

ANU Radiation Safety Committee

Terms of Reference

Purpose -

The Radiation Safety Committee has been established by the OHS Policy Committee as a source of expert technical advice on radiation safety matters, both ionizing and non-ionizing, and to assist in improving the work environment through improving safety standards and practices, in addition to complying with relevant regulations.

The Committee shall undertake the following functions –

1. Review and comment on any changes to radiation safety legislation, standards, codes of practice, guidelines or recommendations, and the implications of any such changes upon the ANU.
2. Review and comment on each new radiation dealing proposed to be undertaken by a Budget Unit. The new dealing may be addressed by a sub-committee of the Radiation Safety Committee, and discussed at the committee by the RSO of the relevant Budget Unit. The new dealing is formally approved when passed by the Radiation Safety Committee membership.
3. Facilitate the implementation of ARPANSA expectations, including –
 - Minimum qualifications of radiation workers in the University.
 - Additional requirements covered in the ARPANSA Licence Conditions.
4. Monitor the annual review of each Budget Unit's safety management plans.
5. Investigate serious accidents and incidents associated with radiation dealings.
6. Oversee the ANU's radiation safety training courses.

Membership –

The Committee membership is to be drawn from the appointed Radiation Safety Officers (http://info.anu.edu.au/hr/ohs/ohs_networks/radiation_controlled_persons.asp), as nominated by the Budget Unit, and in number be no more than 16 members.

Chairperson –

The Chairperson of the Committee shall be elected by the Committee membership. The Chairperson shall preside at all committee meetings at which the Chairperson is present. The chairpersonship may rotate annually. The Chairperson shall report the activities of the Committee at least annually to the OHS Policy Committee and attend OHS Policy Committee meetings on request.

In the absence of the Committee Chairperson, a Deputy Chairperson shall be elected by the Committee membership present. The Deputy Chairperson shall preside at committee meetings in the absence of the Chairperson.

Secretariat –

The Secretariat of the Committee shall be a representative from the OHS Branch. The Secretariat shall maintain a record of the activities of the Committee and perform secretarial duties.

Meeting Frequency –

The Committee shall meet at least quarterly. The minutes of each meeting shall be provided to the OHS Policy Committee.

Quorum –

At least 4 committee members form a quorum.

Voting –

In the event a resolution requires a vote, the resolution is passed if the majority of members present vote in the affirmative.