School Services, Web Pages and OHS&W Reports September 2011
School of Humanities

Services - Wendy Hill

- OHS&W Supervisor Training – Academic staff who have never completed the online OHS&W training will be receiving another email reminder soon. The Executive Dean is the responsible person in the Faculty and he has to ensure this training has been undertaken by academic staff, a list of these staff will be forwarded at the end of September.
- TAPS will in time install Omni page on one or more of the photocopiers in the resource rooms which will enable people to scan to word as we do not have that facility at present on any of the photocopiers.
- Renovations are scheduled later this year by Buildings and Property on the public toilets near the MFT to install an Islamic toilet.

School Web Pages - Lynn Hill

- Continue to send me information on a regular basis for updates to departmental web pages.
- The Flinders University web redesign is progressing well and the new site should be released mid October. The brand refresh provided the perfect opportunity to also refresh the Flinders University homepage. The new design is also user friendly for viewing in mobile phones and tablets. This link will take you to a login page which will give you information and pictures of the new pages. http://blogs.flinders.edu.au/online-communications/2011/08/29/draft-web-style-guide/
  The Faculty of EHL and the three school sites will be moved over to the new pages in due course.
- The faculty web editor’s user group have amended the Release and Permission to Use Photographic Image And Waiver of Liability form, which we are using in the School. By signing this release form people agree that the Faculty of Education Humanities and Law can use their name, likeness and/or photographic image for official purposes.

School OHS&W report – Kathy Wyatt

- Nil report.