

OPEN



THE UNIVERSITY OF
MELBOURNE

Electromagnetic Radiation Safety Committee

2011/02

Electromagnetic Radiation Committee Meeting is scheduled for Wednesday 1st June 2011 at 1.00 pm on Level 2, South Meeting Room at Bio21 Institute (bldg 102).

MINUTES

Attendees: Brendan Kehoe (BK) David Chan (DC)
 David Keizer (DK) Ian Bouch (IB)
 Jill Williams (JW) Matthew Bennett (MB)
 Petronella Nel (PN) Sam Montalto (SM)
 Steve Beard (StB) Steve Guggenheimer (SG)
 Susan Butler (SuB) Verity Fisher (VF)

Apologies: Nil

Meeting opened at 1.00pm Chaired by David Keizer Minuted by Verity Fisher

1 Attendance/Apologies

- 1.1 Alison Hunt-Sturman has resigned from the University; with her departure a vacancy on the ERSC has become available.
Action: Suggestions of a replacement to be sent to VF for consideration prior to the next meeting.

2 Minutes of the previous meeting

- 2.1 Minutes from 2010/03 meeting accepted as accurate by Su Butler and seconded by Matt Bennett.

3 Review of incidents

3.1 Restricted

3.2 Incident at Dookie

SuB reports the Management Plan has been modified slightly to reflect all staff will now require a use licence rather than just supervisors.

Action: Closed out

3.3 TLD badges

All within acceptable range over last three months. No follow-ups required.

4 Action items from previous meeting

- **Werribee site visit**

Due to high TLD readings SG visited Werribee to look at work practices and processes. The TLD readings have been progressively lowering over the last 12-18 months.

Action: Ongoing, but on hold until after September conference

Cats injected with iodine 131 being flown home causing some issues. SB in negotiations regarding when cat radiation levels reach acceptable limits for airline carriage.

Action: Ongoing

- **Training**

Safe Radiation Practices – Ionising

SuB, DK, VF reviewed SG training presentation in last week of May, will be revisited this week. Delivery of training still class based, currently running every three weeks at Bio21. Slide package and reference notes give background to training course and website links for further information. The training package is expected to be available online by July.

Action: SG to present training again to SuB, DK, and VF. SuB to complete update of training package and have Belinda Rule upload onto Safety website.

Safe Radiation Practices – Laser

Action: to be reviewed at a later date, DC interested in being involved in updating training package.

Safe Radiation Practices – Magnetic Fields

Action: SG, StB and DK to be involved in training package creation.

- **Laboratory standards/accreditation**

SG pleasantly surprised by some areas where certification has been embraced. Limited laboratory certifications completed with better than expected results.

Action: Ongoing, but on hold until after September conference.

- **Neutron Probe Management**

Neutron Probe Management Plan complete and launched in Dookie. All areas of the university are now working off the new management plan.

Action: Closed out.

- **Central purchasing**

Strategic Procurement Group reports to Central Services for the purchase of chemical and laboratory supplies.

Action: Ongoing. More information regarding central purchasing system to be produced by DK for next meeting. DK to write proposal to extend the project across the university (if deemed successful).

- **Emergency management**

In response to changes in regulations, MB has developed risk assessments risk assessments for all buildings including radiological aspects, where required.

Action: Ongoing. MB to update on Emergency Response Teams and requirements when building review is complete.

- **Webpage and advice**

The agenda and minutes have been edited prior to general viewing publication (stated by 'Open'). The training package for Ionising Radiation will be added to the radiation page when training modifications have been completed.

Information added to the webpage since last meeting include:

- Open Minutes and Open Agendas from previous meeting (Restricted Minutes and Restricted Agendas will be emailed to committee members only)
- DRSO contact list

Action: Any suggestions of materials to be added or modified on the website should be emailed to VF (fisherv@unimelb.edu.au).

5 Review of Electromagnetic Policies and Procedures

5.1 Electromagnetic Policies and Procedures are expected to be out for consultation by September. Trying to standardise Policies and Procedures across the university. Potentially an area of high risk, need to verify all DRSO's and staff using radiation sources are trained to the same standard and know who to call in an emergency, etc.

Action: Ongoing.

5.2 Issues with illegal laser pointers being purchased from overseas. Section needs to be added to policy and procedures to reflect that laser pointers must not exceed the legal power limit.

Other devices requiring guidelines in the P&P include:

- a. Biological waste including cell cultures, ionising, unsealed sources, raised by JW
- b. UV devices, unknown number used across the university, raised by DK
- c. Electric and welding equipment, raised by StB
- d. Portable XRF machine

6 Other Business

6.1 Radiation Mangement Licence

The new licence is due for renewal on 1st July 2011. The modified and updated licence has been sent to the Department of Health. A number of new items have been added to the licence and an invoice has been received by the OHS unit.

Action: Ongoing. If members know of areas missing from the current list, please email VF (fisherv@unimelb.edu.au) with details.

6.2 Legacy items

SG and DK are still discovering legacy items across the university. Sometimes the item is unknown or not what originally reported. On average, one legacy item per week is being found, usually caused by academics departing the university but not cleaning out their office/laboratory.

6.3 Creswick site visit

Ionising radiation and large microwave units located at Creswick.

Action: Ongoing. SB, SG and DK to attend Creswick and offering SoP assistance.

6.4 New equipment purchase

The purchase of new equipment to measure radiation has been received to the value of approximately \$40,000.

6.5 Harmonisation of Work Safety Act

The State and Federal Work Safety Acts are in the process of being combined to produce a single act across Australia. Passed in Queensland on 31/05/2011, NSW is currently debating the Act, other states will be debating the act in coming months. The impact of the new Act on the university is currently being assessed. The new Act is expected to be in place by 1st January 2012.

Meeting closed at 2pm

Next ERC meeting

Wednesday 7th September, 1pm

Level 2, South Meeting Room at Bio21 Institute (bldg102).

Distribution List:

Electromagnetic Radiation Committee members

Brendan Kehoe, David Chan, David Keizer, Ian Bouch, Jill Williams, Matthew Bennett, Petronella Nel, Sam Montalto, Steve Beard, Steve Guggenheimer, Susan Butler, Verity Fisher

General Manager Occupational Health & Safety

Stefan Delaney

Attendance Record:

Members	2011 Attendance
Brendan Kehoe	1/2
David Chan	2/2
David Keizer	2/2
Ian Bouch	2/2
Jill Williams	1/2
Matthew Bennett	2/2
Petronella Nel	2/2
Sam Montalto	2/2
Steve Beard	1/2
Steve Guggenheimer	2/2
Susan Butler	2/2
Verity Fisher	2/2