

1. SUMMARY

The Electromagnetic Radiation Safety Committee (ERSC) is an advisory committee tasked with considering, reviewing and advising on the development and maintenance of the University of Melbourne's electromagnetic radiation policies, plans and procedures.

The ERSC reports to the Director, OHS and Injury Management.

2. MEMBERSHIP

Membership of the ERSC shall consist of representatives who capture the diverse range of the University's electromagnetic radiation activities.

2.1 Members

The ERSC will consist of twelve members, three of which shall be office bearers.

A Minute Secretary will be appointed to support the functions of the Committee.

The Committee will appoint members and may agree to establish alternative membership requirements.

The Committee can review and remove members.

2.2 Office Bearing Positions

Chairperson: A Committee Chairperson shall be selected from the membership of the Committee.

Deputy Chairperson: A Deputy Chairperson shall be selected from the membership of the Committee.

Committee Secretary: A Committee Secretary shall be selected from the membership of the Committee.

2.3 Quorum

Minimum attendance required for a quorum shall be an office bearer plus four (4) members.

3. TERMS OF REFERENCE

1. The Committee shall formulate, review and disseminate standards, rules and procedures relating to electromagnetic radiation that are to be carried out or complied with by all staff, contractors and others under the control of the University of Melbourne.
2. The Committee shall formulate, review and disseminate training requirements relating to electromagnetic radiation.
3. The Committee may establish such specialist sub-committees as it may determine from time to time, to perform specific tasks on behalf of the Committee, the membership of which shall include at least one member of the Committee.
4. The Committee shall meet at least quarterly.
5. The Committee may review and/or amend the Terms of Reference.
6. The Committee will provide minutes to the Director, OHS & Injury Management to be tabled at the Occupational Health and Safety Committee (OHSC).

4. STANDING AGENDA ITEMS

1. Attendance/apologies
2. Minutes of the previous meeting
3. Review of incidents
4. Action items from previous minutes
5. Review of electromagnetic radiation policies and procedures
6. Other business

5. LEGISLATION

Radiation Act 2005 (Vic)

Radiation Amendment Act 2013 (Vic)

Radiation Regulations 2007 (Vic)

Occupational Health and Safety Act 2004 (Vic)