information on manual handling, first aid, emergency evacuation, office ergonomics, etc.

There is a legal requirement for the University and all its employees to comply with the NSW Government OH&S Act of 2001. It is recommended that all staff familiarise themselves with their obligations under the University's policy, which provides the framework for compliance with the Act.

Table of Contents

General safety	2
Moving Equipment	2
Trolleys	2
Moving pianos	2
First Aid Kits	3
First aid kit locations	3
Emergencies	4
Emergency Situations	4
Personal danger	4
Injury or illness	4
Fire	4
Evacuation procedure	5
Assembly areas	5
Reporting incidents or concerns	6
Injury or serious safety incident	6
Unsafe building fabric or equipment	6
Urgent Problem	6
Non-urgent Problem	6
Conservatorium Equipment Faults/Safety	6
Key contacts	7
Safety Officer	7
First Aid Officers	7
Building and security	7

General safety

Safety at work is everyone's responsibility. The University of Sydney and the Conservatorium of Music have a responsibility to ensure there is a safe work and study environment for staff and students. Equally, it is the responsibility of staff and students to be aware of and to follow safe workplace practices. Please refer to the [University's Safety Policy](#).

Safe workplace practice at the Conservatorium includes the following:

- Use trolleys to move heavy items or equipment (see the Attendants)
- Keep one's own working space tidy and free of trailing cables, clutter, etc
- Store heavy items at a suitable shelving height for safe lifting (see sydney.edu.au/whs)
- Always wear footwear – no bare feet
- Report any unsafe Conservatorium equipment to the Attendants (see next section)
- Report electrical, plumbing, lighting faults via the Infodesk (see next section)
- If you see something unsafe, rectify it yourself if possible – furniture blocking doorways, rubbish on stairs, etc. If you cannot fix it yourself – liquid spills, building faults, etc. report it to the appropriate person. (see next section)
- Become familiar with the location of your nearest emergency exits and the two assembly areas before an evacuation.
- Adjust computer/keyboard/chair/desk to correct heights for comfortable use. Information is available: sydney.edu.au/whs.
- For staff, find out who is your Unit or local workgroup WHS representative and raise any safety or work-related issues with them. (Contact your supervisor, Program Leader or the Safety Officer to find out more.)
- Discuss safety issues with colleagues and friends and raise your safety concerns at any Unit, workgroup or student meetings.
- Students can raise their safety concerns with either the CSA or directly to the Conservatorium Safety Officer.

Moving Equipment

Trolleys

Staff and students have a responsibility to move Conservatorium equipment in a safe and responsible manner. Trolleys are available from the Attendants and should be used whenever heavy equipment needs to be moved.

Moving pianos

Moving pianos constitutes a manual handling risk. The University wishes to promote safe work and study practices. Pianos in the performance venues have large castors and are on hard surfaces. Pianos in the studios, practice rooms and ensemble rooms have small castors and are on carpeted surfaces; this makes these pianos more difficult to move and increases the risk of injury. Staff and students must not move the pianos in studios, practice rooms or ensemble rooms without the assistance and permission the Piano Technician 9351 1221.

Emergencies

Emergency Situations

Personal danger

If you see a crime in progress or someone acting in a dangerous or threatening manner you should:

- contact Building Security on 0499 037 782 or the radio on the front reception desk or
- notify the Police directly by phoning 000 (or 0-000 from an internal phone.)
- Ask to be connected to the Police Service, identify that you are calling from the Sydney Conservatorium of Music in Macquarie Street and then give details of the location and the incident.

It is not the responsibility of Building Security to arrest or detain any persons.

Injury or illness

Major incidents requiring urgent attention

If you become aware of someone who is seriously ill or injured, you should do all of the following:

1. Phone for an ambulance – dial 000 (or 0-000 from an internal phone) and ask to be connected to the Ambulance Service; give the details of your location, eg. “Conservatorium of Music, Macquarie St Sydney, level 2 in room 2137” and the nature of the illness or injury.
2. Contact a Conservatorium First Aid Officer, Security Guard, Guy McEwan or Adrienne Sach.
3. Contact Building Security on 0499 037 782 or via the radio at the front counter.

The role of the Conservatorium First Aid Officer is to provide initial assistance to stabilise an injured person until an ambulance arrives. For all other illnesses or minor injuries, staff and students are advised to seek medical attention at the nearest medical centre or hospital; some contacts are listed below.

Building Security should only be approached for First Aid assistance in an emergency situation if you are unable to contact the Conservatorium’s First Aid Officer.

