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

Services - Wendy Hill

- OHS&W Supervisor Training – Please email me when you have completed the training module.
- Induction information for staff teaching at Victoria Square will be sent soon.
- New chairs will be purchased for H101, which will complete the make over (except for the air-conditioning of course). They are due to be delivered mid December, these chairs are the same design and colour as the new chairs in H133.
- In 2009 I requested that the heavy glass doors at the top of the stairs on level 2 be modified for disability access. Since then there have been a few areas identified for these sorts of works around the University and quite possibility Humanities doors may be modified over the summer break.
- The audio visual in H133 is fully functional after another adjustment, if you require any training email TAPS to arrange this.
- The University Capital works program re major building air-conditioning of the remaining rooms in the Humanities Building is still out to tender.
- Faculty Field Trip forms have changed slightly and are available from the faculty OHS&W site.

School Web Pages - Lynn Hill

- The Flinders University web redesign is progressing well and there has been a delay and the new site will not go live until the end of November.
- The Faculty has received some of the new look templates to start data transfer.
- Continue to send me information on a regular basis for updates to departmental web pages.

School OHS&W report – Kathy Wyatt

- The 2011 Room Audit Survey so far:
  - Sturt
  - Screen Production – completed
  - Humanities Building:
  - Plaza level – completed
  - Level 1: completed
  - Level 2: still to complete
  - Social Sciences South Building:
  - Postgrad Office Space: - still to audit
  - The areas mentioned below are recognised as High Risk and University policy states these areas require auditing on a 6 monthly basis. Apart from the Dance and Television Studio in the Matthew Flinders Theatre the other high risk areas have been completed.
- High Risk
  - Dance Studio
  - Television Studio
  - Matthew Flinders Theatre
  - Rehearsal Room
  - Drama Set-Production Workshop
  - Archaeology Laboratory
  - Screen Studies Equipment store (Sturt N341)
  - Kitchens / Common rooms
• 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.

• Air-conditioning:
Further to the email received from Buildings and Property last week regarding the air-conditioning in the Humanities building, this refers to staff using both the central air-conditioning AND portable heating, (fan/oil heaters)
Staff can use a fan or oil heater provided that is the ONLY form of heating they use.