

WHS OP016 Terms of Reference - Radiation Safety Reference Group (RSRG)

Section 1 - Overview

Establishment of Group

(1) This Reference Group is established as a subcommittee of the [WHS Management Group](#), to provide expert advice and support around matters pertaining to radiation safety.

Objectives

(2) The University's Radiation Safety Reference Group contributes to the foundation of Work Health and Safety, environmental and hazardous substance consultation in the workplace, and assists with coordinating the implementation of these requirements across the University.

Section 2 - Group Membership

Membership

(3) The NSW Environment Protection Authority document, "[NSW Radiation Series No 5 – Recommendations for Radiation Safety Committees and Radiation Safety Officers](#)" provides guidelines for the membership and functions of a Radiation Safety Committee (RSC).

(4) The members of the Group are as follows:

- a. Radiation Safety Officer (RSO) possessing the appropriate knowledge, qualifications and training as defined in Part II of the NSW Environment Protection Authority document, "[NSW Radiation Series No 5 – Recommendations for Radiation Safety Committees and Radiation Safety Officers](#)";
- b. The Group will consist of a minimum of one representative from each School, Directorate or Unit, which currently or will in the future handle, use, transport or store radioactive substances and/or ionising radiation equipment as part of their work.
 - i. This cross section should primarily be discipline-based and may include representatives from, but not limited to:
 - Physics,
 - Molecular and Microbial Biosciences,
 - Agronomy,
 - Animal Science,
 - Medicine, and
 - Biological Science.
 - ii. Ideally, the representative will be familiar with the use of radioactive substances and/or ionising radiation in their respective work area, although this is not essential.
 - iii. The representative will be nominated by the respective Head of School, Directorate or Unit. The

representative may, with the approval of their Head, nominate an alternative if they cannot attend meetings.

- c. A WHS representative or WHS Team member;
- d. An Environmental Sustainability and/or FMS representative;
- e. A Secretary/Executive Officer (as appointed by the Chair).

In Attendance

Official attendees

(5) Any other person invited by the Chair or Group.

Chair

(6) The Chair will be elected by the RSRG members and approved by the WHS Management Group. If the Chair is unavailable then a member of the Group will act as temporary Chair. If the elected Chair is unavailable to act as Chair for a period of longer than six (6) months then the Group will elect a replacement Chair to be approved by the WHS Management Group.

Gender Representative Objectives

(7) The University is committed to gender equality and, so far as is practicable, it is an objective that the Committee membership should comprise a balance of genders.

Section 3 - Terms of Reference

Functions

(8) The functions of the Radiation Safety Reference Group will be to:

- a. ensure the University has a trained Radiation Safety Officer (RSO) and a 'back-up' RSO;
- b. undertake the assessment and review of all University research and as appropriate, teaching involving the use of Radiation (including the qualifications and experience of personnel involved);
- c. provide advice to the University researchers and management on potential hazards and harmful effects of the use of radiation and their mitigation;
- d. certify or facilitate the certification of radiation laboratories and equipment to ensure that radiation laboratories, facilities and equipment consistently meet the appropriate safety and certification requirements;
- e. provide a forum for the development of practices, processes, systems and strategies to be implemented in all University workplaces to ensure compliance with the [Radiation Control Act 1990](#), [Radiation Control Regulation 2013](#), codes of practice and industry standards;
- f. maintain a register of radiation sources/apparatus held by the University, projects, radiation facilities and researchers licenced to use sources of radiation;
- g. maintain radiation exposure records for staff and researchers licensed to use sources of radiation;
- h. communicate and advise the University community on changes to the [Radiation Control Act 1990](#), [Radiation Control Regulation 2013](#) and Australia/New Zealand Standards of Safety in Laboratories (AS2243.4) or similar associated legislation, codes of practice and guidelines;
- i. assist with University reporting requirements in setting achievable objectives for the management of radioactive substances and/or ionising radiation equipment;
- j. interact with Research Services and the Work Health and Safety (WHS) Unit and advise the WHS Unit on membership of the University Radiation Safety Community;

- k. manage appropriate actions or escalate to the WHS Management Group as required; and
- l. provide two reports each year to the WHS Committee.

Reporting

(9) The Chair of the Group will report to the WHS Committee and WHS Management Group on the business conducted by the Group. Reports will normally be by email and will include minutes of each meeting. The Chair will report to the WHS Management Group on any significant matters in person or through a delegate of the Group.

Decision Making

(10) Decision making that is outside the scope of these Terms of Reference, requires resourcing not immediately available to the group or involves matters of a significant impact to the University must be referred to the WHS Management Group for direction.

Section 4 - Conduct of Group Business

Meetings

(11) The Group will meet on a quarterly basis and is expected to use technology and “flying minutes” to attend to urgent matters. Group members are expected to be available on short notice, however, should be given as much notice as is practicable in the circumstances of matters arising.

Business Papers

(12) Unless the Chair directs otherwise, Group business papers, agenda and explanatory documents accompanying them will be distributed to Group members as required, and with as much notice as is practicable in the circumstances. Disclosure of business papers, minutes and other information received by the Group should be made via the Chair or Secretary to the Group.

Quorum

(13) A quorum shall consist of a simple majority of the members of the Group at the time the meeting is held, generally 50%.

Use of Technology

(14) For its business papers, meetings and otherwise to conduct its business the Group and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Secretary.

Resolutions

(15) The Group may pass a resolution by “flying minute” provided that the resolution has been approved by a simple majority of the Group members at the time the resolution is made.

Minutes

(16) Meeting notes will be kept to a minimum and circulated promptly following the meeting, including all action items. These will not require formal endorsement by the Group.

Disclosure of information

(17) Disclosure of business papers, minutes and other information received by the Group should be made via the Chair or Secretary to the Group.

Self-Review

(18) Once every twelve-month period, the Group shall devote at least one part of one meeting to the review of its policies, practices, and procedures over the preceding 12 months.

(19) Any changes or amendments to the Terms of Reference will be determined by the Group and approved by the WHS Management Group.

Secretary to the Group

(20) The Chair will appoint a Secretary who will provide administrative support to the Group.

Status and Details

Status	Current
Effective Date	23rd June 2019
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