

**UNIVERSITY RADIATION SAFETY SUB COMMITTEE of the
HEALTH, SAFETY AND ENVIRONMENT ADVISORY COMMITTEE
TERMS OF REFERENCE**

1. Establishment

- 1.1 There shall be a University Radiation Safety Sub Committee of the Health, Safety and Environment Advisory Committee (HSEAC) ('the Committee') established to advise the HSEAC. The establishment of this Committee shall be approved by HSEAC.

2. Purpose

- 2.1 The purpose of the Committee is to make recommendations to the HSEAC on all matters relating to radiation safety issues.

3. Functions, Duties and Responsibilities

- 3.1 The Committee shall:
- a) perform the duties and responsibilities specified in Schedule A.
 - b) act on behalf of the Chair of the HSEAC on such other matters as are delegated to it from time to time by the HSEAC.
 - c) Inform HSEAC on such other matters that are within its duties and responsibilities (Schedule A) as it deems appropriate.

4. Membership

- 4.1 The Committee shall comprise the following members:
- Member of HSEAC for University Radiation Safety - Chairperson;
 - All Possession Licensee Nominees – One member to be Deputy Chairperson;
 - All Appointed Radiation Safety Officers;
 - Member of the Australian Institute of Tropical Health and Medicine (if/when radiation practices commence);
 - Director, Divisional Operations for the Division of Tropical Health and Medicine;
 - Manager, Laboratories and Technical Support for the Division of Tropical Environments and Societies;
 - Permanent Advisor from the HSE Unit
- 4.2 The Committee shall have a Deputy Chairperson appointed by the Chairperson.
- 4.3 Any person assuming a role in Committee business on behalf of another person as a consequence of an acting or nominee arrangement (e.g. acting as the *ex officio* member, Deputy Chairperson assuming chairmanship) shall as far as practicable consult and report back to that other person.

5. Secretariat

- 5.1 The HSE Administrative Officer shall be Secretary to the Committee.
- 5.2 The Health, Safety and Environment (HSE) Unit shall provide the resources necessary for the performance of the Committee.

6. Attendance by Others at Meetings

- 6.1 A member may appoint a nominee. When a member is unable to attend a meeting of the Committee, that member should advise the Chairperson in writing that a representative will attend on their behalf as a nominee. The nominee will be considered a Committee member for voting and decision making at the meeting.
- 6.2 The Committee or its Chairperson may invite other University staff members and persons external to the University, as required for the purposes of the Committee, to attend meetings as advisors.

7. Convening a Meeting

- 7.1 The Committee shall meet as often as necessary, at least four times a year, in order to perform its functions.

- 7.2 The Committee shall meet 1 month prior to the HSEAC Committee meetings to enable reporting and minutes to be provided for inclusion in the HSEAC agenda in a timely manner. This will normally be 2 weeks prior to the HSEAC Agenda distribution date.
- 7.3 Meetings shall be convened by the Chairperson.
- 7.4 The Convenor shall cause to be sent in reasonable time to all members of the Committee a notice of meeting.
- 7.5 Proposals for agenda items from Committee members are to be submitted to the Secretary for consideration by the Convenor for inclusion on the agenda. The Convenor, in consultation with the Secretary, shall determine the agenda.
- 7.6 For the purposes of accountability and meeting efficiency, all meetings shall be run according to a pre-determined agenda with items presented under an item coversheet that clearly identifies the recommended action.

8. Conduct of Meeting

- 8.1 Except as hereinafter provided the Chairperson shall preside at all meetings of the Committee. If the Chairperson is absent from a meeting, the Deputy Chairperson shall preside. If the Deputy Chairperson is absent also, the members present shall elect one of their number to preside.
- 8.2 A quorum exists at a meeting of the Committee if the majority (minimum of 7 of 13) of its members are present.

9. Rules for Conduct of Business

- 9.1 Subject to the general control of HSEAC, the Committee may make its own rules for the conduct of its business that are in keeping with its Terms of Reference.

