

OPEN



THE UNIVERSITY OF
MELBOURNE

Electromagnetic Radiation Safety Committee

2014/02

MINUTES

Electromagnetic Radiation Committee Meeting occurred on Wednesday 4th June 2014, at 1.00pm on the Ground Floor, Meeting Room G11, Old Geology (Building 155).

Meeting opened at 1.10pm

Chaired by David Keizer

Minuted by Verity Fisher

1 Attendance/Apologies

1.1 Attendees

David Keizer (DK)
Petronella Nel (PN)
Susan Butler (SB)

Ian Bouch (IB)
Sam Montalto (SM)

Jill Williams (JW)
Steve Guggenheimer (SG)

Verity Fisher (Minute Secretary)

1.2 Apologies

David Chan (DC)
Malka Halgamuge (MH)

Ira Tedja (IT)
Matthew Bennett (MB)

Julie McNeice (JM)

David Chan submitted his resignation from the committee. Committee agreed to accept David's resignation and a letter of thanks for his time and attendance will be sent.

Victor Russ, as the new OHS Manager for Engineering, is now the new DRSO for Engineering. He has an ionising radiation background. Information regarding Victor will be sent to committee members within two weeks for consultation. Then, if the committee approves, a letter of invitation to join the committee will be sent to Victor.

Action: SB to send out brief history of experience of Victor to committee for response.

2 Minutes of the previous meeting

Minutes from 2013/04 were then accepted by SG and seconded by SB.

3 Review of incidents

3.1 TLD badges

No abnormal results since last meeting.

ARPANZA previously billed University of Melbourne directly. With the introduction of iProcurement the billing details were changed to the Business Centre, including receipt all results. Invoices need to be emailed to accounts and a copy cc'd to the local centre.

3.2 New Incidents

No new incidents to report since last meeting.

4 Action items from previous meeting

4.1 Laser Cutter and 3D Printer - Guidance material

Subcommittee has been put on hold following David Chan's resignation. Subcommittee to be chaired by ERSC member.

Action: On Hold. Laser Subcommittee to monitor effects of lasers, produce guidance material and update safety website accordingly. SG to trail a system created by subcommittee in Engineering.

4.2 Membership and Terms of Reference

Terms of Reference have been updated by SB to include a new sentence at 2.1 *"The Committee can review and remove members"*. Updates also included *Radiation Amendment Act 2013(Vic)* in section 5, position name change from General Manager to *Director, OHS and Injury Management* (sections 1 and 3.6) and necessary changes to the footer details.

See attachment 1 - updated Terms of Reference with tracked changes.

Action: Closed out.

4.3 Legislation and Storage

(RESTRICTED)

4.4 Information Session for DRSOs

First DRSO information session took place on 6th June. DK thanked SB, SG and Verity Fisher for their organisation of the session. Participants responded with positive feedback. SG commented on the high number of attendees and the positive comments received during and after the session. The 24 attendees have highly varied skills with many areas unaware of the ERSC and what this committee does. Many DRSOs given responsibility without consultation with OHS Central and without a previous knowledge base in ionising an/or non-ionising radiation. Problems and solutions were discussed.

It was suggested an emailing group be set up for ERSC and OHS Central to disseminate information to DRSOs and Local OHS contacts. SB created mailing group emr-group@lists.unimelb.edu.au with 43 subscribers. For outcomes from the DRSO and Local OHS Information Session see *Attachment 1*.

Action: Outcomes from the information session are to be published on the safety website. Follow up sessions (laser, ionising, additional training) are to be organised and tailored to DRSO requirements. DRSOs are to be asked for feedback regarding further sessions, with responses sent to emr-group@lists.unimelb.edu.au.

4.5 Radiation Management Plans

Plans from Bio21 and Science are still outstanding. Reviews of submitted plans are currently being carried out by SB, who will contact local areas as required.

Action: SB to review submitted Radiation Management Plans and provide assistance where required.

4.6 Radiation Amendment Act 2013 (Vic)

Radiation Amendment Act 2013 (Vic) came into effect on the 1st June 2014.

Radiation Amendment Act 2013

The Radiation Amendment Act 2013 (the Act) was assented to on 22 October 2013. It will commence on 1 June 2014.

In summary the amendments to the Radiation Act 2005 include:

- 1. provide for security plans for the possession and transportation of high consequence sealed sources and high consequence groups of sealed sources; and*
- 2. prohibit the commercial operation of tanning units; and*
- 3. empower the Secretary to issue improvement notices or prohibition notices for contraventions; or likely contraventions of the Act or regulations under the Act; and*
- 4. make other minor and consequential amendments to the Act.*

The immediate implications of the Act for the University of Melbourne lie with point 1.

Currently the University of Melbourne does have a security plan. This will need to be reviewed along with our current storage requirements for these high consequence radioactive materials.

There will be a requirement to include a number of these radioactive materials on our Management License, which will have a direct cost (and ongoing) to the University.

Security plans required for amendment 1 and 3, as these will affect the University.

Action: All information to be sent to the Department of Health by the end of June. The DoH is aware of the delay.

5 Other Business

5.1 High power laser purchase

A high power laser was recently purchased from the USA by a University Academic, to be housed either in Science or Bio21 (location yet to be confirmed) as the academic in question works for both Science (75%) and Biochemistry (25%).

Action: Message to DRSOs that if buying apparatus (or finding new items in their areas) they need to report the items to radiation-info@unimelb.edu.au.

5.2 iProcurement

New purchasing system, where restricted items require a permit. When purchasing radiation items, "Radiation" should be selected from the drop-down permit menu, and approval received from SG before the purchase is processed. Procedures have been put into place for approvals to be given when SG is absent.

Action: Feedback from SG regarding approvals, types and numbers that have been received.

5.3 Business Improvement Program (BIP)

BIP issues will be dealt with as they arise.

Action: No action required.

5.4 Testing and Tagging of radiation equipment

PN (Arts) requested testing and tagging of radiation equipment but wait time has been very long. Email trail shows due diligence – for auditors. DK suggested PN contact the manufacturer to come out to test and tag the unit.

Action: Unit to be tagged out while waiting for testing to be carried out.

5.5 Florey Institute

SG asked if the Florey Institute is the responsibility of the University. Academics (laboratory managers) and students are from the University. Responsibility depends on who's licence the equipment is on. DoH stipulates that whoever owns the item/equipment and is licenced to possess it has responsibility for it and the area it is housed in.

Northern Hospital is constructing a new three-storey building, no information as to what this building will house has yet been made available.

Action: No action required.

Meeting closed at 1.45pm

ERSC Meeting Scheduled for 2014

Wednesday 3rd September

Wednesday 3rd December

Distribution List:

Electromagnetic Radiation Committee Members: David Keizer, Ian Bouch, Ira Tedja, Jill Williams, Julie McNiece, Malka Halgamuge, 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 2014:

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