

## OPEN



THE UNIVERSITY OF  
**MELBOURNE**

## **Electromagnetic Radiation Safety Committee**

2015/01

## MINUTES

Electromagnetic Radiation Committee Meeting occurred on Wednesday 4<sup>th</sup> March 2015, at 1.00pm on the Ground Floor, Meeting Room G11, Old Geology (Building 155).

Meeting opened at 1:10pm

Chaired by David Keizer

Minuted by Tom Cougan

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### **1 Attendance/Apologies**

#### **1.1 Attendees**

David Keizer (DK)

Ian Bouch (IB)

Ira Tedja (IT)

Jill Williams (JW)

Julie McNeice (JM)

Malka Halgamuge (MH)

Petronella Nel (PN)

Sam Montalto (SM)

Steve Guggenheimer (SG)

Susan Butler (SB)

Tom Cougan (Minute Secretary) (TC)

#### **1.2 Apologies**

DK welcomed the committee for the first time in 2015. This meeting was attended by all committee members and did not receive any apologies. DK noted the absence of Matt Bennett (resigned from the University and therefore the committee) and Victor Russ (who has resigned from the committee).

### **2 Minutes of the previous meeting**

Minutes from 2014/04 were then accepted by SG and seconded by SB.

### 3 Review of incidents

#### 3.1 TLD badges

SG noted a number of background monitors that were showing high results and the importance of reducing results outside the usual range. SG described the need for ARPANSA reviews of TLD monitoring to ensure they work sufficiently particularly in any new areas resulting from University alterations (such as BioSciences). He believed the committee should also offer their advice and expertise whenever possible. Otherwise SG was satisfied with current arrangements and reporting lines.

#### 3.2 New Incidents

A number of incidents from the previous meeting were discussed.

In relation to the smoking laser printer in Engineering SG informed the committee of difficulties in liaising with Engineering post the Business Improvement Program (BIP).

Action: SG will take steps to correspond with Engineering in future particularly regarding ventilation in this area. This will occur once the department is more settled.

Regarding the Japanese laboratory and its radiation procedures SG noted that there are no problems with this laboratory from the committee's perspective and that the timelines he has seen do not indicate any issues in future.

Action: Closed Out.

Concerning the UV exposure incident from Burnley and its associated issues (correct PPE) SG remarked that this issue remains ongoing.

Action: SG to follow up this incident detailing the outcome of this incident as well as a review of the Standard Operating Procedure within this laboratory.

A new incident took place in the early part of 2015 in the Royal Melbourne Hospital involving trans-luminescent UV machine. The shielding on top of this machine was broken yet the machine was still used. This resulted in the person operating it to be exposed to reflected UV radiation leading to facial burns. SG questioned how the incident could occur and whether the incorrect shield was used. SG commented on CR 32 plastic and the fact that no Australian standards exist for face shielding when using UV radiation. This incident started discussion amongst the committee about the use of protective equipment in relation to UV radiation. A worrying trend the committee noted was for those utilising UV radiation to see protective items for their workability rather than for their functionality.

Action:

SG to follow up this incident particularly the % of UV radiation involved and reasons behind the incident. Many committee members noted the processes involved in ensuring safety around UV need improvement particularly in relation to equipment which is often used even when in damaged condition. Developing safety knowledge and training courses in regards to UV radiation is a worthy cause particularly in clarifying the complex nature of UV. There are many areas that utilise this radiation and as JW noted two recent incidents indicate it is becoming a larger problem. SG also noted that as well as considering UV in a laboratory setting it is also in many other workplaces, such as outdoors, and would be a worthwhile exercise in improving the safety knowledge concerning UV to consider all of these factors.

### 4 Action items from previous meeting

#### 4.1 Information Session for DRSOs

SB in conjunction with TC formulated a list of all current DRSO's and those filling positions in the interim. DK noted that an updated mailing list is also important in completing this process. DK and SB believe late April early May have potential to work in relation to an information

session for DRSO's but as DK noted there is the likelihood it could be pushed further back until mid-year such as July –August. JW believes that this timing must work around the mid-semester break and could be more beneficial timing wise as a result. IB noted that this information session could be crucial in facilitating the beginning of the previously mentioned UV radiation safety training courses.

Action: Ongoing. An ideal time for these information sessions has not been set but its progress, whether that be in reviewing an April/May session or discussing an upcoming July/August session, will be discussed at the next meeting in June.

#### 4.2 **iProcurement**

DK informed the committee of various processes and information in relation to iProcurement and the new Chemical store. The Chem store service will not be forced upon those utilising rather it is aimed to be utilised on a needs basis. DK attended a meeting regarding the store and anticipates it will open on March 16<sup>th</sup> (this information will be displayed in the staff news). On Monday March 9<sup>th</sup> an introduction to the on-line store, ordering processes, special procurement and delivery services will take place. DK described the beginnings of the store's delivery service which is trialling this service with the Melbourne Dental School. They are the first to trail such methods. JW raised concerns regarding a discrepancy between prices in iProcurement and with external suppliers.

