

	<b>PRESENT:</b>	Dr Kevin Blake (Chairperson), Christa Placzek, Ray Layton, John Daicopoulos, John Cavalieri, Sue Kelly (Cairns), Jen Whan (Cairns), Margaret Reilly, Yi Hu, Peter Chenoweth
	<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, Geoff Gorton, 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 (3-16) from 20 July 2016 were adopted as a true and correct record.
3.	<b>ACTION REGISTER</b>	
	<p><b>ITEM 1: CENTRAL RADIATION SOURCES REPOSITORY – DISPOSAL PLANS</b> HSE Officer noted that a quote and PO has been raised for disposal of remaining sources in Building 17. Items requiring approval for disposal are being processed by NOST and will be forwarded to JCU for required signatures over the next week. Queensland Health to be approached for any remaining sources that are unable to be disposed of through NOST – it was noted that the approval to proceed takes 90 days for processing which may take until February 2017 and then removal process to occur after this point. It was agreed that this was a great result to have the disposal of 30 years of accumulated radiation sources.</p> <p><b>ITEM 2: BAXTER LAB</b> Close 4/16. Chromium 51 storage will be approached in a different matter after discussions with NOST. To be raised as an Agenda item when required in 2017. Current agenda item to be closed.</p> <p><b>ITEM 3: RADIATION AUDITS</b> HSE Advisor advised that calendar invites have been sent for the commencement of audits, scheduled for October/November, to be completed by end of 2016. When auditing RSPP's another member of the Radiation Safety Committee will accompany the HSE Officer. Request by Margaret Reilly to schedule an audit with Veterinary Hospital. It was also noted by Margaret Reilly and Peter Chenoweth that a new radiologist and radiographer are commencing over the coming week.</p> <p><b>ITEM 4: PROFESSOR PETER JUNK – RADIATION EQUIPMENT</b> Close 4/16. Equipment will be moving to the Science Place. Ray Layton to update RSPP for move to the Science Place.</p> <p><b>ITEM 5: BUILDING 21 – RADIATION ARCHIVE SOURCES</b> Ray Layton tabled a report of the clean-up and disposal of sources from the Radiation store DB21-107. Ray noted he will follow-up with JJ Richardson to see if they can dispose of non-radioactive hazardous chemical waste (preferred option as this is covered by current contract) otherwise will need to arrange a PO with Cleanaway. Sources requiring dilute and disperse method are currently being disposed of as per recommendations from NOST. Ray commented that many of the sources are not legally radioactive anymore. Ray also emphasised the need for implementation of disposal plans and suggested that a way to do this would be to have these written into the RSPP. John Daicopoulos to take the remaining lead shielding apparatus for use within his area. The HSE Advisor commented that this was an excellent result from a room of archived radiation sources to a small box which will be moved to the new building.</p> <p><b>ITEM 6: DISPOSAL OF APPARATUS</b> Ray Layton noted that paperwork has been sent to Queensland Health and they have deemed it a relocation rather than disposal of apparatus. When approval completed item will be relocated to Perkin &amp; Elmer.</p>	

MINUTES

HEALTH SAFETY &  
ENVIRONMENT ADVISORY COMMITTEE

(4/16)

5 OCTOBER 2016 (contd)

<b>4.</b>	<b>RESOURCES &amp; PROCESS (IMPLEMENTATION OF PROCEDURES)</b>
	Drew Kleier advised nil to report.
<b>5.</b>	<b>REPORTING &amp; VERIFICATION (MANAGEMENT REVIEW)</b>
	<u>RiskWare Reports:</u> Nil to report.  <u>Notifiable Events:</u> Nil to report.
<b>6.</b>	<b>GENERAL BUSINESS</b>
	<u>HSEAC &amp; Queensland Radiation Health:</u> Chair noted no action requested from the HSEAC committee apart from the removal of historical sources from the Central Repository which has now been completed.  Chair noted no changes from Queensland Radiation Health apart for those who use analytical equipment with approval only required if item not purchased in Queensland before.  <u>Update on Sector and Industry HSE Standards &amp; Practices:</u> Nil reported.  <u>User Training &amp; Radiation Certification</u> The HSE Safety Officer noted that User Training and Radiation Certification will once again be organised for February 2016. Ray Layton disclosed that Certification is required prior to movement of equipment and this will be required for the new Science building emphasising the need to be operational for Semester 1, 2017. HSE Safety Officer to follow-up with NOST regarding scheduling requirements for Building 21.
	<b>ACTION:</b> HSE Safety Officer to follow-up with NOST regarding scheduling requirements for certification of Building 21.

The meeting concluded at 10:35 am.

Confirmed:



Chairperson  
5 October 2016