

# UNIVERSITY OF NEWCASTLE

## Chemical and Radiation Technical Committee (CRTC)

### Terms of reference

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#### 1.0 Introduction

- 1.1 The Chemical and Radiation Technical Committee (the Committee) is established pursuant to the *Radiation Control Act 1990* (NSW) and the *Radiation Control Regulation 2013* to assist the University to meet its obligations in regard to protecting employees, members of the public and the environment from unnecessary exposure to radiation arising from their operations which use radiation apparatus and radioactive substances. The committee also assists the University to meet its obligations relating to the *Work Health and Safety Act 2011* and associated regulations and codes of practice, the *Explosives Act 2003* (NSW), *Poisons and Therapeutic Goods Act 1966* (NSW). The committee provides the University with a forum for the consultation of WHS matters involving hazardous materials (other than biological) that may impact on the operations of the University and its community, and as such is directly responsible to the Vice-Chancellor.
- 1.2 The Deputy Vice-chancellor (Research and Innovation) acts as the officer of the University responsible for ensuring compliance of The University of Newcastle with the applicable legislation relating to the use of Chemicals and Radiation in Research, and as such oversees the activities of the CRTC.

#### 2.0 Terms of reference

- 2.1 The CRTC will discuss and make recommendations to promote work health and safety best practice at University work sites in relation to the use of hazardous substances and dangerous goods (excluding biologicals) utilised within research or teaching and learning activities at the University.
- 2.2 The CRTC will assist the University to meet its obligations under the *Work Health and Safety Act 2011*, and associated Regulations, Codes of Practice and any other applicable legislation with respect to the use of hazardous chemicals, materials and radioactive materials and equipment utilised within research or teaching and learning activities at the University. The CRTC will:
- 2.2.1 Review all proposed research and teaching activities that involve high risk

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materials as described from time to time in legislation and University Policies and procedure documents.

- 2.2.2 Inform the Deputy Vice-Chancellor (Research and Innovation) and the Health and Safety Team immediately of any unsafe working practice or deficiency in equipment or apparatus brought to its notice that affects safety from hazardous materials, or radioactive materials and ionizing equipment and recommend immediate remedial action.
  - 2.2.3 Review all investigations of incidents and accidents that involve research or teaching and learning activities or other events where hazardous materials, radioactive materials and ionizing equipment are involved.
- 2.3 The CRTC, on behalf of the University, will undertake the functions described in *NSW Radiation Series No. 5 Recommendations for Radiation Safety Officers and Radiation Safety Committees, 2003* in accordance with Section 30 of the *Radiation Control Regulation 2013*:
- 2.3.1 To act as an administrative and consultative body that reviews the radiation safety of all uses of ionizing radiation and radioactive substances within the organisation;
  - 2.3.2 To recommend implementation of radiation safety policies within the organisation;
  - 2.3.3 Review all investigations of radiation incidents and accidents
- 2.4 The CRTC will assist the University to meet its licensing and regulatory obligations under the *Poisons and Therapeutic Goods Act 1966 (NSW)* and the *Poisons and Therapeutic Goods Regulation 2008*:
- 2.4.1 Review the research and teaching safety implications associated with S4 (restricted substances), S8 (drugs of addiction) and S9 (prohibited substance) poisons within the organisation;
  - 2.4.2 Review all investigations of S4/S8/S9 poisons incidents;
- 2.5 The CRTC will assist the University to meet its obligations under the *Explosives Regulation 2013*:
- 2.5.1 To act as an administrative and consultative body that reviews the safety implications associated with explosives used for teaching and research.
  - 2.5.2 Review all investigations of incidents and accidents involving explosives.
- 2.6 The CRTC will assist the University to meet its obligations under the *WHS Regulation 2011*:
- 2.6.1 Review the safety implications associated with the use of substances identified in the regulations as requiring health monitoring in teaching and research activities

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- 2.6.2 Review the safety implications associated with the use of prohibited or restricted carcinogens and restricted hazardous chemicals as identified in the regulation in teaching and research activities .
- 2.7 The CRTC will assist the University to meet its obligations under the Code of Practice for Supply Diversion into Illicit Drug Manufacture:
- 2.7.1 Review the safety implications associated with the use of substances identified as Category 1 in the Code in teaching and research activities

### 3.0 Membership

- 3.1 The CRTC shall comprise members with the collective technical scientific expertise and experience to review and assess all of the matters which are referred to it for consideration, assessment, and advice. Conjoint staff members may also be appointed to membership of the CRTC.
- 3.2 When deemed appropriate a particular role on the committee may be shared by two persons to ensure minimum attendance requirements can be met.
- 3.3 The Chair, appointed by the Deputy Vice-Chancellor (Research and Innovation) on the nomination of the committee, should be a person holding a senior position in the University, and should possess the following attributes:
- an ability to bring impartiality to the task
  - the skills to manage the business of the CRTC
  - an ability to communicate, negotiate and to resolve issues; and
  - an understanding of radiation and chemical safety and the WHS legislation
- 3.3.1 The Chair of the CRTC will be selected on the basis of an election by all CRTC members following a nomination process.
- 3.3.2 In the event that no nomination is forthcoming the DVC(R&I) will appoint a suitable staff member to the role.
- When elections are due, nominations for Chair are requested by return email to the Committee Secretary from sitting committee members and PVC's of the Faculties the CRTC services. All nominees for Chair require endorsement from the DVC (R&I) prior to being included on the ballot form.
- 3.3.3 A confidential committee ballot is conducted for the Chair by return email to the Committee Secretary with the result conveyed to the DVC (R&I) for endorsement prior to confirmation of the new Chair at the next CRTC meeting
- 3.3.4 Where the Chair is unable to be present at a meeting, the Deputy Chair will preside.
- 3.3.5 Where both the Chair and Deputy Chair are unavailable to be present at a meeting the Chair will nominate a committee member to chair the meeting in their absence.
- 3.3.6 The Chairperson is also the CRTC representative on the University OH&S Committee and the Research Integrity Accountability and Compliance Committee (RIACC) - although delegation of this responsibility may be appropriate under certain conditions.

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- 3.4 When election for Deputy Chair is due, nominations from sitting committee members from the current membership are requested by return email to the Committee Secretary and a confidential committee ballot is conducted by return email to the Committee Secretary with the result announced at the next CRTC meeting.
- 3.5 The membership of the CRTC should, if practicable, include at least one employee representative from each of the organisational units within the University using ionizing radiation and/or radioactive substances and/or hazardous chemical substances:
- 3.5.1 One representative from Research Services Division
  - 3.5.2 One representative of the School of Biomedical Sciences and Pharmacy
  - 3.5.3 One representative of the School of Health Sciences;
  - 3.5.4 One representative of the School of Medicine and Public Health;
  - 3.5.5 One representative of the School of Engineering;
  - 3.5.6 One representative of the School of Mathematical and Physical Sciences;
  - 3.5.7 One representative of the School of Environmental and Life Sciences
  - 3.5.8 One representative of the School of Psychology
  - 3.5.9 One representative of the Faculty of Education and Arts
- 3.6 The membership of the CRTC should include at least one employee from each of the campuses where hazardous material (other than biological) is handled (an employee listed under 3.5 may also perform this as a dual function):
- 3.6.1 One representative from Callaghan Campus
  - 3.6.2 One representative from Central Coast Campus
  - 3.6.3 One representative from Hunter Medical Institute of Research Building
- 3.7 The membership will also comprise:
- 3.7.1 The Senior Health and Safety Advisor (Laboratory/Research)
  - 3.7.2 A Student Representative
  - 3.7.3 The University Radiation Safety Advisor (RSA) will attend the meeting to report to the committee at least twice per year.
  - 3.7.4 The Laser Safety Officer

### **4.0 Rights of Attendance**

- 4.1 The Committee may invite any person to inform its deliberations, subject to the agreement of the Chair.
- 4.2 The Associate Director, Health and Safety may attend meetings of the CRTC and shall have rights of audience and debate.
- 4.3 The Deputy Vice Chancellor (Research and Innovation) may attend meetings of the CRTC and shall have rights of audience and debate

### **5.0 Terms of Office**

- 5.1 Committee membership tenure shall be two years or less in the following circumstances

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- The committee member leaves the University; or
  - Is no longer a member of the organisational unit being represented; or
  - Withdraws from their position; or
  - Does not meet membership requirements such as minimum attendance
- 5.2 The Chair and Deputy Chair are elected for a term of 24 months. The persons elected to these positions are eligible for re-election.
- 5.3 All members may be re-appointed to serve for consecutive terms. In general, members would not be expected to serve more than six years continuously, but it is recognised that in some circumstances, the availability of suitably qualified and/or experienced potential members will require some members to serve for longer periods.
- 5.4 A member's term of office may be extended in order to avoid more than 50% of the membership from being turned over.
- 5.5 The members of the CRTC are appropriately indemnified. The University (or other organisation using the UoN CRTC as its CRTC) shall indemnify individual members who serve on the CRTC for any costs arising as the result of legal action against individual members, as a result of work that they undertake as a committee member.
- 5.6 Before appointment all committee members shall acknowledge in writing their acceptance of the terms of reference and the University's requirements for confidentiality.
- 5.7 Details of committee membership shall be recorded and posted online.

### **Non-Attendance**

- 5.8 All committee members must attend 70% of scheduled meetings on an annual basis, subject to extraneous circumstances. Where committee members cannot attend meetings apologies must be given to the Secretary.
- 5.9 Committee members whom have continued absences from scheduled meetings will be approached by the Chairperson or their delegate with a view to discussing continued membership. If the committee member opts to remain on the committee but continues to be absent from meetings they will be asked to end their term on the committee.

