

	<b>PRESENT:</b>	Dr Kevin Blake (Chairperson), Yi Hu, Christa Placzek, Kylie Robertson (proxy for Serrin Rowarth), Ray Layton, John Daicopolous, John Cavalieri, Geoff Gorton, Sue Kelly (Cairns), Jen Whan (Cairns)
	<b>ATTENDANCE:</b>	Michelle Nethery (Minutes Secretary) and Drew Kleier (Permanent Advisor)
	<b>DECLARATION OF CONFLICTS OF INTEREST:</b> There were no conflicts of interest declared.	
	<b>APPROVAL OF PART B ITEMS</b>	
1	<b>APOLOGIES:</b>	Peter Junk, Peter Chenoweth, Peter Robertson, Serrin Rowarth
	<b>NON-ATTENDANCE:</b>	Alan Baxter, Benjamin Crowley
2.	<b>NO CONFLICT OF INTEREST WAS DECLARED.</b>	
	<b>MINUTES:</b>	The Minutes of Meeting (2-16) from 27 April 2016 were adopted as a true and correct record.
3.	<b>ACTION REGISTER</b>	
	<b>ITEM 1 - CENTRAL RADIATION SOURCES REPOSITORY</b>	
	<u>Review of Sources for "Dilute &amp; Disperse" Method:</u> Drew Kleier noted that there were only three sources not able to be located from the original list of 12 of "unaccountable" sources.	
	<u>NOST quote for Removal of Sources requiring Radiation Health permission:</u> Further follow-up required to discuss the quote provided (felt under quoted). These should be disposed of by next meeting or in process.	
	<b>ITEM 2 - LASER SAFETY COMPLIANCE AUDIT (2012)</b> The laser safety compliance audit findings and recommendations are no longer current. DTES (Physics) are reviewing separately under their current activities the applicable requirements. Close 3/16.	
	<b>ITEM 3 – CT SCANNER FOR JCU VET</b> Margaret Reilly had forwarded advice that the CT scanner is currently being installed with licensing to follow noting that interviews occurring for a trained radiographer and if successful will become the RSO for the Vet Hospital. Close 3/16	
	<b>ITEM 4 – BAXTER LAB</b> Ray Layton still awaiting confirmation regarding shielding (portable) from the lab regarding Chromium 51.	
	<b>ITEM 5 – RADIATION AUDITS</b> Drew Kleier to follow-up over next few weeks – asked for any expressions of interest from Committee members.	
4.	<b>RESOURCES &amp; PROCESS (IMPLEMENTATION OF PROCEDURES)</b>	
	Drew Kleier advised nil to report.	
5.	<b>REPORTING &amp; VERIFICATION (MANAGEMENT REVIEW)</b>	
	<u>RiskWare Reports:</u> Nil to report.	
	<u>Notifiable Events:</u> Nil to report.	

MINUTES

HEALTH SAFETY &  
ENVIRONMENT ADVISORY COMMITTEE

(3/16)

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6.	<b>GENERAL BUSINESS</b>
	<p><u>HSEAC &amp; Queensland Radiation Health:</u> Nil to report for Queensland Health. It was noted that the move of Peter Junk's radiation equipment was raised at the 2/16 HSEAC to the Science Place building. Committee confirmed that there was space on the ground floor for this equipment. Drew Kleier to confirm if Andrew Krockenberger and Dan Christie want any further actions on this.</p> <p>Laser Safety Compliance Audit from Action Register raised as to why still there from 2012. See Action notes item for closure.</p> <p><u>Update on Sector and Industry HSE Standards &amp; Practices:</u> ANSO Reporting – Drew Kleier advised update of storage locations sent to ANSO; inventory of nuclear materials sent through in June.</p> <p><u>Building 21</u> Ray Layton advised he is working through his archive of sources that will not be moved to new building; many of these will now be able to be processed as radiation equipment now back from calibration. It was noted that due to the large number of historical sources assistance for removal by NOST would be beneficial. Drew Kleier to follow-up to arrange quote from NOST.</p> <p>The Committee was advised that the new Science Place building has two radiation store facilities but not as large as previous stores so will need to reduce what currently is being held and no unused historical sources should be moved into these new premises.</p> <p>Chair advised that no new material to be brought into JCU unless there is a disposal plan incorporated as part of the purchase.</p> <p><u>Disposal of Apparatus</u> Ray Layton advised that disposal plans should also be incorporated into the purchase of equipment as he has a Wallac Liquid Scintillation Counter that requires disposal which has significant disposal costs. Ray Layton to progress disposal.</p> <p><u>Laboratory Safety Procedure</u> Drew Kleier advised that a draft laboratory safety procedure has been sent out for consultation. The Chair requested that the Committee members to review and send any feedback to Drew Kleier.</p>
	<p><b>ACTION:</b></p> <ul style="list-style-type: none"><li>• Drew Kleier to write to the Dean of Research and the Director, Divisional Operations (DTES) regarding the move of Peter Junk's radiation equipment to the new Science Place building.</li><li>• Drew Kleier to seek quotation from NOST for removal of sources from Building 21.</li><li>• Ray Layton to progress disposal of the Wallac Liquid Scintillation Counter equipment.</li></ul>

The meeting concluded at 10:32 am

Confirmed:



Chairperson  
20 July 2016