

OPEN

THE UNIVERSITY OF
MELBOURNE

**Electromagnetic Radiation
Safety Committee**

2011/04

Electromagnetic Radiation Committee Meeting occurred on Wednesday 7th December 2011 at 1.00 pm on Level 2, South Meeting Room at Bio21 Institute (bldg 102).

MINUTES

Attendees:	Brendan Kehoe (BK) David Keizer (DK) Jill Williams (JW) Verity Fisher (VF)	David Chan (DC) Ian Bouch (IB) Susan Butler (SuB)
Apologies:	Julie McNiece (JM) Sam Montalto (SM)	Petronella Nel (PN) Steve Guggenheimer (SG)
Observers:	Matthew Bennett (MB)	Stephen Yeats (SY)

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

1 Attendance/Apologies**1.1 Attendance**

As above

1.2 Apologies

As above

1.3 New members

After the resignation of Matt Bennett and Stephen Beard from the committee, two positions are currently vacant.

The committee decided to formally invite Ira and Matt to join.

Action: VF to send formal letter of invite to Ira and Matt.

Stephen Yeats was invited as an observer due to his new Emergency Management role at the University (Matt Bennett's replacement).

1.4 Resignation

Brendan Kehoe announced his resignation to the committee. David Keizer on behalf of the committee thanked Brendan for his membership and input over the past year.

2 Minutes of the previous meeting

2.1 Typos corrected.

Minutes from 2010/03 meeting accepted as accurate by Su Butler and seconded by David Chan.

3 Review of incidents

3.1 Restricted

3.2 TLD badges

High result returned on one badge, caused by being left in contaminated kitty litter.

Action: No follow-ups required.

3.3 Restricted

3.4 Restricted

3.5 Restricted

3.6 Laser pointers

Found 5 mill watt green laser at Bio21. Class 3A laser with no appropriate identifying stickers/labels. Academics buy laser pointers overseas and bring them back to the University undetected. This may become an issue in future when some form of control may be required. BK suggested looking at purchasing large number of laser pointers to distribute to academics etc. plus blanket information to all who may use them at the University.

Action: SuB to develop guidance notes with input from committee members for addition to the radiation website.

4 Action items from previous meeting

- **Werribee site visit**

Action: Closed.

- **Training**

DRSO training.

Action: Ongoing.

- **Laboratory standards/accreditation Training**

Start looking at DRSO training next.

Action: Ongoing.

- **Geelong Vet Clinic**

Waiting on test results. Need to repeat survey.

Action: Ongoing - SG to report to committee at next meeting.

- **Emergency management**

Action: On hold, ongoing.

- **Webpage**
Updating of the webpage will be ongoing.
Action: Closed.

5 **Review of Electromagnetic Policies and Procedures**

6 **Other Business**

6.1 **Radiation Management Licence**

Huge amount of work. Department of Health (DoH) meeting attended by SuB (2.5hrs) and VF (5+hours) to work through item by item variations/corrections. Licence now 59 pages, mainly conditions. Some errors still remain but DoH has given us an opportunity to correct these before marking it "complete". Committee vote of thank you to VF for all her hard work it getting the licence current.

Action: Final updates to the licence send and final licence send to UoM.

Action: DoH audit of the licence to begin before end of year and continue into 2012.

6.2 **ARPS**

Australian Radiation Protection Society. SuB, SG, DK have presented talks in 2011. Three radiation presentations from the University to a range of audiences.

6.3 **New Standards and Codes**

Veterinary Science Code of Practice not updated on the present licence but need to be working to meet requirements of 2009 Code of Practice.

6.4 **Birchip**

Neutron Probe donated by the University to Birchip and removed from our licence. Neutron Probe now on Birchip licence. SuB is investigating a Western Australian company and their ability to recycle radiation sources.

6.5 **PET CT scanner**

New equipment now on management licence and can be imported. Multiple sources required to be added to licence.

6.6 **Bio21 NMR**

400 MHz magnet to be installed at Bio21. \$1.8 million grant enables Bio21 to purchase a 700 MHz magnet in 2012, bringing Bio21 NMRs to a total of ten by the end of 2012. Trucks passing outside the building are not an issue (some noise during experiments only) however large cranes moving overhead may cause a *quench*. A quench is when the liquid turns gaseous, the container becomes pressurised and the pressure need to be released in a controlled manner.

Action: MB and DK to consult on NMR located at Werribee campus.

- 6.7 **Grants**
Grant list from the Melbourne Research Office would show what equipment has been purchased with money from grants. Tender Board would show what equipment had to go to tender before being purchased. Best to use all sources available to minimise new radiation equipment being purchased without OHS&IM knowledge.
- 6.8 **Melbourne Brain Centre (MBC)**
JW raised the issue of MBC labs being fit for purpose. Currently only one radiation laboratory in entire building.
- 6.9 **Physics and Bionic Eye**
Physics has a shared area with the Bionic Eye. A laser is to be purchased to use in this area early in 2012.
Action: SuB to follow up.
- 6.10 **Laser training**
Committee agreed DC has the knowledge and background to run laser training course, provided competency sheets are returned to VF for correction and THEMIS training update.
- 6.11 **Thank you**
DK thanked committee members for their efforts over the past two years.

Meeting closed at 2pm

Next ERC meeting

Wednesday 7th March, 1pm
Level 2, South Meeting Room at Bio21 Institute (bldg 102).

Meeting dates for 2012 confirmed:

Wednesday 6th June
Wednesday 5th September
Wednesday 5th December

Distribution List:

Electromagnetic Radiation Committee members

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

General Manager Occupational Health & Safety

Stefan Delaney