School Services, Web Pages and OHS&W Reports August 2011

School Services – Wendy Hill

- Room H133 – The brand new AV equipment has proved problematic so it was replaced recently but a few problem areas still need to be ironed out with the new equipment.

- Room H270 – This room has been allocated to the new French lecturer for 2012 but until then Ms Emily Davis PA to Jeri Kroll, Dean, Graduate Research will be using this office. Jeri and Emily’s rooms will be located in the Library but until the refurbishment is completed later this year, we have Emily on the west wing.

- Buildings and Property Room Audit – This week 8 August a space audit is being conducted to make sure all teaching rooms are being used effectively.

- OHS&W Supervisor Training – Academic and general staff who need to complete the online OHS&W training again have received an email from me recently. Some emails were reminders that 5 years is up and some emails to staff made them aware that they needed to complete the training for the first time.

School Web Pages – Lynn Hill

- School of Humanities Home Page – After much planning the Humanities home page now has a rolling picture feature. We have tried to put up pictures which look interesting and lively and have attempted to represent the School and each department. If there are pictures which you think could be used, please discuss this with your department before sending them to me for inclusion on the home page. There needs to be a consensus concerning the use of pictures within each department before they are submitted. If the pictures contain images of people, please email their contact details so I can obtain consent to use the image.

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

School OHS&W report – Kathy Wyatt

- Matthew Flinders Theatre – Due to a recent incident in the theatre during a prize ceremony where some of the recipients had difficulty walking down the steps leading from the stage area as there is no handrail, a quote is being prepared by the maintenance department to supply and install a handrail.

- Material Safety Data Sheets – John MacFarlane, EHL Workplace Substances Manager, has just recently updated all the material safety data sheets required for cleaning products and some stationery items stored in Humanities kitchens and resource rooms.