Action: Ongoing. DK will inform the committee of developments of the new store and any further information that arises particularly in terms of the delivery service. The pricing differences between iProcurement and external suppliers will be monitored moving forward.

#### 4.3 **Business Improvement Program (BIP)**

The updated DRSO list demonstrated that there in fact have not been any major changes to the DRSO's following the BIP process. The BIP process (outside of the resignation of Matt Bennett) has also not affected the committee in terms of personnel. SG is helping the Veterinary Health Science Unit in terms of their DRSO until they are more settled following their BIP induced changes. DK informed the committee that his role has changed slightly and he is now the Chief Operating Officer at the Bio 21.

Action: Ongoing. The committee should be notified of any major changes. DK also noted that a DRSO specific to Bio21 Laboratory's will be assigned in future but he is happy to undertake this role in the interim.

#### 4.4 **Magnet**

DK updated the committee in relation to the 400MHz magnet installation discussed at the previous meeting. The magnet is entering the final stages of installation and DK estimates it will be fully installed in late March. The issues regarding the water leak affecting the magnet within the Melbourne Brain Institute are continuing.

Action: The 400MHz magnet poses no upcoming major concerns and was closed by DK. The issues related to the water leak at the Melbourne Brain Institute however remain ongoing.

#### 4.5 **Mobile Phone Tower**

Staff are still raising concerns with the phone tower in question. DK and MH plan to correspond regarding this issue.

Action: The committee will again discuss the findings of the measurements and research conducted by MH in consultation with DK at the committee's next meeting.

#### 4.6 **Laser Training**

Numbers provided for Ionising and Laser training in 2014 indicated that in total 281 people completed these training sessions (204 Ionising and 181 Laser). SG commented that these numbers seemed low. SB informed the committee that more laser training sessions have

been created this year due to increased demand. SG again described the importance of fostering links with external Universities and noted that many had common interests with the University of Melbourne that could be of use going forward. Universities where this has already been demonstrated include Auckland University, Queensland University of Technology and the University of Queensland. SG commented on the importance on using methodologies from external Universities to potentially enhance the operation of various facets within our University.

Action: SG to continue to foster links with external Universities in regards to training attendance and items of use to the University. Laser training numbers to continue to be monitored by TC to justify extra training sessions.

## 5 Other Business

### 5.1 Membership

With the resignations of Matt Bennett and Victor Russ two vacancies have opened in the committee. DK opened the floor to committee members for suggestions however none were forthcoming. Therefore it was decided to advertise for expressions of interest through the staff news email service. SG noted that it is important in light of Victor Russ's resignation that Engineering is represented on the committee.

Action: Ongoing. The committee will discuss potential appointments at the next meeting.

### 5.2 Changes to the Authority

The Department of Health (DoH) has undergone an update and is now known as the Department of Health and Human Services (DHHS). SB noted that the radiation branch the University corresponds with remains but is now part of this new government department.

Action: The committee was made aware that any future management licence alterations will now be undertaken through is branch. Closed Out.

### 5.3 Amendment Regulations

SB informed the committee that the Radiation Regulations were released in February and have had minimal changes but do mention licencing fees. SB noted that changes in the Amendment Act 2014 will incorporate legislation regarding security measures. Security measures concerning radiation and its storage have been a previous agenda item so the committee understood the importance of its inclusion in this legislation. SB also described to the committee changes to the Radiation Management Licence in terms of formatting including the transposing of the data contained within Schedule 10 into their relevant sections. This has resulted in a more streamlined licence that has been reduced to 52 pages from the larger 96 of the previous version.

Action: Closed Out.

### 5.4 Unused X-Ray Unit

PN notified SG of an unused X-ray unit that is unopened in storage at the Ian Potter Centre. SB stated that the machine should be decommissioned and then disposed of.

Action: Ongoing. SG to investigate X-ray unit and possibly depending on its condition organise for its disposal.

### 5.5 Burnley

DK made the committee aware that there are four new X-Ray machines at the Burnley Campus. DK also informed the committee that Bryan McGowan will serve as DRSO for Burnley but only in the interim. He will hold this position until late April after which a replacement will fulfil this role.

Action: The name and details of the new DRSO should be added to the DRSO contact list and the committee should also be informed of the person undertaking this role.

Meeting closed at 1.50pm

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### ERSC Meetings Scheduled for 2015

Wednesday 3<sup>rd</sup> June  
 Wednesday 2<sup>nd</sup> September  
 Wednesday 2<sup>nd</sup> December

### Distribution List:

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

Minute Secretary: Tom Cougan

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

### Attendance Record 2015:

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