

UNIVERSITY RADIATION SAFETY SUB 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 establishment of this Sub Committee shall be approved by HSEAC.

**2. Purpose**

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

**3. Functions, Duties and Responsibilities**

- 3.1 The Sub Committee shall:
- a) perform the duties and responsibilities specified in Schedule A
  - b) act on behalf of the Chair of HSEAC on such other matters as are delegated to it from time to time by 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 Sub Committee shall comprise the following members:
- Member of HSEAC for University Radiation Safety - Chairperson;
  - All University Appointed Radiation Safety Officers;
  - Director, Divisional Operations, Division of Tropical Health and Medicine;
  - Manager, Laboratories and Technical Support, Division of Tropical Environments and Societies;
- 4.2 The Sub Committee shall have a Deputy Chairperson appointed by the Chairperson.
- 4.3 Any person assuming a role in Sub 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 Health, Safety and Environment (HSE) Administrative Officer shall be Secretary to the Sub Committee.
- 5.2 The Health, Safety and Environment (HSE) Unit shall provide the resources necessary for the performance of the Sub 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 Sub 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 Sub Committee member for voting and decision making at the meeting.
- 6.2 The Sub Committee or its Chairperson may invite other University staff members and persons external to the University, as required for the purposes of the Sub Committee, to attend meetings as advisors.

**7. Convening a Meeting**

- 7.1 The Sub Committee shall meet as often as necessary, at least four times a year, in order to perform its functions.
- 7.2 The Sub Committee shall meet 1 month prior to 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 Sub Committee a notice of meeting.
- 7.5 Proposals for agenda items from Sub 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

## **8. Conduct of Meeting**

- 8.1 Except as hereinafter provided the Chairperson shall preside at all meetings of the Sub 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 Sub Committee if the majority (minimum of 5 of 9) of its members are present.

## **9. Rules for Conduct of Business**

- 9.1 Subject to the general control of HSEAC, the Sub 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 Sub 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
- 10.2 In addition to submitting Reports of its meetings, the Sub Committee shall provide an Annual Report on the calendar year's activities to HSEAC, following the first meeting of the Sub Committee in the following year.
- The Annual Report shall document:
- a) a summary of outcomes for the year; and
  - b) details of attendance by each member of the Sub Committee for the year.
- 10.3 The Sub Committee shall provide to HSEAC an Annual Schedule of Business for the Sub Committee. The Sub Committee's membership list shall be appended to the Terms of Reference but do not form part of the Terms of Reference.

## **11. Executive Actions/Circularised Resolutions**

- 11.1 Where circumstances do not allow a matter relevant to the duties and responsibilities of the Sub Committee to be put to a meeting of the Sub Committee, and a resolution of the Sub Committee is required, the Chairperson shall cause the matter to be considered by members by circularised resolution. The principles and procedures adopted by HSEAC 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 Sub Committee.

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

- 12.1 These Terms of Reference shall be reviewed annually by the Sub Committee.
- 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. The Committee shall make its own arrangements for ensuring HSE compliance via work groups if it is considered necessary.
2. The Sub 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. The Sub 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
4. HSEAC shall be notified of any Notifiable Event, Regulatory Notice, potential/actual very high and high risks deemed necessary by the Chairperson for immediate notification.
5. The Sub Committee may raise issues, where it is considered beyond the control of the Radiation Safety Sub Committee with HSEAC for advice and direction. HSEAC shall advise the Sub Committee of the proposed action.
6. The Sub Committee shall report quarterly to HSEAC on the outcomes of its deliberations and identify any issues that require escalation to HSEAC for action.

Document Effective: 24 April 2018

## MEMBERSHIP OF THE UNIVERSITY RADIATION SAFETY SUB COMMITTEE

The Committee shall comprise the following members:

