

CONFIRMED



Electromagnetic Radiation Safety Committee

2016/04

MINUTES

Electromagnetic Radiation Committee Meeting occurred on Wednesday 14th December 2016, at 11.30am in Meeting Room 108, Level 1, 11 Barry Street.

Meeting opened at 11.40am

Chair: David Keizer

Minute Secretary: Verity Fisher

1. Attendance/Apologies

1.1. Attendees

David Keizer (DK)

Jill Williams (JW)

Sam Montalto (SM)

Verity Fisher (VF)

Ian Bouch (IB)

Julie Mcniece (JM)

Steve Guggenheimer (SG)

Ira Tedja (IT)

Malka Halgamuge (MH)

Susan Butler (SB)

1.2. Apologies

Petronella Nel (PN)

Chair thanked Ian Bouch and Jill Williams for their invaluable time and efforts on the committee and across the University. Committee will have two vacancies from 1 January 2017, an article is to be drafted and added to Staff News in January to ask for nominations/expressions of interest.

2. Minutes of the previous meeting

Minutes passed as an accurate representation.

3. Review of incidents

3.1. TLD badges

No abnormal results. See section 4.4 for TLD reporting issues.

Action: Nil.

3.2. **New Incidents**

Physics – x-ray generator getting ready for class including readjusting the beam for new experiment. Close the shutter, make adjustment, open shutter and test to check alignment. The interlocks were disarmed as part of the process. During the process, operator got out of sync and entered the beam when the shutter was open. Health issues may manifest over time.

Investigation undertaken. Environmental, asked to do demonstrating later in the day (not normal task), conflicting time pressures. Didn't mention there may be too much equipment in the area. Overriding the interlocks. Thought the warning light not obvious enough. Doing task outside normal activity. Did not complete the risk assessment of the process. Perhaps should have completed a RA and had professional oversight during the process. SG separate report to be issued to DHHS. Investigation is ongoing.

Action: Investigation is ongoing and corrective actions included in report. SM to report at next meeting.

4. **Action items from last meeting**

4.1. **Investigation of Building 193 Substation** (Electrical Engineering)

Postponed due to other more pressing matters.

Action: On hold.

4.2. **Emergency Plan for Bio21 and permanent removal of sources**

Construction issues, some sources needed to be dealt with at short notice. Some relocated, others kept at current location with increased shielding. Security has returned to normal. Relocated sources will remain in new location until construction is complete. 30+ 20L drums of water and built a temporary wall of water, in some places double thickness to shield sources.

Action: Ongoing.

4.3. **Restricted item**

4.4. **TLD badges update**

No results given if reading is less than 100mSv and so unable to track lower doses. Some badges returned no report at all results

Action: DK and SG to follow up with ARPANZA on dose reporting results.

4.5. **ARPS Conference – 11th-14th September**

SB attended talk focused on contaminated site and the interesting way they dealt with their radioactive waste. Mineral reprocessing brought clean soil back to the site. Not a lot of detail on background and the talk was less concerned about remediation on site.

Action: Nil.

4.6. **Radiation training online**

SG made 1hr video presentation with PN for use in-house at CCMC.

Action: Closed out.

5. Other Business

5.1. New Gyrotron at Bio21

Huge microwave generator. First in the Southern Hemisphere. Several hundred fold increase in sensitivity. DK found 'warning x-ray' sign. Under normal operating conditions does not create x-rays, but if used incorrectly it can produce x-ray. Training and guidance material to be created. Send info pack to DHHS to ask what they want/need the University to do.

Action: DK to create info pack to DHHS by end of Jan 2017.

5.2. Medicine to undergo a lot of change

Medicine and Building 181 will undergo a lot of changes in relation to Melbourne Metro. May require areas to change usage with little lead time. Specifically electron microscopes. Locations of sources on the management licence by be affected. DHHS may need to be made aware of the potential for movement. Engineering will also be affected but more external rather than internal. Gate 10 to be removed, Grattan street will be shut down.

Action: Nil.

5.3. BioSciences - JW replacement plan

JW knows of no succession plan to replace her position. Fiona Katerina Prince has spoken to DK regarding JW replacement. DK suggested running names by SG before confirmation.

Action: Nil.

5.4. Internal Audit

Internal Audit finished 2016 audits. Focused on a particular hazard category (Chemical management including some open isotopes).

Action: SB to report at next meeting as required.

5.5. Critical incident management

SG mentioned that if a local area cannot manage an incident, it is reported to security and then the duty officer and bumped to 'critical'. Specialist groups to be created to deal with specific incidents. If a radiation specialist group is created it will require a member contacting the critical management team. SB receives email from security stating who the duty officer (Directors and above) is each week. Two have left and not been replaced; two have removed themselves from the list but still remain as contacts. Security bumping everything to duty officer as security is shortcutting the process.

Action: Nil.

Meeting closed at 12.30pm

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, Ian Bouch, Ira Tedja, Jill Williams, Julie McNiece, Malka Halgamuge, Petronella Nel, Sam Montalto, Steve Guggenheimer, Susan Butler.

Associate Director, Health & Safety: Stefan Delaney

Attendance Record 2016:

Member	Attendance
David Keizer	4/4
Ian Bouch	4/4
Ira Tedja	4/4
Jill Williams	3/4
Julie McNiece	1/4
Malka Halgamuge	2/4
Petronella Nel	3/4
Sam Montalto	3/4
Steve Guggenheimer	4/4
Susan Butler	4/4