

OPEN



THE UNIVERSITY OF
MELBOURNE

Electromagnetic Radiation Safety Committee

2011/01

Electromagnetic Radiation Committee Meeting is scheduled for Wednesday 2nd March 2011 at 1.00 pm on Level 2, South Meeting Room at Bio21 Institute (bldg102).

MINUTES

Attendees:	Alison Hunt-Sturman (AHS)	David Chan (DC)
	David Keizer (DK)	Ian Bouch (IB)
	Matthew Bennett (MB)	Petronella Nel (PN)
	Sam Montalto (SM)	Steve Guggenheimer (SG)
	Susan Butler (SB)	Verity Fisher (VF)
Apologies:	Brendan Kehoe (BK)	Steve Beard (SB)
	Jill Williams (JW)	

Meeting opened at 1.00pm Chaired by David Keizer Minuted by Verity Fisher

1 Attendance/Apologies

- 1.1 Welcome to David Chan, Petronella Nel and Sam Montalto who accepted new positions as ERSC members.

2 Minutes of the previous meeting

- 2.1 Minutes from 2010/03 meeting accepted as accurate by Alison Hunt-Sturman and seconded by Susan Butler.

3 Review of incidents

3.1 Restricted

3.2 Restricted

3.3 TLD badges

All within acceptable range. No follow-ups required.

4 Action items from previous meeting

- **Werribee site visit**

CT scanner, etc, inspected. Equipment measured to ensure levels as specified. Work done on procedures and policies.

Action: SG to complete a second site visit to verify no damage was sustained to radiation sources post campus flooding, by next meeting.

- **Training**

Training (including presentations and notes) are to be standardised. Criteria for training have been completed and committee members given copies for review and feedback. Training will continue to run as is. Ionising Radiation for Supervisors has one extra point (as opposed to Ionising Radiation for Non-Supervisors), how this will be accredited is still under consideration.

Action: All members to review training criteria and email feedback to VF (fisherv@uni.melb.edu.au) by Friday 11th March.

Action: SB to have standardisation completed by 25th May

- **Laboratory standards/accreditation**

Planned to work along similar lines as PC2 laboratories certification. The Ionising and Non-ionising Radiation Laboratory Certification will be completed every two years. A number of laboratories were certified at Bio21 during two inspection sessions on the 28th/29th February.

Action: VF to email DRSO's and EHS managers the location of laboratories requiring certification for verification and additions.

Action: SG and VF to contact EHS managers, DRSO's and committee members to organise laboratory certification inspections.

- **Neutron Probe Management**

New Neutron Probe Management Plan is complete and will be launched at Dookie campus next week. It is expected that by the end of March all areas of the university will be working off the new management plan.

Action: DK, SB, SG will visit Dookie on 8th/9th March to launch new Neutron Management Plan.

- **Central purchasing**

The central purchasing email address and process has been modified and seems to be working more successfully. If the success continues, David K will write a proposal for extending central purchasing across the university.

Action: DK to write proposal to extend the project across the university (if deemed successful).

- **Emergency management**

In response to changes in regulations, MB is in the process of developing Response Teams across the university, including radiation areas. The process of writing risk assessments for all buildings including radiological aspects, where required.

Action: MB to update on Emergency Response Teams and requirements when building review is complete.

- **Terms of reference**

Action: Closed out.

- **Webpage and advice**

There is now a link on the Safety webpage in the Advice section that links to the radiation page. ERSC agenda and minutes can now be accessed with a university login and password. The agenda and minutes have been edited prior to general viewing publication (stated by 'Open'). The website is expected to offer guidance, policy and procedure information. Radiation

information will continue to build up over time as the radiation webpage becomes the initial point of contact for all radiation related questions. Support services, training, etc., continue to be updated and additional links will be added to the radiation page when training modifications have been completed. It is expected that the webpage will be divided into ionising and non-ionising radiation at a future date to make finding information easier. Information added to the webpage since last meeting include:

- Terms of reference
- Committee member names
- Open Minutes and Open Agendas from previous meetings (Restricted Minutes and Restricted Agendas will be emailed to committee members only)
- Scheduled meeting dates for 2011
- Introduction
- Radiation Safety Certification Checklist Templates
- DRSO contact list

Action: Any suggestions of materials to be added or modified on the website should be emailed to VF (fisherv@unimelb.edu.au).

5 Review of Electromagnetic Policies and Procedures

- 5.1 Electromagnetic Policies and Procedures are expected to be out for consultation by September. Trying to standardise Policies and Procedures across the university. Potentially an area of high risk, need to verify all DRSO's and staff using radiation sources are trained to the same standard and know who to call in an emergency, etc.

Action: Ongoing.

6 Other Business

6.1 Decommission of Old Radiation Store

Located behind Old Geology the Old Radiation Store had legacy items dating back to the 1800's. In early January 2011 everything was removed from the store and it was officially decommissioned by SB, DK, MB and John Carmichael (OHS Specialist, Chemical & Plant). Once signed off, the store was handed over to MB for use as an Emergency Response Room – it now houses emergency response items. The new Radiation Store is located at Bio21. Some items removed from the Old Radiation Store have been retained as historic items.

