

CONFIRMED



THE UNIVERSITY OF
MELBOURNE

**Electromagnetic Radiation
Safety Committee**
2017/01

MINUTES

Electromagnetic Radiation Committee Meeting occurred on Wednesday 8th March, at 12:00pm in Meeting Room 108, Level 1, 11 Barry Street.

Meeting opened at 12:04pm

Chairperson: David Keizer

Minute Secretary: Verity Fisher

1. Attendance/Apologies

1.1. Attendees

David Keizer (DK)

Ira Tedja (IT)

Julie Mcniece (JM)

Malka Halgamuge (MH)

Sam Montalto (SM)

Steve Guggenheimer (SG)

Susan Butler (SB)

Verity Fisher (VF)

1.2. Apologies

Petronella Nel (PN)

1.3. Observer

Kane Wilson (Faculty of Veterinary and Agricultural Sciences, Werribee)

2. Minutes of the previous meeting

2016/04 meeting minutes passed as an accurate representation.

3. Review of incidents

3.1. Personal Radiation Monitors (PRM) – formally TLD badges

No high results.

Action: Nil.

3.2. New Incidents

Physics – contractor working on fire service outside of laboratory on Friday. Water damage occurred overnight and into Saturday. Door to lab clearly signed with radiation stickers but with only one contact phone number. Infrastructure services contacted DK as not sure who else to call. DK contacted SG to confirm radiation usage in lab. The concern was around electrical hazards due to water (rather than radiation) and housekeeping issues around requiring multiple contact numbers on radiation stickers and then need for security to know to call the Duty Officer for Health & safety issues.

Action: Where possible, radiation stickers require more than one contact number to be included. Will begin to role this out with laboratory certification. Closed.

Physics incident – All action items are near completion regarding operator entering beam when shutter was open on x-ray generator. Corrective actions, when complete, to be sent to radiation-info@unimelb.edu.au with details to be added to future agenda.

There has been no additional instruction from Stefan Delaney regarding legal privilege; therefore final report by SG has been forwarded to DHHS as requested. A copy has also been passed on to SM.

4. Action items from last meeting

4.1. Investigation of Building 193 Substation (Electrical Engineering)

Building 193 is currently undergoing construction work to modify the building.

Action: On hold until construction is complete. MK to update committee when construction is complete.

4.2. Emergency Plan for Bio21 and permanent removal of sources

This will be an ongoing project. No details to-date.

Action: Ongoing.

4.3. Restricted item

4.4. TLD badges update

Still in discussion with ARPANZA regarding dose reports. Lower doses still not being tracked.

Action: Ongoing.

4.5. New Gyrotron at Bio21 – Information pack for DHHS

DK is trying to get specific details from suppliers regarding the ability of the gyrotron to create x-rays. Under normal operating conditions this will not occur.

Action: DK to provide information to radiation-info. Information will be forwarded to DHHS if required.

4.6. Internal Audit

The internal audit which focused on chemical management had no impact on the management of open sources. Areas included in the internal audit did not have open sources.

Action: Closed.

5. Other Business

5.1. New practices

- 5.1.1. Chemistry – Guy Jamison – will bring a Mössbauer spectrometer into the university. No laboratory location confirmed as yet. SG to assess plans and laboratory before unit arrives. Permission to possess the unit needs to be added to the University radiation licence. Specific unit added to the University radiation licence when details are available. Sources for the unit will be purchased via Bio21.

Action: DK to keep SG informed of unit so the licence can be updated to allow possession of a spectrometer at Bio21. DK to email radiation-info@unimelb.edu.au with details of specific unit when known so licence can be updated.

- 5.1.2. Biosciences – plant-based research using sodium, nitrogen, Potassium. Created within a cyclotron at the Austin (with SG assistance) may also have a gamma counter source.

Action: DK to update the committee at next meeting.

- 5.1.3. Biochemistry - New x-ray diffraction unit. This will be undertaken by a collaborative team from various Faculties/groups. The unit will be located at Bio21. Unit to be added to the University radiation licence. As the unit will be located at Bio21, all radiation licensing relating location and costs to be charged to Bio21 who will arrange payment of financials (and other associated costs) internally to appropriate party.

Action: DK to keep SG informed of unit so the licence can be updated to allow possession of a spectrometer at Bio21. DK to email radiation-info@unimelb.edu.au with details of specific unit when known so licence can be updated.

- 5.1.4. Michael Parker – proposed to have a small quantity of uranyl salts added to University of Melbourne management licence. DK working to keep supply at St Vincent's and on St Vincent's radiation licence.

Action: DK to continue working to keep uranyl salts on the St. Vincent's licence.

5.2. **Engineering and Medicine**

Engineering has 2 C-arm fluoroscopy units being moved to the basement of B181. Supervisor requires a Use Licence before fluoroscopy units can be used. Research is on cadaver arms, so SG is trying to get process in place where supervisor can get use licence without needing a medical use licence.

Action: SG to contact Kane Wilson at Werribee to discuss possible supervision for interim.

5.3. **Roberto Cappai (Pathology) and Marie Donahue (Metro)**

Melbourne metro project is underway with high power cables going underground within 1 metre of basement wall of B181. Questions have been raised by staff as to how this will effect equipment and people working in basement labs.

Action: DK to send plans to SG for review.

5.4. **Membership.**

- 5.4.1. SB suggested thank you letters be sent to Ian Bouch and Jill Williams thanking them for their membership and commitment to the ERMIC.

Action: SB to send thank you emails.

- 5.4.2. An article was placed in Staff News over two weeks asking for expressions of interest or nominations for the two vacant membership positions. Matt Jackson (Medicine) was nominated by SG. Kane Wilson (Werribee) responded to the Staff News article with his expression of interest. Formal invitations to be sent to both inviting them to become members of the ERMIC.

Action: SB to send invitation letters via email.

Meeting closed at 12.32pm

Meetings Scheduled for 2017

All meetings begin at 12:00pm and are held in Meeting Room 108, First Floor, 11 Barry Street on the following dates:

Meeting 2017/01 - Wednesday 8th March

Meeting 2017/02 - Wednesday 14th June

Meeting 2017/03 - Wednesday 6th September

Meeting 2017/04 - Wednesday 13th December

Distribution List:

Electromagnetic Radiation Committee Members: David Keizer, Ira Tedja, Julie McNiece, Malka Halgamuge, Petronella Nel, Sam Montalto, Steve Guggenheimer, Susan Butler.

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

Attendance Record 2016:

Member	Attendance
David Keizer	1/1
Ira Tedja	1/1
Julie McNiece	1/1
Malka Halgamuge	1/1
Petronella Nel	0/1
Sam Montalto	1/1
Steve Guggenheimer	1/1
Susan Butler	1/1