10. Reporting Obligations

- 10.1 After each of its meetings the Committee shall submit a report to HSEAC. Such report shall include:
- a) advice, with recommendations as relevant, in respect to those matters set out in Schedule A;
 - b) confirmation of action taken in respect to any matter for which delegated authority has been exercised;
 - c) advice on any other matters which the Committee desires to draw to the attention of HSEAC; and
 - d) details of attendance by each member at each meeting of the Committee for the year.

11. Executive Actions/Circularised Resolutions

- 11.1 Where circumstances do not allow a matter relevant to the duties and responsibilities of the Committee to be put to a meeting of the Committee, and a resolution of the Committee is required, the Chairperson shall cause the matter to be considered by members by circularised resolution. The principles and procedures adopted by University Council for managing business by circularised resolution apply.
- 11.2 Where it is not practicable for the matter in 11.1 above to be put to members by circularised resolution, the Chairperson or HSEAC may act executively on the matter.
- 11.3 Where it is necessary for the Chairperson to have a matter determined as in 11.1 or 11.2 above, the approval shall be reported by the Secretary to the next meeting of the Committee.

12. Annual Review of, and Amendment to, Terms of Reference

- 12.1 These Terms of Reference shall be reviewed annually by the Committee at its last meeting of the calendar year.
- 12.2 The Committee or Chairperson may propose to HSEAC, following that review and from time to time, amendments to these Terms of Reference for approval.

SCHEDULE A – FUNCTIONS OF THE UNIVERSITY RADIATION SAFETY SUB COMMITTEE

1. **Compliance, Operational Activities & Hazards (Planning)**

The Committee shall advise HSEAC of the University's position in relation to the University Level Performance Measures relating to Radiation Safety (WHS Legislative Compliance Progress Scorecard).

The Committee will make its own arrangements for ensuring HSE compliance via work groups if it is considered necessary.

2. **Resources & Process (Implementation of Standards)**

The Committee shall develop, implement, monitor and review the Radiation Safety Standard that forms part of the University's Health, Safety and Environment Integrated Management System (HSE Plan).

3. **Reporting & Verification (Management Review)**

The Committee shall review the following RiskWare reports at each of its meetings and advise HSEAC of the status of action taken in respect of outstanding matters;

- (i) Workplace Inspections & Audits
- (ii) Incident & Hazard Report

In addition, HSEAC will be notified of any Notifiable Event, Regulatory Notice, potential/actual very high and high risks deemed necessary by the Chairperson for immediate notification.

The Committee may raise issues, where it is considered beyond the control of the Radiation Safety Sub Committee with HSEAC for advice and direction. HSEAC will advise the Committee of the proposed action.

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MEMBERSHIP OF THE UNIVERSITY RADIATION SAFETY SUB COMMITTEE

The Committee shall comprise the following members:

Composition of Committee	Member and Position Title
Chairperson (Member of HSEAC for University Radiation Safety - Chairperson)	Dr Kevin Blake Analytical Research Centre Possession Licensee, Advanced Analytical Centre
All Possession Licensee Nominees <i>Note: All Possessions Licensees for a radiation practice as identified by the relevant Divisional HSE Committee shall attend a minimum of two (2) of the University Radiation Safety Sub Committees each calendar year.</i>	Veterinary & Biomedical Services – Professor Peter Chenoweth to be advised (or Nominee) Professor Peter Junk (or Nominee) Pharmacy & Molecular Sciences Professor Alan Baxter (or Nominee) Comparative Genomics Centre Professor Yinghe He (to be changed to Peter Robertson once licence is changed) (or Nominee) Engineering and Physical Sciences
All Appointed Radiation Safety Officer's <i>Note: All Appointed Radiation Safety Officer's for a radiation practice as identified by the relevant Divisional HSE Committee shall attend a minimum of four (4) of the University Radiation Safety Sub Committees each calendar year.</i>	Dr Yi Hu (or Nominee) RSO, Advanced Analytical Centre Associate Professor John Cavalieri (or Nominee) RSO, Veterinary Biomedical Services Ms Serrin Rowarth (or Nominee) RSO, Immunogenetics Research Facility Mr Ray Layton (or Nominee) RSO, Pharmacy & Molecular Sciences Mr Benjamin Crowley (or Nominee) RSO, Comparative Genomics Centre Engineering and Physical Sciences John Daicopoulos (or Nominee) Dr Christa Placzek (or Nominee)
Member of the Australian Institute of Tropical Health and Medicine	(If/when radiation practices commence)
Director, Divisional Operations, Division of Tropical Health and Medicine	Mr Geoffrey Gorton (or Nominee)
Manager, Laboratories and Technical Support for the Division of Tropical Environments and Societies	Mrs Sue Kelly (or Nominee)
Permanent Advisor HSE Unit	Mr Drew Kleier (or Nominee) HSE Biological, Radiation and Chemicals Safety Advisor & University RSO. Health, Safety and Environment Unit
Secretariat	Ms Michelle Nethery HSE Administrative Officer (or Nominee)

