School of Humanities  
Services Reports November 2011 to March 2012

School Services, Wendy Hill  
Web Pages, Lynn Hill  
OHS&W Building Hazards, Ellen McPharlin

Services - Wendy Hill

- Air-conditioning of priority rooms in the Humanities Building could possibly start in July 2012. Room 118 has a couple of oil heaters to keep the chill off during winter.

- Drama Centre  
The Centre is in need of an upgrade of equipment so a proposal for University Capital Infrastructure Program funding has been submitted to the Faculty for consideration.

- Over the summer break the renovations to the public toilets near the MFT did not occur but this is the proposed timetable;  
  28/6/12: contract awarded  
  29/6/12: project set up and start up meetings  
  23/7/12: commence work on site  
  24/9/12: hand back upgraded toilets

- Building and Property have been working hard over the summer break improving campus presentation. Humanities external courtyard doors are being painted blue in keeping with other blue used in the building.

- The remaining rooms have been booked out in the April mid-term break for painting.

- WorkCover auditors will be interviewing various staff in this School and Faculty on various areas of OHS&W during March.

- A big thank you to staff that have completed the OHS&W on line supervisor training recently.

School Web Pages - Lynn Hill

- The site for the 2013 Modern Greek research conference is slowly being built as information becomes available.

- Work on the Archaeology master class page is ongoing as classes are confirmed and locked in. This page provides the data which is then entered into the master class database. The database is also being updated to provide a more automated process.

- Continue to send me information on a regular basis for updates to departmental web pages.

School OHS&W report – Ellen McPharlin

- Ellen McPharlin has taken over from Kathy Wyatt. Kathy has a few things she would like to follow up regarding the rooms that she has audited.
  2011 room audits are now complete.  
  Hazard Register has been updated to suit the audits. Currently in progress of fixing all issues, via BEIMS/Caretakers requests and emailing occupants. Emails to occupants outlining issues will be sent out 9 March 2012.

- Matthew Flinders Theatre: A request to Maintenance to provide a quote for a handrail to be installed by the steps leading from the stage in the MFT, after an incident where a person had difficulty descending the steps, is still outstanding.

- Maintenance has allocated a job number to this request (Job no (R0021251 lodged 11 July 2011) I contacted them last week regarding this and should receive the quote within the week.

- This job is still in progress, maintenance had someone come out and have a look at it. An incident occurred during this visit, enforcing that we do need handrails on the stairs and people presenting awards in the MFT will need to organise ushers until the handrails are installed.