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

Services - Wendy Hill

- Buildings and Property have engaged an external auditor to audit the effectiveness of current university space. The auditor from New Learning Environments Rubida Research NLE:RR specialises in educational planning. We have highlighted all our space issues, including the lack of office space, Screen Production located at Sturt, the school postgraduate students in SSS, the archaeology lab also in SSS and the lack of bigger teaching spaces in the Humanities building.

- The air-conditioning of the remaining rooms in the Humanities Building is still on the boil. It now appears it will be a phased approach to the works, as the funding is not there to complete the entire building works at the one time.

- North 1 Lecture theatre foyer now has some new brightly coloured couches which makes this space very attractive and functional. Small events would be ideal in out of teaching time and there really is the most magnificent view to the coast.

- There is no formal booking system for this foyer area but we will have to come up with one if it becomes popular.

- Over the summer break H101 will not be available as the renovations to the public toilets back onto this room and it will be noisy.

- SSN 104 by the exit to the SSN courtyard will be renovated over the summer break and will then become a training room for Staff Development courses.

- OHS&W Supervisor Training – There are still academic staff who have not completed the training for the first time and others who need to renew.

- Induction information for staff teaching at Victoria Square will be sent in time for teaching in 2012.

- The audio visual in H133, please arrange training with TAPS so you get the maximum out of this equipment.

School Web Pages - Lynn Hill

- I am currently undertaking an audit/stocktake of all of the School of Humanities web pages. This is in preparation for a compliance check of all web pages to ensure that information on every page is accurate and up to date.

- On November 28, if all goes to plan, a new web page template will be applied to the Flinders web sites as part of the rebranding process. I have been advised that no preparation is required at the school level before these changes take place. However there will be some tweaking needed after the change and I will be checking all of our web pages to fix any tweaking of content.

- The stocktake of the web pages will assist both the compliance and new web template processes.

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

School OHS&W report – Kathy Wyatt

Drama Centre – Workshop

- The OHS&W unit recently organised for an internal audit to be undertaken in the Drama Centre Workshop to establish the University’s level of compliance with the University, Plant policies and procedures/guidelines and the Occupational Health Safety and Welfare Regulations 2010 requirements in relation to Plant.

  The audit was conducted by Mr Gordon Hotchkins and present were Andrew Bailey, Cameron Mackness, John Naumann, and myself. The result of the audit was very pleasing as there were just a few areas that required attention with regard to:
Manual Handling
Risk Assessments
Safe Operating Procedures.

Matthew Flinders Theatre:
- The hand rail issue in the Matthew Flinders Theatre to date is still outstanding – I will again contact Maintenance and Andrew Bailey regarding this request.

Room Audits:
- Progress so far:
  - Screen Production – Sturt Campus – Completed
  - Drama Centre /Matthew Flinders Theatre – In progress
  - Social Sciences North/South – To complete
- Humanities Building:
  - Plaza Level – Completed
  - Level 1 – Completed
  - Level 2 – In progress