Action: Closed out.

6.2 DRSO list updated

DRSO's are appointed by the Head of Department and is vital that the list is kept up to date so local radiation specialists are known at the local level. VF updated DRSO list and emailed all involved for verification of current details. Current list has been published on the radiation webpage, found at - <http://safety.unimelb.edu.au/topics/radiation/drso/>

Action: If members know of areas missing from the current list, please email VF (fisherv@unimelb.edu.au) with details.

6.3 Radiation Management Licence

SG, SB, DK have finalised the management licence with VF completing correlation and administrative areas. The licence review includes x-ray

apparatus, etc., and details of all confirmed sources and an updated isotope list. The management licence now has ten schedules. The University is charged for all sealed source apparatus and x-ray machines on the licence, these charges are currently borne centrally by the University. The modified and updated licence will be sent to the Department of Health and is accurate as far as presently known, but items can be added, modified or deleted in future as required. DK thanked VF for the success in tracking down sources across the university. In future it is hoped that central purchasing can help with keeping track of sources that need to be added to the licence. It is expected that annually or biannually DSRO's will be asked to complete a survey to confirm sources currently in use in their areas. Therefore keeping track of sources will become the responsibility of local DRSO's. Currently (based on Bio21 inspections) laboratory certifications are taking around one hour each. It is expected that repeat inspections will be far quicker. Inspections across the university will be spread out over 1-2 years.

Action: Final review of the management licence will be undertaken by SB and SG in the next week to confirm all details before it is sent to the regulators.

6.4 **Dookie and Creswick site visit**

Site visits to Dookie and Creswick by SB, SG and DK to complete training (where necessary), undertake laboratory certification inspections and launch of the new Neutron Probe Management Plan (first at Dookie) including training and correct procedures.

Action: SB, SG and DK to attend Dookie and Creswick sites on 8th/9th March.

6.5 **New equipment purchase**

The purchase of new equipment to measure radiation has been approved and purchase orders have been raised to the value of approximately \$50,000.

New equipment includes:

- *Radnose*: used to measure aerosol forms of radiation, i.e. it can measure radon gas. Purchased primarily for use in building 164, but it is expected to be used for sampling in other areas in future. Australia generally has low radon issues.
- *Radiation meters (Radeye B20, Radeye extended range)*: detects alpha, beta and gamma rays.
- *Electronic personal decimetres (5 x gamma-neutron badges, 2 x gamma/beta badges)*: these are real time badges which alarm when a predetermined level of radiation is reached. They are expected to be used when moisture gauges are active or by emergency response team members. A single badge can be used by multiple individuals. These badges may also be loaned out to individuals beyond ERSC committee members. However, if damages occur to a badge when loaned outside the committee, financial loss will be recuperated from the individual the equipment was loaned to. Badges are certified for health monitoring use.
- *E600*: looks for any source of radiation. A search tool used as part of an overall program where unknown sources may be present after an incident.
- *Interceptor*: this meter picks up radiation and can be used for field identification of gamma sources. It gives a probability of what the unknown source may be (via a likely percentage). Also capable of picking up neutron sources.

Action: It is expected that the new equipment will be delivered to DK at Bio21 by 16th March.

6.6 **Abstracts submitted for AUSA conference** (*for information only*)

Three abstracts are to be submitted for the AUSA conference by the end of the week. DK is submitting a paper on legacy items at the university, focusing on how the university deals with legacy items in terms of security and processes. SB is submitting a paper on the university management of regulatory requirements and resources, costs and time input required by university staff. SG is submitting a paper on Radiation Project (SG was awarded a scholarship in 2010 to research this project) focusing on how other universities see radiation issues and practical things universities can put into place to streamline radiation practices.

Action: Closed out

Meeting closed at 2pm

Next ERC meeting

Wednesday 1st June, 1pm

Level 2, South Meeting Room at Bio21 Institute (bldg102).

Distribution List:

Electromagnetic Radiation Committee members

Alison Hunt-Sturman, Brendan Kehoe, David Chan, David Keizer, Ian Bouch, Jill Williams, Matthew Bennett, Petronella Nel, Sam Montalto, Steve Beard, Steve Guggenheimer, Susan Butler, Verity Fisher

General Manager Occupational Health & Safety

Stefan Delaney

Attendance Record:

Members	2011 Attendance
Alison Hunt-Sturman	1/1
Brendan Kehoe	0/1
David Chan	1/1
David Keizer	1/1
Ian Bouch	1/1
Jill Williams	0/1
Matthew Bennett	1/1
Petronella Nel	1/1
Sam Montalto	1/1
Steve Beard	0/1
Steve Guggenheimer	1/1

Susan Butler	1/1
Verity Fisher	1/1