

MINUTES  
(1/16)

RADIATION SAFETY SUB COMMITTEE

3 FEBRUARY 2016

	<b>PRESENT:</b>	Dr Kevin Blake (Chairperson), Yi Hu, Jen Whan (Cairns), John Daicopolous, John Cavalieri, Christa Placzek, Serrin Rowarth
	<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 Chenoworth, Marg Reilly (apology email received during meeting)
	<b>NON-ATTENDANCE:</b>	Alan Baxter, Peter Robertson, Ray Layton, Benjamin Crowley, Sue Kelly
2.	<b>MINUTES:</b>	The Minutes of Meeting (4-15) from 21 September 2015 were adopted as a true and correct record.
3.	<b>ACTION REGISTER</b>	
	<i>ITEM 1 - CENTRAL RADIATION SOURCES REPOSITORY</i> Drew Kleier advised that NOST will be on site week of 15 February to audit Radiation sources and dispose of sources that can be disposed of. Other sources will have activity levels documented, and potential disposal paths documented. Nuclear materials to be attended at a later date. SGS were approached but quotation never received. Drew queried with Committee members if they had anything in the store which needed to be kept. John Cavalieri stated he had items in a safe that he hasn't been able to access – MEX request to be raised, he believed that there would be anything sinister in this. Remain open.	
	<i>ITEM 2 - LASER SAFETY COMPLIANCE AUDIT (2012)</i> Sue Kelly not in attendance and update not received – remain open.	
	<i>ITEM 3 - RADIATION PROCEDURE</i> Drew Kleier advised that the Radiation Procedure has been approved by HSEAC and is available through the Policy Library - Drew to send link to Committee members. Drew Kleier advised that there is now a Radiation section within the Safety website and asked if everyone can please review. 2016 is the year of implementation of the Radiation Procedure with the HSE Unit to verify RSPPs in place.	
	<i>ITEM 4 – RADIATION USER TRAINING</i> Training to occur during O Week. Drew Kleier asked if anyone had any further staff/students who required training as only 5 currently registered. Christa Placzek to speak to the Archaeology unit regarding attendance at training. Drew Kleier advised invitation sent to AITHM but was advised they did not require training. Close 1/16.	
	<i>ITEM 5 – RADIATION COMPLIANCE INSPECTIONS</i> Drew Kleier advised that Kevin Blake's area is due for compliance checks with arrangements to be made in the future. Close 1/16.	
	<i>ITEM 6 – CSIRO REQUEST TO HOLD RADIATION SOURCE</i> Drew Kleier advised CSIRO have not responded to letter sent from our Legal Department advising we were happy to hold source under stated conditions. Awaiting response on issues from CSIRO.	
	<i>ITEM 7 – RSO &amp; RSPP REQUIREMENTS</i> Committee informed that a meeting had been held between the DTHM & DTES stakeholders with agreement that the RSPP will remain shared between the divisions under the control of Ray Layton. Close 1/16.	

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<b>4.</b>	<b>COMPLIANCE, OPERATIONAL ACTIVITIES &amp; HAZARDS (PLANNING)</b>
	Drew Kleier advised that the University is no longer reporting on ULPM – item for deletion.
	<u>ACTION:</u> Secretariat to remove item from Agenda and TOR Schedule of Business.
<b>5.</b>	<b>RESOURCES &amp; PROCESS (IMPLEMENTATION OF PROCEDURES)</b>
	Drew Kleier advised that the Procedure had been approved by HSEAC and is available through the Policy Library. Procedure is now progressing into the Implementation plan – this relates to dates of items and actions throughout the year such as completing website etc. Most of these items relate to actions to be undertaken within the HSE Unit. Update on progress throughout year.
	<u>ACTION:</u> HSE Unit to progress implementation plan and communicate such to the Sub-Committee and radiation users.
<b>6.</b>	<b>REPORTING &amp; VERIFICATION (MANAGEMENT REVIEW)</b>
	<u>RiskWare Reports:</u> Nil to report.
	<u>Notifiable Events:</u> Nil to report.
	<u>Sub Committee 2015 Annual Report:</u> No issues raised with the 2015 Annual Report as tabled. John Daicopolous noted that he was only absent from the last meeting – Secretariat to check against records. HSEAC Radiation Sub-Committee approve without any further alterations for submission to HSEAC.
<b>7.</b>	<b>GENERAL BUSINESS</b>
	<u>HSEAC &amp; Queensland Radiation Health:</u> Kevin Blake advised that there had been no changes within QRH nor for reporting down from HSEAC – all items that had been noted for action had been achieved.
	<u>Update on Sector and Industry HSE Standards &amp; Practices:</u> Nil to report. Noted long delays and little communication from Queensland Radiation with responses to RSPP.
	<u>Review Terms of Reference:</u> Committee happy with addition of Jen Whan (Cairns) as a Committee Member and the deletion of the ULPM reporting requirements from the Schedule of Business.
	<u>Schedule of Business &amp; Proposed 2016 Dates:</u> Committee asked to review proposed dates and advise if there are any glaring clashes and to notify Secretariat as soon as possible so that room and calendar bookings can be made.
	<u>Radiation Plan Audits:</u> Drew Kleier advised that he will be scheduling audits over the year for all of those who have an RSPP in place.
	Dosemeter results will now also be forwarded to the RSO's for review, email access will also be made available.
	<u>Vote of Thanks:</u>

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	The Chair thanked the HSE Unit for the great work and progress that has been made over the past year.
	<p><u>ACTIONS:</u></p> <p>HSEAC Radiation Sub-Committee endorses the noted changes to Committee Membership and the Schedule of Business for the 2016 Terms of Reference.</p> <p>Committee members to review calendars and advise Secretariat of any major clashes with the proposed 2016 meeting dates within one week. Secretariat then to make room bookings for the remaining meeting dates.</p>

The meeting concluded at 10:30 am.

Confirmed:

Chairperson  
3 February 2016