



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).

Present: Alison Hunt-Sturman, David Keizer, Jill Williams, Matthew Bennett, Steve Guggenheimer, Verity Fisher.

Apologies: Ian Bouch, Steve Beard, Susan Butler

Absent: Brendan Kehoe, Paul Spizzirri

Meeting opened at 1.00pm
Chaired by David Keizer
Minuted by Verity Fisher

MINUTES

1. Welcome

2. Previous Minutes

Minutes from previous meeting accepted as accurate.

3. Review of Incidents

3.1. Restricted

3.2. Werribee, new radiation equipment

Newly purchased MRI, for use on animals only.

New CT Scanner purchased, requires long exposure to radiation with no effective controls currently in place, attention/visit required

Requires a site visit and inspection of processes before the end of the year.

3.3. TLD Badges

Very few badges were of concern.

Ongoing concern with Vet Science badges, overall exposure per person has been low but process requires review.

4. Actions from Previous Meeting

Actions carried over from 02/2010 Meeting - see attached Action Sheet

4.1. Training

Ongoing. SuB to report to Committee at next meeting.

Review of Radiation Safety Performance Criteria for Supervisory and Non-Supervisory staff held over for next meeting.

4.2. Laboratory Certification

Laser and Ionising Radiation Laboratory Certification Checklists and processes modified.

“Hints and Tips” sheet to be produced by SuB and AH-S and sent out prior to laboratory audits. Checklist used during audit and suggest ways to improve processes before certification is given.

SG and DK to visit Vet Science Werribee to carry out laboratory certifications.

Laboratory spreadsheet to be compiled by VF and prioritised by SG to reflect laboratories University wide requiring certification.

EHS managers to be emailed regarding compliance testing for equipment (incl. meters).

Laboratory Certification sheets require the following changes:

Ionising Radiation

- Waste management added back in
- Six month review date

Class 3B and Class 4 Laser

- Badge needs to be updated, currently shows ionising badge
- Six month review date

4.3. Neutron Probe Management

Neutron Probe Management Plan to be implemented by end February 2011.

4.4. Central Purchasing

Ongoing.

4.5. Equipment Calibration

Amalgamated with 4.2 Laboratory Certification.

4.6. Meter Calibration

Amalgamated with 4.2 Laboratory Certification.

4.7. Emergency Management Working Group

Held over for next meeting.

4.8. Terms of Reference

Emailed to members prior to meeting for review. Approval requested and passed. Name change of committee approved and changed to *Electromagnetic Radiation Safety Committee (ERSC)*.

5. Review of Electromagnetic Policies and Procedures

6. Other Business

6.1. Alias Email and Radiation Advice Webpage

radiation-info@unimelb.edu.au - Generic radiation information email address; emails received by Steve G, Su, David and Stefan.

<http://safety.unimelb.edu.au/topics/radiation/> - Radiation Website; ERSC Minutes and Action sheets are also available via this link. This site has unrestricted access, therefore minutes may need to be modified as required depending on issues raised and detail sensitivity.

6.2. Monitoring Equipment

Require funding for central to maintain ongoing certification and incident response. Equipment currently in use is unable to identify individual isotopes. There have been between 600-700 unknown radiation sources located within the University over previous years.

Equipment required:

- Able to identify spectrum and give likely identification (gamma, neutron, etc)
- Isotope identification
- Zinc sodium iodide – very sensitive
- Electronic personal d... (beta-gamma, gamma-neutron)

Budget of \$45,000 required to cover equipment costs only

\$380 required per machine yearly for ongoing calibration and maintenance.

6.3. AUSA Project

Steve G report on Radiation Management.

Currently, Radiation Management is treated in a very insular way across the tertiary education sector.

Approximately 25 University's contacted, with 22 responses.

Issues to consider

- Lack of consistent regulations
- Need for training packages to be recognised Australia wide. ARPS has agreed to the need of a consistent approach.
- Need for storage and Emergency Response procedures.

6.4. ERSC Membership

Under the new Terms of Reference the committee requires 12 members.

Proposed changes to current members:

- Thank Paul Spizzirri for his service

Three new members

- David Chan (Academic), Laser Expert from Physics
- Petronella Nel (Academic), Arts
- Sam Montalto (EHS Coordinator), Science

6.5. Arts XRL

Xray refracting device to look at paintings.

Purchase, training and process development coordinated by Petronella Nel.

6.6. Objectives and Targets for 2011

DRSO's trained.

Calibration of equipment completed.

Targets on inspection and laboratory certifications.

7. Schedule next meeting

Meetings will take place quarterly in 2011.

On the first Wednesday of the month, meetings will be held in the South Meeting Room, Level 2, Bio21 Institute (Bldg 102) from 1pm.

Meetings for 2011 will be on the following days:

Wednesday 2nd March

Wednesday 1st June

Wednesday 7th September

Wednesday 7th December

Meeting closed at 2.00 pm

Distribution List:

Electromagnetic Radiation Committee members:

Alison Hunt-Sturman, Brendan Kehoe, David Keizer, Esther McConnell, Ian Bouch, Jill Williams, Matthew Bennett, Paul Spizzirri, Steve Beard, Steve Guggenheimer, Susan Butler

Minute Secretary:

Verity Fisher

General Manager, Occupational Health & Safety and Injury Management:

Stefan Delaney

Attendance Record:

Members	2010 Attendance
Alison Hunt-Sturman	3/3
Brendan Kehoe	1/3
David Keizer	2/3
Esther McConnell	2/2
Ian Bouch	2/3
Jill Williams	2/3
Matthew Bennett	3/3
Paul Spizzirri	0/3
Steve Beard	1/3
Steve Guggenheimer	3/3
Susan Butler	2/3
Verity Fisher	2/2