

OPEN



THE UNIVERSITY OF
MELBOURNE

Electromagnetic Radiation Safety Committee

2011/03

Electromagnetic Radiation Committee Meeting occurred on Wednesday 7th September 2011 at 1.00 pm on Level 2, South Meeting Room at Bio21 Institute (bldg 102).

MINUTES

Attendees:	Brendan Kehoe (BK)	David Chan (DC)
	David Keizer (DK)	Jill Williams (JW)
	Matthew Bennett (MB)	Petronella Nel (PN)
	Sam Montalto (SM)	Steve Guggenheimer (SG)
	Susan Butler (SuB)	
Apologies:	Steve Beard (StB)	Ian Bouch (IB)
	Verity Fisher (VF)	

Meeting opened at 1.00pm Chaired by David Keizer Minuted by Su Butler

1 Attendance/Apologies

1.1 Welcome

- Julie McNiece from Melbourne School of Land & Environment, who accepted new position as ERSC member.

1.2 Farewell

- Matt Bennett has moved to Veterinary Science as new OHS Manager
- Steve Beard responsibilities at Engineering have changed and increased

Action: Two vacancies are now available on the committee. Please email suggestions for new members to VF for consideration prior to the next meeting.

2 Minutes of the previous meeting

Minutes from 2010/03 meeting accepted as accurate by Su Butler and seconded by Steve Guggenheimer.

3 Review of incidents

3.1 Restricted

3.2 **Physics – Pellatron**

Due to refurbishment of building, a new building survey is required.
External for staff and students in area is not an issue.
Neutron beams for staff an issue and will need new controls.
Action: SOP requested from local area by next meeting.

3.3 **TLD badges**

DK found an old TLD badge with a 09/2005 expiry.
JW suggested it could be used as a training item.
All badges within acceptable range over last three months.
Action: No follow-ups required.

3.4 **Chemistry**

NMR quenched without warning. Checked by manufacturer, now running again.
Cause unknown.

4 **Action items from previous meeting**

- **Werribee site visit**
Action: Ongoing.
- **Training**
Stuart looking at DRSO training next.
PN suggested working on modules and then DRSO does appropriate ones.
Action: SG to develop duty statement and modules. SG to coordinate on ionising with JW and lasers with DC.
- **Laboratory standards/accreditation**
Action: Ongoing. Chemistry laboratories the next to be certified with the help of Robert Gable.
- **Geelong Vet Clinic**
 - Old x-ray machine from late 1960's
 - Unable to calibrate, 7x higher than required
 - Paperwork has been completedAction: Follow up on behalf of committee
- **Central purchasing**
 - a. Workload too high for one person to currently undertake. Main impediment is the delivery process.
Action: SuB and DK to examine potential delivery schemes.
 - b. Control of licence number and who has access.
 - c. UoM central purchasing proposal may have impacts to ionising radiation.
- **Emergency management**
Action: On hold, until new Emergency Management Coordinator is appointed.

- **Webpage and advice**

Training packages now available online with log on.

Updated neutron probe Risk Assessment is now on the website.

Found at: <http://safety.unimelb.edu.au/topics/radiation/moisturegauge/>

New Risk Assessments produced for P32 and P33.

Action: Any suggestions of materials to be added or modified on the website should be emailed to VF (fisherv@unimelb.edu.au).

5 Review of Electromagnetic Policies and Procedures

5.1 Waiting for new OHS regulations to be released in order to standardise Policies and Procedures across the University.

Action: Ongoing. To be revisited in the new year.

6 Other Business

6.1 Radiation Management Licence

Special thanks to Verity Fisher.

The current licence is the most up to date in years. Appears to be completed, awaiting DoH to finalise.

6.2 Legacy items

DK still finding legacy items.

6.3 Creswick site visit

To review P32/P33 and Ni63 Management Plan.

6.4 Ian Potter - XRF

PN to give run down.

6.5 New equipment purchase

New equipment purchased by DK had some software issues but these have been resolved.

Dentistry is in the process of purchasing 38 new x-ray machines. These will be added to the Management Licence as soon as all the information is available to complete the DoH paperwork.

6.6 AUSA

Conference presentations

- SuB talk on costs
- SG talk on a scholarship

6.7 ARPANSA

DK to give a talk on ionising radiation.

Meeting closed at 2pm

Next ERC meeting

Wednesday 7th December, 1pm

Distribution List:

Electromagnetic Radiation Committee members

Brendan Kehoe, David Chan, David Keizer, Ian Bouch, Jill Williams, Petronella Nel, Sam Montalto, Steve Beard, Steve Guggenheimer, Susan Butler, Verity Fisher

General Manager Occupational Health & Safety

Stefan Delaney

Attendance Record:

Members	2011 Attendance
Brendan Kehoe	2/3
David Chan	3/3
David Keizer	3/3
Ian Bouch	3/3
Jill Williams	2/3
Matthew Bennett	3/3
Petronella Nel	3/3
Sam Montalto	3/3
Steve Beard	1/3
Steve Guggenheimer	3/3
Susan Butler	3/3
Verity Fisher	2/3