

	PRESENT:	Dr Kevin Blake (Chairperson), Yi Hu, Christa Placzek, Serrin Rowarth, Ray Layton, Margaret Reilly (proxy for Peter Chenoworth), Shane Askew (proxy for Jen Whan)
	ATTENDANCE:	Michelle Nethery (Minutes Secretary) and Drew Kleier (Permanent Advisor)
	DECLARATION OF CONFLICTS OF INTEREST: there were no conflicts of interest declared.	
	APPROVAL OF PART B ITEMS	
1	APOLOGIES:	Jen Whan (Cairns), John Daicopolous, John Cavalieri, Geoff Gorton, Peter Chenoworth, Peter Robertson, Sue Kelly, Peter Junk
	NON-ATTENDANCE:	Alan Baxter, Benjamin Crowley
2.	NO CONFLICT OF INTEREST WAS DECLARED.	
	MINUTES:	The Minutes of Meeting (1-16) from 3 February 2016 were adopted as a true and correct record.
3.	ACTION REGISTER	
	<p><i>ITEM 1 - CENTRAL RADIATION SOURCES REPOSITORY</i> Full details provided under Item 7.0. Drew Kleier & Ray Layton to review list of sources to be disposed of immediately and those for the 'dilute & disperse' method. Drew Kleier to contact NOST for a quote for the removal of those noted sources requiring Radiation Health permission by a licenced contractor.</p> <p><i>ITEM 2 - LASER SAFETY COMPLIANCE AUDIT (2012)</i> Sue Kelly not in attendance and update not received – remain open.</p> <p><i>ITEM 3 - RADIATION PROCEDURE</i> Complete HSE webpages update now done. Close 2/16</p> <p><i>ITEM 4 – CSIRO REQUEST TO HOLD RADIATION SOURCE</i> Final version of letter now complete. CSIRO to sign. Close 2/16</p>	
4.	RESOURCES & PROCESS (IMPLEMENTATION OF PROCEDURES)	
	Drew Kleier advised nil to report.	
5.	REPORTING & VERIFICATION (MANAGEMENT REVIEW)	
	<p><u>RiskWare Reports:</u> Nil to report.</p> <p><u>Notifiable Events:</u> Nil to report.</p>	
7.	GENERAL BUSINESS	
	<p><u>HSEAC & Queensland Radiation Health:</u> Nil to report for Queensland Health. The Chair advised that HSEAC were keen for all of the radiation deposits to be removed by the end of 2016.</p> <p><u>Update on Sector and Industry HSE Standards & Practices:</u> ANSO Reporting – Drew Kleier advised has provided update of storage locations sent to ANSO; inventory of nuclear materials to be sent through by Drew in June.</p> <p><u>Radiation Safety Waste Disposal Report</u> Drew Kleier reported that during O Week (see page 8 of Agenda papers for full details) NOST surveyed the central radiation store and provided a breakdown of options for the removal of these sources. NOST advised that of the 38 sources analysed – 20 could be disposed of immediately; 3 disposed over time using 'dilute & disperse' method; 6 sources need to be added to a Possession Licence and disposed of</p>	

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by a licenced contractor; 8 were on an existing licence and can be disposed by a licensed contractor and 1 source required further investigation with Radiation Health.

Discussion was had by the committee on how we put those sources which are currently not under a Possession Licence onto a licence. Further discussion to be had with Ray Layton regarding the dilution group. It was noted that a number of the sources reviewed had not been included on the initial register as when the sources were removed from their packaging extra items were discovered.

Ray Layton advised that those sources requiring the 'dilute & disperse' over time method could be moved from the central store to the radiation lab however these would take some time to be disposed of due to the daily limit allowance.

Committee discussed the cost of external disposal vs self-disposal, a price will be sort for the disposal.

Drew Kleier to approach NOST to provide proposals and quotations for assistance in removing remaining sources, it was noted that this could take a few months for them to come back with the quote as further investigation was required on removal of some of these sources. Drew advised he will go to the central store and sort out all those sources which can be disposed immediately and have this double checked by a committee member before removal.

New CT Scanner for JCUVet

Margaret Reilly reported that they are awaiting for delivery of a new Siemon 64 Slice CT scanner to be installed. Margaret advised that it requires a chilling machine to be installed prior to it being approved for operation. Room and machine to be compliance tested and externally managed by Queensland Health. RSPP to be updated and will work with Drew Kleier in regard to this. Possession Licensee will need to be determined. Margaret to notify the committee when the machine will be installed.

Baxter Lab

The Comparative Genomics Centre is looking into conducting research with radioactive isotope Chromium 51. Ray Layton indicated that appropriate shielding for the Chromium 51 is required. The room is certified for Chromium 51 work. Isotope to be handled remotely and currently JCU does not have the equipment to do this.

Internal Inspections

Serrin Rowarth queried whether the radiation laboratories have internal inspections by the Committee. Kevin Blake (Chair) advised that the Committees role is advisory only and does not undertake audits which would be done by the HSE Unit. Drew Kleier advised that this will be happening later in the year.

Ray Layton advised he has received good feedback from audits undertaken by Bec Part, HSE Unit. The Chair noted that by being audited by the HSE Unit it provides a global perspective and standard of the radiation labs rather than the individualised audits.

ACTION:

CT Scanner for JCUVet

Margaret Reilly to collaborate with Drew Kleier in regard to the RSPP for the new machine and provide Possession Licensee details. To advise committee when machine installed.

Baxter Lab

Ray Layton working with Comparative Genomics Centre for Chromium 51 work.

Radiation Audits:

Drew Kleier to seek volunteers to assist with radiation inspections for last six months of 2016.

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HEALTH SAFETY &
ENVIRONMENT ADVISORY COMMITTEE

(2/16)

27 APRIL 2016 (contd)

The meeting concluded at 10:45 am.

Confirmed:

Chairperson
27 April 2016