

OPEN



THE UNIVERSITY OF
MELBOURNE

Electromagnetic Radiation Safety Committee

2013/03

MINUTES

Electromagnetic Radiation Committee Meeting occurred on Wednesday 4th September 2013, 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 Verity Fisher

1 Attendance/Apologies

1.1 Attendees

David Chan (DC)

Ian Bouch (IB)

Ira Tedja (IT)

Jill Williams (JW)

Matthew Bennett (MB)

Petronella Nel (PN)

Sam Montalto (SM)

Steve Guggenheimer (SG)

Susan Butler (SB)

Verity Fisher (Minute Secretary)

1.2 Apologies

David Keizer (DK)

Julie McNeice (JM)

2 Minutes of the previous meeting

Minutes from 2013/02 meeting accepted as accurate by SB and seconded by MB.

3 Review of incidents

3.1 TLD badges

A Veterinary Science (Werribee) badge returned an exposure to high energy result. ARPS report from MB attached.

Action: MB to follow up

3.2 New Incidents

(RESTRICTED)

4 Action items from previous meeting

4.1 CT Scanner Use at Vet Science, Werribee

Variation to licence so the CT Scanner is now on the licence as “working with humans”. Strict guidelines and conditions attached.

Action: MB rewriting protocols with the assistance of SB and SG.

4.2 Emergency Management

SB asked to remove item from Agenda until new information/actions come to hand. Agreed by committee.

Action: VF to remove item from subsequent Agendas. Close out.

4.3 Laboratory Certification

ERSC assistance was requested so as three committee members attend each laboratory visit (attendees to be independent from the area being certified). Laboratories are to be certified every two years depending on risk. Every three years for fixed items with no changes. VF organised all known radiation (ionising and laser) laboratories within the University into inspection plan spreadsheet. Current plan is to complete three laboratories per week (in one day). Maximum of nine laboratories visited every four weeks. Current inspection plan leaves every fourth week free to be used for catch up inspections if/as required.

Action: VF to contact areas and organise visits to laboratories.

4.4 DEXA (Dookie) Use Licences

Used with pigs (possibly other animals in future) to map protein growth. A different application for use of a well known machine in unique locations (mobile inside a truck).

Action: SG to certify by the end of 2013

4.5 Laser Cutters and 3D Printers Guidance Material

Laser cutters in Engineering restricted to staff use only. Procedures in place for students to use laser cutters only in conjunction with workshop staff. Staff requires education on the need for centralised use of dangerous lasers instead of the currently prevalent ‘one each’ mentality. Although highly dangerous, these lasers can be purchased by anyone. There is currently no way to capture purchases of class 3B or class 4 lasers within the university.

Action: Guidance materials still to be created. VF to send out request to Committee members for assistance in developing material.

5 Other Business

5.1 Radiation Management License Update

(RESTRICTED)

5.2 Membership

One nomination from Malka Halgumge received in response to StaffNews articles (see Attachment 1). David Chan has previous experience with Malka from her student days at the university. Knowledge in low energy electromagnetic fields. Has experience not covered by current members of the committee. Nomination accepted.

Action: VF to send formal invitation to join committee.

5.3 Agenda and Terms of Reference

The ERSC Agenda and Terms of Reference will be reviewed in December. Prompts will be sent and feedback is due before the next meeting. The current Terms of Reference can be found at: http://safety.unimelb.edu.au/docs/ERSC_Terms_of_Reference.pdf

Action: VF to send out reminder emails to committee members regarding input. Final responses will be required COB 6 December 2013.

5.4 ARPS Conference

The conference is taking place in Northern Queensland in October. SB, MB, SG and DK will be attending, with MB and DK presenting. It is a good chance to network and share knowledge with Health and Safety personnel from other universities. Time to discuss topics with other experts in the field. Education is in place but a process is required for DRISO's to be involved.

Action: None.

5.5 Legislation and Storage

Radiation licence and CoP for security. Conditions state items of security concern must be declared and security plans put in place in accordance with DoH regulations. Security plans are required for all items of concern, mainly biological and stored legacy items with long half lives.

Action: All items of security concern must confirm to new legislation. SG managing this process. Update will be provided at next meeting.

5.6 Information Session for DRISO's

Regarding their specific areas and including areas close by which may affect them.

Action: Further education in current legislation required. SB and SG to commence drafting training modules.

5.7 Class 4 Lasers

New laser cutter in Engineering (referred to in 4.5) is the most powerful laser cutter at the university. The committee is aware of other laser cutters in Architecture and Physics, but there are no protocols for capturing laser purchases across the university.

Action: SG to draft information on laser cutters and the dangers associated to DRISO/OHS Officers.

5.8 Petronella Nel Report

PN has previously requested TLD badges for CCMC through the Bio21 centre. PN asked the Committee about the best way to acquire additional TLD badges for a number of new PhD students. Genetics Post Doctorates working in Melbourne Brain Centre are employed by MHRI rather than the university, therefore their TLD badges are controlled by MHRI.

Action: SG suggested PN create CCMC centre to order TLD badges directly from ARPANSA. Recent Bio21 restructure has resulted in DK responsibilities and workload increasing, as such Christian Rantzau has taken on some of the responsibility and ongoing management of TLD badges at Bio21.

5.9 Jill Williams Report

JW queried who is to be responsible for Emergency Management in the new medical buildings currently under constructed? The University and a number of other tenants will occupy the building once it is finished and all will need to be involved in Emergency Management.

Action: Note only this stage.

Meeting closed at 2.10pm

Next ERSC Meeting

Wednesday the 11th December 2013

Distribution List:

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

Minute Secretary: Verity Fisher

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

Attendance Record 2013:

Member	Attendance
David Chan	3/4
David Keizer	2/4
Ian Bouch	2/4
Ira Tedja	2/4
Jill Williams	2/4
Julie McNiece	1/4
Matthew Bennett	3/4
Petronella Nel	2/4
Sam Montalto	3/4
Steve Guggenheimer	2/4
Susan Butler	3/4

Attachment 1:

