

OPEN



THE UNIVERSITY OF
MELBOURNE

Electromagnetic Radiation Safety Committee

2013/02

MINUTES

Electromagnetic Radiation Committee Meeting occurred on Wednesday 5th June 2013, at 1.00pm on the Ground Floor, Meeting Room G11, Old Geology (Building 155).

Meeting opened at 1.00pm

Chaired by David Keizer

Minuted by Verity Fisher

1 Attendance/Apologies

1.1

David Chan(DC)
Matthew Bennett (MB)

Attendees

David Keizer (DK) Julie McNeice (JM)
Sam Montalto (SM) Susan Butler (SB)

Steve Yeats (Observer)

Verity Fisher (Minute Secretary)

1.2 Apologies

Ian Bouch (IB)
Steve Guggenheimer (SG)

Ira Tedja (IT)

Jill Williams (JW)

2 Minutes of the previous meeting

Minutes from 2013/01 meeting accepted as accurate by Su Butler and seconded by David Keizer.

3 Review of incidents

3.1 TLD badges

SB reported MB has put forward a paper to AUSA addressing equine radiation issues. Unlike in human hospitals, at the Werribee Campus Clinic & Hospital the same person that administers the isotope injections is also responsible for the animals ongoing monitoring. Therefore additional exposures need to be addressed. There have been no further issues with high TLD readings at Werribee since new procedures were implemented.

Action: No further action required. Closed out.

Movement, purchasing and disposal continue across the University.

Action: Ongoing.

One TLD at Bio21 returned abnormally high readings. Investigation determined the badge followed an employee from a previous job and the high readings were a direct result of previous employment.

Action: No further action required. Closed out.

3.2 New Incidents

1. In November 2012 the University purchased the old Royal Woman's Hospital building on the corner of Grattan and Swanston Streets. This purchase included all items remaining in the building after the Hospital moved out. Prior to renovations, the Radiology areas required inspection by SG and SB. During this inspection an early 2000's model CT Scanner was located which had been left when the hospital relocated. As this CT Scanner now belongs to the University it needs to be added to the Management Licence. The Department of Health was contacted and the unit has been added to the licence. All warning stickers on the machine are still intact but the machine requires repairs before it can be used.

Action: No action required. Closed out.

4 Action items from previous meeting

4.1 Report Findings of Vet Science (Werribee) Incident 05/03/2013

Minor procedural changes have been put into place.

Action: No further action. Closed out

4.2 Emergency Management

Need for emergency procedures in the event of a radiation spill which is beyond the ability of the department effected to handle. Requires interaction between the Department of Health and the University.

Action: Update held over until next meeting.

4.3 Laboratory Certification

Recertifying radiation laboratories across the University. Emails have been sent to all DRISO's and OHS Officers with radiation (ionising and laser) laboratories asking for accurate information regarding laboratory locations, radiation sources and responsible person. A certification schedule will be created once all the information has been correlated. Requests for ERSC members to attend certification inspections will follow. DK suggested compliance checks should form part of the inspection/certification process, as should ASNO licence requirements.

Action: Laboratory Certification schedule to be created covering all radiation laboratories within the University, across all campuses.

4.4 Bio NMR

Replacement NMR has arrived and been installed, and is now fully operational.

Action: No action required. Closed out

5 Other Business

5.1 Renewal of Radiation Management Licence

New Management Licence invoice received. Payment made by OHS&IM with costs being recovered from Departments once new licence is issued in July. Licence price has doubled since 2011. New variations can only be made after July. The University expects to request three year licence from 2015 onwards. Costs for licensing items which can not be linked back to a specific Department (ie. items located in the Radiation Store, CT Scanner at old RWH location) will be recovered from all departments on a percentage of radiation licence basis. Action: SB and VF to correlate items and prices and organise charge outs to all departments for cost recovery.

5.2 AUSA Conference July 2013

Three papers from ERSC members (DK, MB and SG) have been accepted for presentation at the conference. Good numbers of attendees are expected to attend. Financially the conference is already in the black.

Action: Note only. Nil action

ARP Conference (Australian Radiation Protection Conference) submissions are due on 10 June.

5.3 CT Scanner Use on humans at Vet Science (Werribee)

Werribee Vet Science has been contacted by a number of Melbourne metropolitan hospitals requesting use of their CT Scanner. Werribee has not been able to facilitate this in the past. Their recent acquisition of an equine table can tolerate loads of up to 1000kg (where non-equine tables have a 200kg maximum capacity). The Department of Health allowed a Melbourne hospital to use the Vet CT Scanner for a 'one-off' event, for a specific procedure on a specific day. This has set a precedence and more hospitals within the Melbourne metropolitan area are now contacting Werribee with requests. No other requests for CT use have proceeded as yet. Currently any hospitals wishing to use the scanner must gain permission from the Department of Health before Vet Science will offer the scanner for use. Action: MB, SB and SG to meet and discuss protocols regarding future requests for equine table and Vet Science Werribee CT Scanner use. Update as required.

5.4 iProcurement/iExpense Update

Implementation has been delayed until September, unknown affect on future deadlines. Step Two of the Themis upgrade looks at upgrading the iProcurement system. Specific buyers will have the ability to purchase products. Automatic purchase of items under \$1000 value. If the purchase price is above \$1000, the item requires approval by someone with higher clearance. List of restricted items could require review and approval before they can be purchased. For example, radiation items would be flagged to SG. This would work for stock items only. Any free text orders would not be captured by this process (ie. radiation, laser, etc. purchases) as they are reviewed by finance areas only. iProcurement offers the increased ability to control common items only. iExpenses relate to the use of university credit cards, used mainly for travel and entertainment. Their use for purchasing of goods is restricted.

Action: Note only. Nil action

5.5 Membership

ERSC Terms of Reference states that the committee is made up of 12 members. Currently committee membership is 11. An article is to be placed in StaffNews outlining the need for this committee within the University and requesting nominations from interested staff. When nominating, staff should include a paragraph on their qualifications, experience, etc. The reason for opening nomination up university wide is two-fold; it is a way to publicise the

existence and need for an ERSC at the University and an opportunity to expand the membership base.

Action: VF to organise article for inclusion in StaffNews. Email current committee members of when it is expected to appear.

5.6 DEXA (Dookie)

DEXA unit located at Dookie has been added to the Management Licence but they still do not have a User Licence.

Action: To be followed up.

5.7 Laser Cutters and 3D Printers

DC raised the issue of interest in Engineering for the purchase of lasers cutters and 3D printers. The internet has various lasers cutters and/or 3D printer kits readily accessible for purchase. Either item can be very dangerous. If bought for use in Engineering a pre-purchase checklist should be completed.

Action: Information or guidance material needs to be created for lasers cutters and 3D printers.

Meeting closed at 1:40pm

Next ERSC Meeting

Wednesday the 4th September 2013

Distribution List:

Electromagnetic Radiation Committee Members: David Chan, David Keizer, Ian Bouch, Ira Tedja, Jill Williams, Julie McNiece, Matthew Bennett, Petronella Nel, Sam Montalto, Steve Guggenheimer, Susan Butler.

Minute Secretary: Verity Fisher

Director, Occupational Health & Safety and Injury Management: Stefan Delaney

Observer: Steve Yeats

Attendance Record 2013:

Member	Attendance
David Chan	2/4
David Keizer	2/4
Ian Bouch	1/4
Ira Tedja	1/4
Jill Williams	1/4
Julie McNiece	1/4
Matthew Bennett	2/4
Petronella Nel	1/4
Sam Montalto	2/4
Steve Guggenheimer	1/4
Susan Butler	2/4