

## OPEN



THE UNIVERSITY OF  
**MELBOURNE**

## **Electromagnetic Radiation Safety Committee**

2016/01

## MINUTES

Electromagnetic Radiation Committee Meeting occurred on Wednesday 9<sup>th</sup> March 2016, at 11am in Room Q.372, Third Floor, Kwong Lee Dow Building, (234 Queensbury Street – Education).

Meeting opened at 11.10am

Chairperson: David Keizer

Minute Secretary: Verity Fisher

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### 1. Attendance/Apologies

#### 1.1. Attendees

David Keizer (DK)

Jill Williams (JW)

Steve Guggenheimer (SG)

Ian Bouch (IB)

Malka Halgamuge (MH)

Susan Butler (SB)

Ira Tedja (IT)

Petronella Nel (PN)

Verity Fisher (VF)

#### 1.2. Apologies

Julie Mcniece (JM)

Sam Montalto (SM)

### 2. Minutes of the previous meeting

Minutes from 2015/04 were accepted as accurate.

### 3. Review of incidents

#### 3.1. TLD badges

Discussed under item 4.2.

#### 3.2. New Incidents

Not discussed.

### 4. Action items from last meeting

- 4.1. **Radiation Management** – Licence and Promapp progress. SB email regarding policies being removed from policy library. Promapp will be officially launched on the 31<sup>st</sup> march. Everyone in The University of Melbourne will be able to access the content. Outcomes from external audit and removal of policies and migration of safety website will then feed into what processes relating to Promapp will be available.

Action: Ongoing.

**4.2. SG report on TLD exposure in Physics**

1 milliseverts, staff member also works externally for a separate company. TLD Report gives one person a total overall dose from all badges with their name. Staff member is currently using two separate badges, one for each work place. The UoM badge returned a zero reading, therefore the occupational exposure at UoM is 0. The high recording was from exposure received at the other place of employment. Regulations state that >30% within a 3 month period results in the regulators being notified. Not the responsibility of UoM to report to regulators.

Action: Closed out but SB/SG to monitor situation and report to committee as required.

**4.3. St. Vincent's hot waste incident**

The preliminary report from Marie Donahue was received by IT on 8 Jan 2016. The report has been reviewed internally and required actions have been undertaken. SB has highlighted that going forward there may be a "no chemical manifest no pickup" policy.

Action: Closed out.

**4.4. Substation concern raised by MH**

An investigation of Building 193 (Electrical Engineering) is to be undertaken by SG and reported to committee at next meeting.

Action: Follow up by SG.

**4.5. Membership**

Action: Item held over to next meeting.

**4.6. Permanent removal of sources**

Discussions continuing regarding permanent removal of sources. Building supervisor to be appointed within approximately 2 weeks. SB and SG required to assist building supervisor. Construction to begin the week after Easter (early April). Removal will need to be organised around access of site during construction. A plan needs to be put into place regarding how to respond if an 'emergency situation' arises relating to the building works (ie. wall damage, etc). Opportunity to review security plan. External security assessment of the area being done at request of DHHS (Poisons team). Increase in S8s and S9s.

Action: Creation of emergency plan

**4.7. DRSO for BioChemistry for Building 181 – lab groups moved from Bio21 to Medical Building.**

New DRSO assigned to area. Applied for radiation licence update. 2015 Daisy Lu took on responsibility by default. Daisy has left the university. Heung-Chin Cheng is new DRSO from 2016 (defaulted back to the lab head) – is he responsible for all BioChemistry labs in B181? B181 recruiting lab managers for building.

Action: IT to follow up correct DRSO

**4.8. Letters from DHHS**

- a. Neutron probe removed illegally from a truck in Nov 2015, letter strongly suggested all license holders are aware of where they hold their probes and security around them.

Action: Check on neutron probe and document

- b. DEXAs, if using on humans there needs to be documentation on how and why. Only areas affected are Medicine (only area using DEXAs on humans).

Action: Nil

## 5. Other Business

### 5.1. CCMC Student Induction Training

PN commented that the new CCMC Student Induction Training now includes Safe Radiation, Chemical Management and PPE which covers them for three years.

Action: Nil.

Meeting closed at 11.40am

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### Future Meetings Scheduled for 2016

Meetings begin at **11.30am, Meeting Room 108, First Floor, 1 Barry Street**

Wednesday 1<sup>st</sup> June

Wednesday 7<sup>th</sup> September

Wednesday 14<sup>th</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, Verity Fisher

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	0/1
Malka Halgamuge	1/1
Petronella Nel	1/1
Sam Montalto	0/1
Steve Guggenheimer	1/1
Susan Butler	1/1