

**OPEN**



THE UNIVERSITY OF  
**MELBOURNE**

**Electromagnetic Radiation  
Safety Committee**  
2012/03

**MINUTES**

Electromagnetic Radiation Committee Meeting occurred on Wednesday 5<sup>TH</sup> September 2012 at 1.00pm on Level 2, South Meeting Room, Bio 21 (Building102).

Attendees: David Chan (DC)                      Ian Bouch (IB)  
                  Ira Tedja (IT)                             Jill Williams (JW)  
                  Julie McNiece (JM)                        Matthew Bennett (MB)  
                  Steve Guggenheimer (SG)                Susan Butler (SuB)  
Observer: Steve Yeats  
Minutes: Toni Fraser

Apologies: Sam Montalto  
                  David Keizer  
                  Petronella Nel

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Meeting opened at 1.00pm      Chaired by Steve Guggenheimer      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 2011/02 meeting accepted as accurate by Matthew Bennett and seconded by Sue Butler.

**3 Review of incidents**

**3.1 RESTRICTED**

**3.2 TLD badges**

Reading of TLD Badge at Vet Science high – in nuclear medicine area.

Action: SG to discuss with MB and organise additional monitoring and maintain appropriate safe work practices.

**3.3 RESTRICTED**

**3.4 New Incidents**

Nil incidents.

**4 Action items from previous meeting**

**4.1 Werribee Iodine-131 training**

Steve Guggenheimer and Su Butler visited Werribee with a customised training package for staff who inject cats with Iodine-131 and require Use Licencing.

Action: CLOSED

**4.2 Laboratory standards/accreditation training**

Action: Ongoing, CLOSED.

**4.3 Werribee Vet Clinic**

Inspected by the Dept of Health on 14<sup>th</sup> February.

Action -

Update signage.

Determine if scintigraphy flooring was non-porous.

Students on placement must be badged .

Delivery of open sources to the site- review security arrangements.

**4.4 Emergency Management**

Action: Ongoing

**4.5 Bio21 NMR**

Update held over to next meeting.

**5 Review of Electromagnetic Policies and Procedures**

The following procedures have been reviewed and published.

The procedures were distributed to ERSC Committee Members.

Ionising Radiation Management Plan.

Ionising Radiation Risk Management Procedure.

Non- Ionising Radiation Risk Management Procedure.

Reproductive Health Risk Management procedure.

Action: Feedback from the committee within the next month or prior to next committee meeting. Review of Reproductive Health Risk Management Procedure to be reviewed.

**6 Other Business**

**6.1 DRSO Training**

Su Butler sought and received feedback from DRSO's re: training requirements.  
Action: Training to be broken into units relevant to each department.

**6.2 Northern Hospital sources to be identified.**

Action: Ira Tedja has forward INFORMATION TO Steve Guggenheimer - CLOSED.

**6.3 Updated Management License distributed with minor address errors.**

Action: CLOSED

Meeting closed at 1.30pm

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**Next ERSC meeting**

Wednesday 5<sup>th</sup> December 2012  
Level 2, South Meeting Room, Bio21 Institute (bldg 102).

Future meeting dates for 2013:TBA

**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

Director, Occupational Health & Safety and Injury Management:

Stefan Delaney

**Attendance Record:**

<b>Members</b>	<b>2012 Attendance</b>
David Chan	3/3
David Keizer	2/3
Ian Bouch	3/3
Ira Tedja	3/3
Jill Williams	3/3
Julie McNiece	3/3
Matthew Bennett	3/3
Petronella Nel	2/3
Sam Montalto	2/3
Stephen Yeats (observer)	2/3
Steve Guggenheimer	3/3
Susan Butler	3/3
Verity Fisher	1/3
Toni Fraser	2/3