

CONFIRMED



Electromagnetic Radiation Safety Committee

2016/02

OPEN MINUTES

Electromagnetic Radiation Committee Meeting occurred on Wednesday 1st June 2016, at 11.30am in Meeting Room 108, Level 1, 11 Barry Street.

Meeting opened at 11.35am

Chairperson: David Keizer

Minute Secretary: Verity Fisher

1. Attendance/Apologies

1.1. Attendees

David Keizer (DK)

Jill Williams (JW)

Steve Guggenheimer (SG)

Ian Bouch (IB)

Petronella Nel (PN)

Susan Butler (SB)

Ira Tedja (IT)

Sam Montalto (SM)

Verity Fisher (VF)

1.2. Apologies

Julie Mcniece (JM)

2. Minutes of the previous meeting

Minutes passed as an accurate representation.

3. Review of incidents

3.1. TLD badges

No abnormal results.

Action: Nil

3.2. New Incidents

No new incidents.

Action: Nil

4. Action items from last meeting

4.1. Radiation Management

Promapp progress – SB is creating processes with a self-guided timeline.

Action: Closed out.

4.2. TLD result requiring follow up

SG followed up on the abnormal TLD result. Further monitoring will be undertaken by SG as required.

Action: Closed out.

4.3. Investigation of Building 193 Substation (Electrical Engineering)

Contractor coming to 11 Barry Street (within the next month) to monitor high frequency microwaves, the equipment will also be used to monitor B193.

Action: SG to report back at next meeting.

4.4. Emergency Plan for Bio21 and permanent removal of sources

Emergency Plan for Bio21 and permanent removal of sources – EP for western precinct still ongoing but being developed as contractor move in. Sprinkler in BioSciences area activation (temperatures of 80C inside) tested current EP plans. Report to be finalised in following weeks. DK to send SG a copy. Dilapidation survey of radiation store surrounding areas to be completed.

Action: Ongoing.

4.5. DRSO for BioChemistry in Building 181

Heung-Chin Cheng confirmed as the DRSO for BioChemistry in building 181.

Action: Closed out.

4.6. Neutron probe and document review

Neutron probe and document review – everything was in the radiation store as stated on the radiation licence.

Action: Closed out.

5. Other Business

5.1. Membership

Item to be removed from future agendas.

Action: Closed out.

5.2. EMF Survey of 11 Barry Street

Survey will test a range from DC to 9.5GHz. Survey to allay possible concerns of new occupants. SG will be utilising the equipment from this inspection to investigate other areas (including B193). Microwave generators to kill weeds at Dookie. This monitoring equipment will also be used by SG to survey high frequency microwaves at the same time. Beginning end of June.

Action: SG to complete survey and report at next meeting.

5.3. **Outcome of DHHS neutron probe inspection**

DHHS inspected neutron probes held in the radiation store. All correct and accounted for. DHHS satisfied.

Action: Closed out.

5.4. **RESTRICTED**

5.5. **DHS letter regarding information on research on humans**

Self-assessment of research involving humans to ionising radiation – how is the research approved, if the exposures are above the Code of Practice levels how do we manage that, how do we engage a medical physicist. SG in contact with Human Ethics committee completed the requirements of the SA, due on the 31st May, handed in last Friday. May not hear from them as letter stated if handed in late a visit/inspection may be required.

VCCC licence questions, who is responsible? If it is specifically under the UoMs control, then it goes onto the UoM licence. Mixed environment poses challenges. Managed as pre current guidelines for staff working offsite – if UoM uses it, UoM licences it.

Action: Closed out.

5.6. **New training management system - ELMO**

UoM have signed on ELMO training management package. Does not currently affect ionising or laser training but future possibility to add these (or parts of them) online. SB now leading the Health and Safety training content.

Action: Ongoing.

5.7. **Laboratory certification recommencing**

Currently on hold due to other more pressing issues (including B164).

Action: On hold.

5.8. **Legacy items in vacated buildings**

Issues regarding counters found at the old Footscray hospital. SG met with Varsha Lal and discovered part of the Footscray Hospital never completed a sign off that all radiation items had been removed from the building. An inspection by SG found beta and gamma counters containing active sealed sources. The active sources can be removed and counter disposed of in hard rubbish but this is quite difficult and requires two people working together for at least two hours. LKB (manufacturer) is a suspected Swedish company but sending the counters back is not an option.

Action: SG and DK to retrieve counters, removed sources and store in Radiation Store.

5.9. **3D laser purchases**

UoM purchased titanium 3D laser (Engineering) with procurement confirming that it has been purchased and delivered. SB and Stefan Delaney attended a meeting this week with procurement. SB to attend ongoing monthly meetings with procurement to discuss items that have been requested and may require H&S attention

Action: SB to report to committee as required.

5.10. **Radiation training online**

PN asked if SG can do an online presentation (software: screen flow) and have staff fill out questionnaire afterwards? SG agreed to this. ELMO will be able to assist with this in future.

Action: SG and PN to follow up.

5.11. Survey of beta/gamma counters across university

JW beta and gamma counters located elsewhere. Suggested a survey of these. Due to staffing levels this is not a priority at present. Currently only an issue if a source is left in a building after it has been vacated or disposed of in hard rubbish.

Action: Nil.

Meeting closed at 12.15pm

Future Meetings Scheduled for 2016

Meetings begin at **11.30am, Meeting Room 108, First Floor, 11 Barry Street**

Wednesday 7th September

Wednesday 14th December

Distribution List:

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

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

Attendance Record 2015:

Member	Attendance
David Keizer	2/2
Ian Bouch	2/2
Ira Tedja	2/2
Jill Williams	2/2
Julie McNiece	0/2
Malka Halgamuge	1/2
Petronella Nel	2/2
Sam Montalto	1/2
Steve Guggenheimer	2/2
Susan Butler	2/2