



A Meeting of the Electromagnetic Radiation Committee was held on Monday 2<sup>nd</sup> August 2010 at 12.00 pm in the Level 4S meeting room @ Bio21 Institute

### AGENDA

Present: Matthew Bennett, Steve Beard, Ian Bouch, Steve Guggenheimer, David Keizer, Esther McConnell

Invitees: Susan Butler

Apologies: Alison Hunt-Sturman, Jill Williams, Paul Spizzirri, Brendan Kehoe

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#### 1. Welcome

- **New Member**

Susan Butler is invited to become a member of the committee.  
Verity Fisher invited to become the minute secretary.

#### 2. Previous Minutes

Due to the time elapsed between meetings unable to confirm.

#### 3. Action Sheet

Attached – appendix one  
New action sheet started as of this meeting.

#### 4. AUSA OHS Scholarship

Committee congratulates Steve Guggenheimer on his AUSA scholarship.  
See appendix two for scholarship details

#### 5. Department of Health Licence Renewal

- Note change of name from Department of Human Services to Department of Health.
- Licence needs to be renewed every two years so renewal needed in 2010. However Steve Guggenheimer is undertaking the process of updating the licence information on an annual basis to make sure our licence information is accurate.
- Verity Fisher has been conducting site visits to verify items on the licence.
- Department of Health have offered for a UoM representative to visit their offices and update the licence directly.

#### 6. Training

- **New modules**

The following training modules have already been developed and are being delivered as required across the university:

Safe Radiation Practices – Ionizing

Safe Radiation Practices – Laser

Safe Radiation Practices – Neutron Probes

- **Further modules**

Further training modules that need to be developed are:  
Safe Radiation Practices – Magnetic Fields  
Safe Radiation Practices – Ultra Violet  
Safe Radiation Practices – Departmental Radiation Safety Officer

Committee established a training working group to review SRP content, course competencies, certificates of attendance with Esther McConnell, Susan Butler and consulting with others as required.

## **7. Laboratory Standards / Accreditation**

- Pilot Program of accrediting laboratories was successful with areas involved finding the process useful.
- Steve Guggenheimer wishes to congratulate Robert Gabel the X-Ray laboratory manager at the School of Chemistry for his hard work and dedication to correcting the issues found during the initial inspection. The X-Ray laboratory would now be considered best practice.
- Another X-Ray facility in the School of Engineering managed by Daniel Riley was also inspected and found to also be best practice.
- All the ERC members will need to donate their time to participate in future laboratory inspections, the proposal is two ERC members will visit each laboratory that needs certifying.

## **8. Neutron Probe Management**

Documents for approval were emailed to the committee with no changes recommended. Department of Health provided feedback which was incorporated into the documents.

List of documents approved:

- Minimum Requirements of a Radioactive Source for Portable Density/Moisture Gauges
- Portable Density/Moisture Gauge Competency Checklist
- Portable Density/Moisture Gauge Log Sheet
- Portable density/moisture gauge radiation management plan
- Risk Assessment for 503 DR hydroprobe CPN International - Serial number H36117263
- Risk Assessment for 503 DR hydroprobe CPN International - Serial number H37107953
- Risk Assessment for 503 DR hydroprobe CPN International - Serial number H37107954
- Safe Operating Procedure for 03 DR hydroprobe CPN International - Serial number H36117263
- Safe Operating Procedure for 503 DR hydroprobe CPN International - Serial number H37107953
- Safe Operating Procedure for 503 DR hydroprobe CPN International - Serial number H37107954

A method for monitoring of radiation exposure during use needs to be established either

- ARPANSA neutron badge
- Electronic real time badge

Hire fee for neutron probes needs to be set, which will include the badge fee, servicing of neutron probes including electronics, and replacement battery packs.

## **9. Restricted**

## **10. Centralised Purchasing**

After some incorrect deliveries of radioactive isotopes at UoM it was decided that a pilot scheme for centralised purchasing would be set up. It has been operating with the Bio21 Institute and

Botany for the past six months, a report from the Bio21 Institute purchasing officer will be brought to the next ERC meeting.

**11. Other Business**

*(a) Major equipment*

Two major pieces of equipment have been purchased, CT & MRI both for Vet Science in Werribee

*(b) Equipment calibration*

A requirement under our management licence to inspect schedule 4 machines by a qualified service person.

*(c) Meter Calibration at ANSTO*

Meters are calibrated against certified sources at ANSTO, the ERC recommends this service.

*(d) Emergency Management*

Committee established a working group to review UoM emergency procedures relating to radiation incidents. Group consists of Matt Bennett, David Keizer and Susan Butler and consulting with others as required.

*(e) TLD Badges*

A department is questioning the need for TLD badges as they have always had very low reading. Concerns were raised regarding what controls would be in place if the researchers stopped wearing the TLD badges.

Results from TLD badges follow the person for their life while working with radiation not just at the University of Melbourne.

Wearing TLD badge is best practice.

ERC all agree that TLD badges must be worn by all University of Melbourne staff, students or visitors who are working with ionizing radiation (excluding alpha only sources).

*(f) Terms of Reference*

Will be emailed out to ERC members for approval.

*(g) Invite committee observer*

Radiation adviser for the Royal Melbourne Hospital to be invited to sit on the ERC as an observer.

**Next Meeting – Monday 11<sup>th</sup> October 2010 12noon**

<b>Name</b>	<b>2010 Attendance Record</b>
<i>Members</i>	
Matthew Bennett	1/1
Steve Beard	0/1
Ian Bouch	1/1
Steve Guggenheimer	1/1
Alison Hunt-Sturman	1/1
Brendan Kehoe	0/1
David Keizer	1/1

Esther McConnell	1/1
Paul Spizzirri	0/1
Jill Williams	0/1
Susan Butler	1/1

**Distribution List:**

Electromagnetic Radiation Committee members

General Manager Occupational Health & Safety – Stefan Delaney