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THE UNIVERSITY OF
MELBOURNE

**Electromagnetic Radiation
Safety Committee**
2015/02

MINUTES

Electromagnetic Radiation Committee Meeting occurred on Wednesday 6th June 2015, at 1.00pm on the Ground Floor, Meeting Room G11, Old Geology (Building 155).

Meeting opened at 1:10pm

Chaired by Steve Guggenheimer

Minuted by Andrew Everett

1 Attendance/Apologies**1.1 Attendees**

Sam Montalto (SM)

Ian Bouch (IB)

Jill Williams (JW)

Malka Halgamuge (MH)

Petronella Nel (PN)

Sam Montalto (SM)

Steve Guggenheimer (SG)

Susan Butler (SB)

Andrew Everett (Minute Secretary) (TC)

1.2 Apologies

Ira Tedja (IT), David Keizer (DK) and Julie McNeice (JM) are apologies

2 Minutes of the previous meeting

Minutes from 2015/01 were then accepted by SB and seconded by SG

3 Review of incidents**3.1 TLD badges**

SG noted there were no incidents or issues related to the TLD badges

4 Agenda Items**4.1 New Radiation Management Licence**

SG reported that the new management licence has had several changes from previous versions. The new licence will go for 3 years instead of 2 which will lower costs due to CPI. The licence is physically shorter reducing the number of pages from 93 to 66. He added that all equipment updates and licence amendments need to go through the Health and Safety office as the DH&HS require a nominated university contact with authority to sign off on any changes. SG stated that the DH&HS now requires updated locations of all non-mobile sources.

SB explained that there were changes in schedule order on the licence template. These changes are reflected in the material she will distribute to divisions regarding their radiation use.

Action: SB to ask divisions for updated specific room locations of all non-mobile radioactive material. SB and committee members should pass on the update that all DHHS communication needs to go through the central Health and Safety team , to all relevant individuals.

4.2 **Proposed Radiation Amendment Regulations and Legislative Instruments**

SG stated that the amended Radiation Act 2005 (the Act) strengthens and improves the requirements in relation to the security of high consequence radioactive material, previously known as 'security enhanced sources'. This implicates the university in regards to our security, storage, personnel access and location of radioactive sources.

SB: With our updated location list of all radiation sources this should satisfy the regulation modification. The security requirements would be determined by sum activity, storage and contents. The push to lower our radiation stores will help meet these requirements.

Action: SB to update the committee on anything more that is required on security regulations apart from specific radiation locations.

4.3 **Proposed New Laser Training**

SG outlined the necessity for a updated laser training program that takes into account the requirements of various groups and divisions such as St Vincents hospital, Victoria University, Royal Melbourne Hospital, Queensland University of Technology and the Faculty of Veterinary and Agricultural Sciences.

He explained how there has been an increase in reports of laser misuse with untrained individuals using lasers in different environments. The new training will focus on the person's approach to laser use and not dwell on the laser itself whilst remaining adaptable to differing environments. SG asked the committee to advise him of any knowledge of the widening use of lasers in their divisions. SG explained the necessity for creating consistent training as we have due diligence under OH&S laws.

Action: Committee members to alert SG of any known laser use in the University. SG to continue developing the new laser training session.

5 **Actions from last Meeting**

5.1 **Membership**

SB apologised to the committee for the delay on the committee membership vacancy advertisement.

Action: SB to begin recruitment process and email committee members with updates for potential candidates.

5.2 **Information Session for DRSOs**

SB has formulated a list of all current DRSO's and will use this to generate the mailing list for individuals involved in radiation related matters and for the planning of future information sessions.

Action: closed.

5.3 **iProcurement**

Committee agreed to hold to next meeting

Action: Ongoing and to be discussed at the next meeting

5.4 Business Improvement Program (BIP)

SB advised the committee that a new DRSO, Christine Baggs, has been appointed to Bio21 and that DK will remain in the role until Christine has settled in and then she will move into this role. There are no other DSRO vacancies that were a result of BIP.

Action: Closed

5.5 Mobile Phone Tower

The phone tower concerns have not been addressed thus measurements and research still need to be conducted.

Action: Ongoing. MH and DK to get in contact and discuss requirements and report back to the committee at the next meeting. SG to contact DK and brief him on current status.

5.6 Laser Training

SG noted he has created links with St Vincents Hospital and Southern Queensland University about laser training requirements. He also noted more laser training sessions have opened up and that there is demand for these sessions.

Action: SG to continue to foster links with external Universities in regards to training attendance and report any new issues or developments as they arise.

6 Other Business

6.1 Microbiology Building Tenants

SG asked the committee if anyone knew who was currently working in the old microbiology building and who was managing the building. PN advised her team moved in there temporarily to the 5th and 6th floors as a decantment program whilst their building was being refurbished. She noted swipe card was required to access the building and that currently medical researchers are in there but she doesn't know what they are doing.

JW added that there are people from the faculty of Science currently in the building, in particular Bioscience's Biomathematician and zoology researchers. She noted that a building manager is assigned.

Action: SG to investigate who is currently in the building and what radiation sources are being used in there.

6.2 Survey of Ionising Radiation

SB flagged that there will be an upcoming ionising radiation survey initiative being undertaken in the near future. People will be walking around selective areas of campus, both inside and out of buildings, with measurement devices detecting radiation levels.

Action: SB to scope out the details of this plan and report back to the committee.

Meeting closed at 1:36pm

ERSC Meetings Scheduled for 2015

Wednesday 2nd September

Wednesday 2nd December

Distribution List:

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

Minute Secretary: Andrew Everett

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

Attendance Record 2015:

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