



A meeting of the Electromagnetic Radiation Committee was held on Monday 11<sup>th</sup> October 2010 at 1.00 pm on Level 2, South Meeting Room at Bio21 Institute (bldg102).

Present: Alison Hunt-Sturman, Brendan Kehoe, Esther McConnell, Ian Bouch, Jill Williams, Matthew Bennett, Steve Beard, Steve Guggenheimer, Susan Butler, Verity Fisher

Apologies: David Keizer

Absent: Paul Spizzirri

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## MINUTES

Meeting opened at 12.00 pm.  
Meeting chaired by Steve Guggenheimer.

### 1. Welcome

Verity accepted ERC Executive Officer position.

### 2. Previous Minutes

Minutes from August (2010/01) meeting accepted as accurate.

### 3. Actions carried over from 01/2010 Meeting - see attached Action Sheet

#### 3.1. Training Working Group

Esther leaving the University. Su to discuss ongoing working group at next meeting.

#### 3.2. Laboratory Certification

Equipment testing required to be carried out every 5 years as part of radiation licensing.

#### 3.3. Neutron Probe Management

Management plan emailed to interested parties in September. Positive feedback received. Management plan accepted by EMC for verification and implementation.

#### 3.4. Central Purchasing

Problems with central purchasing. Process requires positive feedback or will be discontinued.

Confirmation on post-purchase checklist, issues and documentation requires closer investigation. Post-purchase checklist should be carried out by the person who ordered item.

May need to move to Approved Purchasing where areas are audited and accredited for purchasing when audited for laboratory certification.

### **3.5. Equipment Calibration**

Radiation Licensing and equipment testing to be carried out every five years, with equipment testing to be done within a similar timeframe.

Lab certification will require proof equipment has been tested within the last five years.

### **3.6. Meter Calibration**

Meters require calibration. Currently meters are not included on the updated radiation licence, but will be added once testing is complete.

All testing expected to be complete by end of year.

### **3.7. Emergency Management Working Group**

Plans and contact lists completed. Emergency Management Plan to be included as stand alone section within the Ionizing Radiation Response Plan (Section 9).

Fire brigade completed a walk-thru of Bio21, problem areas highlighted.

University wide stores need to be inspected, as some may not currently be up to standard. Major stores have been visited but minor stores may require further investigation.

### **3.8. TLD Badges**

All Bio21 and Engineering staff registered and received their TLD badges. Badges are used as a cost effective means to monitor processes and practices within radiation lab environments.

### **3.9. Terms of Reference**

Carried over to December meeting. SG to email SuB details.

## **4. Other Business**

### **4.1. Alias Email and Radiation Advice Webpage**

Alias address set up. Sends email to Steve G, Su and David. Therefore, if people are away, there should always be someone to available to answer emails. The address has no restricted access, therefore is available to whole University.

A link to this email address can be put onto Faculty EHS websites as required.

### **4.2. Radiation training**

To be updated by June 2011, prior to Brisbane Conference

### **4.3. SG Scholarship for Ionizing Radiation**

Research will focus on harmonising elements between UniMelb and other Universities, Australia wide. This will include working on harmonising regulatory obligations, training, SOP's (for emergency response and storage of isotopes) and

finding common approaches. SG may request some help with proofreading and feedback on these issues.

#### 4.4. Farewell to Esther

Esther is leaving The University of Melbourne to take up a job with Dulux. Her hard work and dedication to Health & Safety at the University will be missed.

#### 5. Schedule next meeting

Thursday 2<sup>nd</sup> December 2010

Meeting closed at 12.55 pm

#### Distribution List:

Electromagnetic Radiation Committee members  
General Manager Occupational Health & Safety – Stefan Delaney

#### Attendance Record:

| Members             | 2010 Attendance |
|---------------------|-----------------|
| Alison Hunt-Sturman | 2/2             |
| Brendan Kehoe       | 1/2             |
| David Keizer        | 1/2             |
| Esther McConnell    | 2/2             |
| Ian Bouch           | 2/2             |
| Jill Williams       | 1/2             |
| Matthew Bennett     | 2/2             |
| Paul Spizzirri      | 0/2             |
| Steve Beard         | 1/2             |
| Steve Guggenheimer  | 2/2             |
| Susan Butler        | 2/2             |
| Verity Fisher       | 1/1             |