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Meeting Dates	Schedule of Business – University Radiation Safety Sub Committee
<p>February</p>	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: HSEAC and Queensland Radiation Health • Update on Sector and Industry HSE Standards & Practices • Review Terms of Reference for and membership of the Committee • Schedule of Business and proposed dates for the Next Year <p>Compliance, Operational Activities & Hazards (Planning):</p> <ul style="list-style-type: none"> • ULPM - WHS Legislative Compliance Progress Scorecard <p>Resources & Process (Implementation of Standards):</p> <ul style="list-style-type: none"> • University Radiation Safety Standard <p>Reporting & Verification (Management Review)</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits • RiskWare Report Incident & Hazard Report • Notifiable Events, regulatory Notices, Potential Very High and High Risks • Sub Committee 4th Quarter Minutes • Sub Committee ULPM Full Year Report (Prior) [WHS Legislative Compliance Progress Scorecard – University Radiation Safety] • Sub Committee Annual Report (Prior) – University Radiation Safety Standard
Meeting Dates	Schedule of Business – University Radiation Safety Sub Committee
<p>April</p>	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: HSEAC and Queensland Radiation Health • Update on Sector and Industry HSE Standards & Practices <p>Compliance, Operational Activities & Hazards (Planning):</p> <ul style="list-style-type: none"> • ULPM - WHS Legislative Compliance Progress Scorecard <p>Resources & Process (Implementation of Standards):</p> <ul style="list-style-type: none"> • University Radiation Safety Standard <p>Reporting & Verification (Management Review):</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits • RiskWare Report Incident & Hazard Report • Notifiable Events, regulatory Notices, Potential Very High and High Risks • Sub Committee 1st Quarter Minutes

Meeting Dates	Schedule of Business – University Radiation Safety Sub Committee
<p style="text-align: center;">July</p>	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: HSEAC and Queensland Radiation Health • Update on Sector and Industry HSE Standards & Practices <p>Compliance, Operational Activities & Hazards (Planning):</p> <ul style="list-style-type: none"> • ULPM - WHS Legislative Compliance Progress Scorecard <p>Resources & Process (Implementation of Standards):</p> <ul style="list-style-type: none"> • University Radiation Safety Standard <p>Reporting & Verification (Management Review):</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits • RiskWare Report – Incident & Hazard Report • Notifiable Events, regulatory Notices, Potential Very High and High Risk • Sub Committee 2nd Quarter Minutes • Sub Committee ULPM Half Year Report (Jan-Jun) [WHS Legislative Compliance Progress Scorecard – University Radiation Safety]
Meeting Dates	Schedule of Business – University Radiation Safety Sub Committee
<p style="text-align: center;">October</p>	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: HSEAC and Queensland Radiation Health • Update on Sector and Industry HSE Standards & Practices <p>Compliance, Operational Activities & Hazards (Planning):</p> <ul style="list-style-type: none"> • ULPM - WHS Legislative Compliance Progress Scorecard <p>Resources & Process (Implementation of Standards):</p> <ul style="list-style-type: none"> • University Radiation Safety Standard <p>Reporting & Verification (Management Review):</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits (Performance & Schedule) • RiskWare Report Incident & Hazard Report (Performance & Schedule) • Notifiable Events, regulatory Notices, Potential Very High and High Risks • Sub Committee 3rd Quarter Minutes

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