Please Note: It is a legal requirement that all incidence of injury must be reported. Please refer to information on reporting on page 6.

Fire

If you smell smoke or see a fire, you should do the following:

1. Call Security – 0499 037 782 (radio at front desk)
2. Press the red Fire Alarm button (break glass) in corridors near the fire hoses.

Evacuation procedure

If it becomes necessary to evacuate the Conservatorium, you will hear a ‘beep....beep’ indicating that you should prepare to leave the building and then a ‘whoop...whoop’ to evacuate immediately or an announcement over the public address system.

1. When you hear the whoop whoop alarm, immediately make your way to the **nearest** emergency exit – marked by the green EXIT signs.
2. Walk calmly, **do not run**. Take only small personal belongings such as wallet/handbag. **Leave your instrument behind**.
3. Follow the instructions from the Evacuation wardens wearing the **yellow helmets** will indicate the nearest exit and can give assistance.
4. Once outside the building, make your way to the nearest **assembly area** – there are two of these located at the front or Macquarie Street side of the building as indicated on the diagrams below.
5. Do not re-enter the building until the all clear is given by the Chief Fire Warden (SHFA personnel).

Evacuation wardens

- [Jarrad Salmon](#)
- [Guy McEwan](#)
- [Scott Ryan](#)
- [David Kim-Boyle](#)
- [Stephen Yates](#)
- [Tom Westley](#)
- [David Kinney](#)
- [Rodney Boatwright](#)
- [Stewart Nestel](#)

Assembly areas

Assembly area 1 – Conservatorium Gates



Assembly area 2 – Government House Gates



Drills

At least once every year there will be an evacuation drill for the entire building in order to familiarise staff and students with the procedure, exits and assembly areas. Periodically it will be also necessary to conduct training for volunteer wardens. Please consider volunteering when warden positions become vacant due to staff departures or absences.

Reporting incidents or concerns

Injury or serious safety incident

Within 48 hours of the incident, either the person concerned or a witness to the incident must complete an Incident Report Form available from the Safety Officer (Room 4007, 9351 1021).

The completed form should be then handed to the individual's supervisor for investigation and comment, then forwarded to the Risk Management Office, Building K07. Please note that this is a legal requirement of all staff and students.

Unsafe building fabric or equipment

Building fabric refers to such things as doors, floors, stairways, windows, electrical wiring, plumbing, air conditioning, etc. The maintenance and repair of these is the responsibility of the building managers, BGIS.

Urgent Problem

Phone the Building Manager – 9322 2441 or 0437 732 648 or contact Building Security – radio on front counter.

Non-urgent Problem

You can make a report about anything which is unsafe or in need of repair to James Burns or Grant Crompton:

James Burns

0452 565 765 | james.burns@apac.bgis.com

Grant Crompton

0422 007 733 | grant.crompton@sydney.edu.au

Conservatorium Equipment Faults/Safety

The Conservatorium is responsible for the repair and maintenance of all teaching and performance equipment, trolleys, pianos, computers and associated equipment, desks, chairs, etc.

For all problems, urgent or otherwise:

Phone the Safety Officer 9351 1021 or go to Room 3012

Key contacts

Safety Officer

Guy McEwan

Venues Operations Manager, Room 3012
9351 1298 | guy.mcewan@sydney.edu.au

First Aid Officers

Contact First Aid Officers below when in need of initial emergency medical attention, reports of dangerous/suspicious behaviour.

Guy McEwan

Venues Operations Manager
Room 3012 | 9351 1298
guy.mcewan@sydney.edu.au

Scott Ryan

Orchestral & Conducted Ensembles
Room 3010 | 9351 1223
scott.ryan@sydney.edu.au

Maha Kamil

Administration Officer
Room 2140 | 8627 0636
adrienne.sach@sydney.edu.au

Rodney Boatwright

Facilities Assistant
Room 3012 | 9351 1300
rodney.boatwright@sydney.edu.au

Building and security

Conservatorium Attendants

Attendants provide assistance with moving of equipment, access to trolleys, reporting Conservatorium equipment faults reporting safety issues relating to work or study. They wear a blue uniform with Brookfield embroidered on them.

Room 3009 | 9351 1448
conattendants@brookfieldgjs.com

Maintenance Issues

For any building faults, maintenance requests or to report safety issues relating to work or study please call the University of Sydney Service Desk on 9351 2000 and select option 4.

Security

Concierge Officer available in the Conservatorium foyer from 9am to 5pm, Monday to Friday.

Security officer available 24/7
9351 1477 | consecurity@msssecurity.com