

A Meeting of the Electromagnetic Radiation Committee (ERC) was held in the South Meeting Room, Level 2, Bio21 Institute (bldg102) on Monday 11th October 2010 at 12.00pm.

Present: Alison Hunt-Sturman, Brendan Kehoe, Esther McConnell, Ian Bouch, Jill Williams, Matthew Bennett, Steve Beard, Steve Guggenheimer, Susan Butler, Verity Fisher

Apologies: David Keizer

Absent: Paul Spizzirri

Meeting opened at 12pm.

Meeting chaired by Steve Guggenheimer.

ACTION SHEET

Agenda Item No	Meeting Raised	Action Required	Action By	Due Date
3.1	1/2010	Training Standardise Safe Radiation Practices content, course competencies, certificates of attendance, hold first meeting	SuB	
3.2	1/2010	Laboratory Standards/Accreditation Modify laboratory certification checklist and process Organise schedule for remaining laboratory certification	SuB/DK VF	
3.3	2/2010	Neutron Probe Management Implementation of Neutron Probe Management plan Email relevant people regarding equipment testing process and expected timeframes	SG / SuB SG	
3.4	2/2010	Central Purchasing Report on pilot program outcomes involving the Bio21 Institute and Botany Modify post-purchase checklist	DK DK	
3.5	2/2010	Equipment calibration Coordination of laboratory inspections Email EHS managers regarding testing of equipment on 5 yearly basis	SG SG	
3.6	2/2010	Meter Calibration Email EHS managers for compliance testing to be done by years end	SG	
3.7	2/2010	Emergency Management Working group to report on Ionising Radiation Response procedures	MB/SuB/ DK	

		Confirm smaller areas are up to standard	MB	
3.9	1/2010	Terms of Reference To be reviewed and emailed to ERC members for feedback	SuB	

Next Meeting: Thursday 2nd December 2010

Distribution List:

Electromagnetic Radiation Committee members

General Manager Occupational Health & Safety – Stefan Delaney

Meeting Closed at 12.55pm