Composition of Committee	Member and Position Title
Chairperson (Member appointed by HSEAC)	Dr Kevin Blake Analytical Research Centre Possession Licensee, Advanced Analytical Centre
University Appointed Radiation Safety Officers	Dr Jen Whan (or Nominee) RSO, Advanced Analytical Centre
	Associate Professor John Cavalieri (or Nominee) RSO, Veterinary Biomedical Services
	Ms Serrin Rowarth (or Nominee) RSO, AITHM (Townsville)
	Mr Ray Layton (or Nominee) RSO, Pharmacy & Molecular Sciences
	Mr John Daicopoulos / Dr Christa Placzek (or Nominee) RSO Engineering and Physical Sciences
	Mr Phil Walsh (or Nominee) RSO, AITHM (Cairns)
Director, Divisional Operations, Division of Tropical Health and Medicine	Mr Geoffrey Gorton (or Nominee) (Deputy Chair)
Manager, Laboratories and Technical Support, Division of Tropical Environments and Societies	Mrs Sue Kelly (or Nominee)
Advisors by Invitation: Controlled Entities Radiation Safety Officers	Miss Victoria Thomas (or Nominee) JCU UniVet
	Dr Amar Sholapurka (or Nominee) Tropical Queensland Centre of Oral Health
Advisors by Invitation: All Possession Licensee Nominees	Professor Peter Junk (or Nominee) College of Science and Engineering
	Professor Alan Baxter or (Nominee) Comparative Genomics Centre
	Mr Peter Robertson (or Nominee) College of Science and Engineering)
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 (or Nominee) HSE Administrative Officer

Effective: 24 April 2018

Meeting	<p style="text-align: center;"><b>University Radiation Safety Sub Committee 2018 Schedule of Business</b></p>
<p style="text-align: center;"><b>01/2018</b></p>	<p><b>General Business:</b></p> <ul style="list-style-type: none"> <li>• Business arising: HSEAC and Queensland Radiation Health</li> <li>• Update on JCU and Sector HSE matters</li> <li>• Update on Industry HSE Standards &amp; Practices</li> <li>• Amendments to Radiation Safety Procedure (as they arise)</li> <li>• Review Terms of Reference and Membership of Committee</li> </ul> <p><b>2017 4<sup>th</sup> Quarter Reports</b> RiskWare Report - Workplace Inspections &amp; Audits</p> <ul style="list-style-type: none"> <li>• RiskWare Report Incident &amp; Hazard Report (prior year)</li> <li>• Notifiable Events, regulatory Notices, Potential Very High and High Risks</li> <li>• Sub Committee Annual Report</li> </ul>
<p style="text-align: center;"><b>02/2018</b></p>	<p><b>General Business:</b></p> <ul style="list-style-type: none"> <li>• Business arising: HSEAC and Queensland Radiation Health</li> <li>• Update on JCU and Sector HSE matters</li> <li>• Update on Industry HSE Standards &amp; Practices</li> <li>• Amendments to Radiation Safety Procedure (as they arise)</li> </ul> <p><b>1<sup>st</sup> Quarter Reports:</b></p> <ul style="list-style-type: none"> <li>• RiskWare Report - Workplace Inspections &amp; Audits</li> <li>• RiskWare Report Incident &amp; Hazard Report</li> <li>• Notifiable Events, regulatory Notices, Potential Very High and High Risks</li> </ul>
<p style="text-align: center;"><b>03/2018</b></p>	<p><b>General Business:</b></p> <ul style="list-style-type: none"> <li>• Business arising: HSEAC and Queensland Radiation Health</li> <li>• Update on JCU and Sector HSE matters</li> <li>• Update on Industry HSE Standards &amp; Practices</li> <li>• Amendments to Radiation Safety Procedure (as they arise)</li> </ul> <p><b>2<sup>nd</sup> Quarter Reports:</b></p> <ul style="list-style-type: none"> <li>• RiskWare Report - Workplace Inspections &amp; Audits</li> <li>• RiskWare Report – Incident &amp; Hazard Report</li> <li>• Notifiable Events, regulatory Notices, Potential Very High and High Risk</li> </ul>
<p style="text-align: center;"><b>04/2018</b></p>	<p><b>General Business:</b></p> <ul style="list-style-type: none"> <li>• Business arising: HSEAC and Queensland Radiation Health</li> <li>• Update on JCU and Sector HSE matters</li> <li>• Update on Industry HSE Standards &amp; Practices</li> <li>• Schedule of Business, Committee Membership and Proposed Dates for the next year</li> </ul> <p><b>3<sup>rd</sup> Quarter Reports:</b></p> <ul style="list-style-type: none"> <li>• RiskWare Report - Workplace Inspections &amp; Audits (Performance &amp; Schedule)</li> <li>• RiskWare Report Incident &amp; Hazard Report (Performance &amp; Schedule)</li> <li>• Notifiable Events, regulatory Notices, Potential Very High and High Risks</li> </ul>

Effective: 24 April 2018