



A meeting of the Electromagnetic Radiation Safety Committee was held on Thursday 2nd December, 2010 at 1.00 pm on Level 2, South Meeting Room at Bio21 Institute (bldg102).

ACTION SHEET

Current Agenda Item No.	Meeting Raised	Action Required	Action By	Due Date
3.2	3/2010	New Equipment Purchase Site visit to Werribee to inspect new equipment and current procedures	DK/SG	24 Dec
4.1	1/2010	Training Standardise SRP content, course competencies, certificates of attendance.	SuB	28 Feb
4.2	1/2010	Laboratory Standards/Accreditation Modify laboratory certification checklist (Laser and Ionising Radiation) and processes Organise schedule for remaining laboratory certification and prioritize inspections based on risk Email EHS managers regarding compliance testing to be done by years end and retesting of equipment on 5 year basis	SuB/DK VF/SG SG	Complete 21 Feb 24 Dec
4.3	2/2010	Neutron Probe Management Implementation of Neutron Probe Management plan Email relevant people regarding equipment testing process and expected timeframes.	SG/SuB SG	28 Feb
4.4	2/2010	Central Purchasing Report on pilot program outcomes involving the Bio21 Institute and Botany Modify post-purchase checklist	DK DK	Ongoing Ongoing
4.5	2/2010	Equipment calibration - became part of Item 4.2		
4.6	2/2010	Meter Calibration - became part of Item 4.2		
4.7	2/2010	Emergency Management Working group to report on Ionising Radiation Response procedures Confirm smaller areas are up to standard	MB/SuB /DK MB	Ongoing Ongoing
4.8	1/2010	Terms of Reference To be created and emailed to ERC members for approval	SuB	Complete

4.9	3/2010	Webpage and advice Committee meeting minutes are being published on radiation webpage	SuB	Complete and Ongoing
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Distribution List:

Electromagnetic Radiation Committee members

General Manager Occupational Health & Safety – Stefan Delaney