

OPEN



Electromagnetic Radiation Safety Committee

2014/01

MINUTES

Electromagnetic Radiation Committee Meeting occurred on Wednesday 12th March 2014, at 1.00pm on the Ground Floor, Meeting Room G11, Old Geology (Building 155).

Meeting opened at 1.15pm

Chaired by David Keizer

Minuted by Verity Fisher

1 Attendance/Apologies

David Keizer thanked Verity Fisher and Susan Butler for organising catering for the first meeting of 2014.

Welcome to Malka from Engineering who brings expertise in non-ionising radiation.

Steve Yeats (UoM Emergency Management Coordinator), who attended a number of meetings in 2012/2013 as an observer, recently resigned from the University.

1.1 Attendees

David Chan (DC)

Ira Tedja (IT)

Malka Halgamuge (MH)

Sam Montalto (SM)

David Keizer (DK)

Jill Williams (JW)

Matthew Bennett (MB)

Steve Guggenheimer (SG)

Ian Bouch (IB)

Julie McNeice (JM)

Petronella Nel (PN)

Susan Butler (SB)

Verity Fisher (Minute Secretary)

1.2 Apologies

Nil

2 Minutes of the previous meeting

SB raised that item 5.1 and 5.2 relates to the same item and should be merged into one item to become 5.1 Membership in the Terms of Reference.

Minutes from 2013/04 were then accepted by SB and seconded by SG.

3 Review of incidents

3.1 TLD badges

No abnormal results since last meeting.

It was noted that all university TLD badges need to be linked to the results sent to SG on a regular basis by ARPANZA.

3.2 New Incidents

No new incidents to report since last meeting.

4 Action items from previous meeting

4.1 Laser Cutter and 3D Printer - Guidance material

There is currently no requirement to register lasers. Legislation of laser pointers differs between states and territories. Current labelling is unreliable. ARPS conference highlighted that a number of other Universities and companies (incl. CSIRO) are grappling with similar issues in relation to laser pointers. Further education within the University is required to highlight the dangers and repercussions of using laser pointers.

SG to trial system to identify lasers and their location, and if they are correct for the purpose for which they are being used. Documentation to be created and trailed in Engineering. Documentation to be modified as required before being distributed for use throughout the University.

iProcurement allows restricted items to be flagged for approval, this restriction will be in place in relation to open radiation sources when it goes live in April. It was suggested that class 3B and class 4 lasers be added to the restricted items list.

Action: Laser Subcommittee to monitor effects of lasers, produce guidance material and update safety website accordingly.

Action: SG to trail a system created by subcommittee in Engineering.

4.2 Training

SG reported that training questionnaire completion and returns are increasing each year.

Currently estimated at a return rate of 30% within four weeks of attendance across all training modules. Request for certificates are to be sent to radiation-info@unimelb.edu.au. After the request is received, the certificate will be created and emailed to the participant.

Questionnaires must be received within three months of participants attending training or participant will have to re-attend training.

Action: No action required.

4.3 Membership and Terms of Reference

Terms of Reference updated by SB to include a new sentence at 2.1 *"The Committee can review and remove members"*. Updates also included *Radiation Amendment Act 2013(Vic)* in section 5, position name change from General Manager to *Director, OHS and Injury Management* (sections 1 and 3.6) and necessary changes to the footer details.

See attachment 1 - updated Terms of Reference with tracked changes.

Action: SB to complete changes as presented and publish on website.

4.4 Legislation and Storage

Action: Ongoing.

4.5 Information Session for DRSOs

Proposal to create a one hour session for DRSOs . DRSO session to include an introduction and background on responsibilities presented by DK, SG to present information on additional training available in specialist areas (ionising, lasers, DEXA, Iodine-131). Presentation focus to be determined by DK and SG.

Action: OHS and Injury Management unit to organise training date in late June/early July and invite DRSOs to attend.

Action: DK, SB and SG to create DRSO guidance material (including duty statement, expectations and skills required) and present the information session.

5 Other Business

5.1 Radiation Management Plans

SB will be sending out requests to OHS Managers (cc'ing local DRSOs) to request a copy of each budget division/faculty's Radiation Management Plan for review by the central OHS team. The review is part of the overall University radiation management plan and procedures. At least 12 plans are expected to be returned for review.

Action: SB to review submitted Radiation Management Plans and assist areas to develop plans where they are outstanding.

5.2 Radiation Amendment Act 2013 (Vic)

SB reported that the Radiation Amendment Act 2013 (Vic) will come into effect on the 1st July 2014.

Action: Short presentation given by SB on what the new act means to the University and the Committee.

5.3 OHS Website Update

SB reported that in November 2013, the Safety website was reviewed, resulting in information in a number of areas being updated. There are new Laboratory Certification documents now available, these look quite different to the older version but contain essentially the same content.

Action: No action required.

Meeting closed at 1.55pm

ERSC Meeting Scheduled for 2014

Wednesday 4th June

Wednesday 3rd September

Wednesday 3rd December

Distribution List:

Electromagnetic Radiation Committee Members: David Chan, David Keizer, Ian Bouch, Ira Tedja, Jill Williams, Julie McNiece, Malka Halgamuge, Matthew Bennett, Petronella Nel, Sam Montalto, Steve Guggenheimer, Susan Butler.

Minute Secretary: Verity Fisher

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

Attendance Record 2013:

Member	Attendance
David Chan	1/4
David Keizer	1/4
Ian Bouch	1/4
Ira Tedja	1/4
Jill Williams	1/4
Julie McNiece	1/4
Malka Halgamuge	1/4
Matthew Bennett	1/4
Petronella Nel	1/4
Sam Montalto	1/4
Steve Guggenheimer	1/4
Susan Butler	1/4