

## OPEN



THE UNIVERSITY OF  
MELBOURNE

**Electromagnetic Radiation  
Safety Committee**  
2013/01

## MINUTES

Electromagnetic Radiation Committee Meeting occurred on Monday the 6th March 2013, at 1.00pm on the Ground Floor, Meeting Room G11, Old Geology (Building 155).

Attendees: David Keizer (DK)                      Sam Montalto (SM)                      David Chan (DC)  
                  Ian Bouch (IB)                              Matthew Bennett (MB)                      Jill Williams (JW)  
                  Steve Guggenheimer (SG)                      Susan Butler (SB)                      Petronella Nel (PN)

Observers: Nil

Apologies: Julie McNeice  
Ira Tedja  
Steve Yeats (Observer)

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Meeting opened at 1.00pm                      Chaired by David Keizer                      Minuted by Toni Fraser

### **1 Attendance/Apologies**

**1.1 Attendance**  
As above

**1.2 Apologies**  
As above

### **2 Minutes of the previous meeting**

Minutes from 2012/04 meeting accepted as accurate by Su Butler and seconded by Matt Bennett.

### **3 Review of incidents**

#### **3.1 TLD badges**

Recent high monthly readings of TLD badges (Vet Science Werribee), relate to the increase in equine work/radiation.

Action: SG and MB to monitor TLD readings and review in 3months.  
Provide breakdown of the procedures relating to the equine work.  
Protocol relating to staff working and handling horses being radiated.

#### **3.2 New Incidents**

Departments to be proactive in relation to the movement, purchasing and disposal of Radiation equipment.

Action: Departments to be notified (letter/email) of DoH (UoM RML) requirements and correct procedures when purchasing, moving or disposing of radiation equipment/sources.

Botany- fume hood flipped over and hit the forearm of another person within the laboratory. They were holding a pipette at the time and the radioactive contents spilt. Corrective action was taken. Incident report was lodged in Themis and reported to the Science EHS Manager.

Action: No further action required

Vet Science Werribee-(05.03.13, 4:00pm) – A cat given a capsule (standard dose of 131 Iodine), vomited the capsule. The cat was isolated at the time. SG and MB attended the incident. An incident report is to be submitted ASAP.

Action: SG/MB to report findings at the next ERSC meeting.

#### **4 Action items from previous meeting**

##### **4.1 Emergency Management**

Action: Update held over until next meeting.

##### **4.2 Bio21 NMR**

NMR Spectrometer had arrived with manufacturing defects, the NMR Spectrometer is to be returned to Germany, and the replacement equipment will arrive in six to eight weeks-May 2013.

#### **5 Other Business**

##### **5.1 Radiation Training**

DK advised 2012 most successful year to date for Radiation training – 469 attendees. The general attitude of staff and students has improved greatly towards radiation training over the last 12 months with improved and tailored training sessions available. SG is to review Non-Ionising training in 2013.

##### **5.2 iProcurement/iExpense**

DK expressed concerns regarding updates to Themis (Themis Enabling Enterprise-Oracle), enabling staff to purchase (online via Oracle) radiation equipment/sources online via the system and ways around the system.

##### **5.3 Renewal of Radiation Management License**

The estimate to renew the UoM RML is \$13,000 – the cost will be charged out to all departments listed on the RML.

Currently the license is valid for a period of 2 years; an extension of the license period from 2 to 3 years would assist in containing costs.

##### **5.4 UoM Commercial Limited - Radiation Management License**

UoM Commercial Limited is applying for a Radiation Management License allowing UoM Commercial the use of the Bruker Tracer Analyser at CCMC (Centre for Cultural Materials and Conversation). UoM Commercial is to be notified of the requirements placed by the DoH relating to radiation equipment/source transfers, variations and disposals.

### 5.5 Audit Schedule for Certification of Labs 2013

Laboratory inspections to confirm areas are fit for purpose for ionising and laser use. There is no real legislation for laser use. Laboratory inspections for locations within Medicine took place in February/March.

Action: SB and SG to organise inspections throughout the year.

### 5.6 AUSA Conference – July 2013

This year's conference is to be held at the University of Melbourne. Members were invited to speak on radiation safety at the conference. A prospectus is to be sent to each member of the ERSC.

Meeting closed at 1.55pm

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### Next ERSC Meeting 2013

Room G11, Ground Floor, Old Geology Building (155), Masson Road (on entering the building, to the left of the staircase) at 1.00pm

Wednesday the 5<sup>th</sup> June 2013

Wednesday the 4<sup>th</sup> September 2013

Wednesday the 4<sup>th</sup> 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: Toni Fraser

Observer: Steve Yeats

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

### Attendance Record:

Members	2013 Attendance
David Chan	1/4
David Keizer	1/4
Ian Bouch	1/4
Ira Tedja	0/4
Jill Williams	1/4
Julie McNiece	0/4
Matthew Bennett	1/4
Petronella Nel	1/4
Sam Montalto	1/4
Steve Guggenheimer	1/4
Susan Butler	1/4
Toni Fraser	1/4