## **6.0 Training**

- 6.1 The University will ensure that each member of the CRTC undertakes accredited Health and Safety or technical training where identified as appropriate following their appointment or election to the Committee.
- 6.2 In accordance with WHS regulations, the University will maintain any records of training of committee members.

## **7.0 Reporting**

- 7.1 The CRTC shall provide minutes of meetings to the DVC (Research and Innovation) for information and monitoring. The DVC (Research and Innovation) may require the Chair of the CRTC to report to them on a periodical basis.
- 7.2 The Radiation Safety Advisor will present a report on the status of radiation safety in the organisation to the committee twice per year.

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- 7.3 The CRTC chair or their delegate will attend the University Health and Safety committee <http://www.newcastle.edu.au/current-staff/our-organisation/governance/committee-structure/university-health-and-safety-committee> meetings as a nominated representative of the DVC (Research and Innovation) and will table CRTC reports as required.
- 7.4 The CRTC chair or their delegate will attend the Research Integrity Accountability and Compliance Committee (RIACC) as a representative of the CRTC and will table CRTC reports as required

### 8.0 Administrative Arrangements

- 8.1 The CRTC will meet every five weeks or more frequently as necessary.
- 8.2 Arrangements should be made for persons to deputise for the Secretary if they are unable to attend a meeting.
- 8.3 The quorum for meetings of the CRTC shall be the nearest whole number above one half of the membership at that time, including the Chairperson (or deputy).
- 8.4 Conduct of an inquorate meeting will be in accordance with the University's Meeting Protocols - Policy 000229 <http://www.newcastle.edu.au/policylibrary/000229.html>.
- 8.5 A CRTC member who has a conflict of interest must declare the conflict of interest prior to the commencement of any meeting to consider that matter. If the CRTC member does not have notice of the matter prior to the meeting, the member must declare the conflict of interest immediately upon becoming aware of it. The minutes of CRTC meetings will contain records of all declared conflicts of interest and of measures taken to address the conflict of interest.
- 8.6 The CRTC may, with the approval of the DVC (Research), establish sub committees and /or working parties in respect of specific issues to assist it to meet its obligations.
  - 8.6.1 The CRTC must establish clear purpose and guidelines for any other sub-committees or working groups as required to facilitate the work of the CRTC ensuring that the Terms of Reference are consistent with applicable University policies.
  - 8.6.2 Any such sub-committees or working parties will report to the CRTC. The report will provide advice, make recommendations, and notify the CRTC of any action required.
- 8.7 A copy of the minutes of the CRTC meetings will be issued to all members of the CRTC to ratify prior to the next meeting commencing. The DVC (Research) will receive a copy of all ratified minutes. The Agenda, associated documentation (including safety review applications) and Minutes of the meetings are to be treated as confidential documents as per the confidentiality agreement.
- 8.8 All decisions shall be made by a majority vote of attending committee members (the conditions for a quorum must be met). Each committee members vote counts for one.
- 8.9 The secretary will prepare the minutes of the previous meeting and the agenda and distribute them within 5 working days of a meeting to all committee members. Minutes will be approved by the Chairperson and relevant others prior to distribution and accepted at the next committee meeting.
- 8.10 The Chair may call an extraordinary meeting to consider an urgent item of business.

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- 8.11 A scheduled meeting may be postponed at the discretion of the Chairperson if matters on the agenda cannot be addressed due to unforeseen circumstances. The meeting must be re-scheduled within ten working days of the original meeting date.

### 9.0 Servicing of Committee

- 9.1 The Health and Safety Team will appoint a Secretary to support the operations of the CRTC and ensure its effective and efficient functioning.

### 10.0 Review of the Committee and Terms of Reference

- 10.1 These Terms of Reference will be reviewed at least every 2 years.

### 11.0 Essential Supporting Documents

- 11.1 NSW Radiation Series No. 5 "Recommendations for Radiation Safety Officers and Radiation Safety Committees"  
<http://www.environment.nsw.gov.au/resources/radiation/recommrsosandrscs.pdf>
- 11.2 Radiation Control Act 1990 [http://www.austlii.edu.au/au/legis/nsw/consol\\_act/rca1990193/](http://www.austlii.edu.au/au/legis/nsw/consol_act/rca1990193/) and Radiation Control Regulation 2013  
[http://www.austlii.edu.au/au/legis/nsw/consol\\_reg/rcr2013284/](http://www.austlii.edu.au/au/legis/nsw/consol_reg/rcr2013284/)
- 11.3 Work Health and Safety Act 2011 <http://www.comlaw.gov.au/Details/C2011A00137> and Work Health and Safety Regulations 2011  
<http://www.comlaw.gov.au/Details/F2011L02664>
- 11.4 Poisons and Therapeutic Goods Act 1966  
[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/patga1966307/](http://www.austlii.edu.au/au/legis/nsw/consol_act/patga1966307/) and Poisons and Therapeutic Goods Regulation 2008  
<http://www.legislation.nsw.gov.au/fullhtml/inforce/subordleg+392+2008+cd+0+N>
- 11.5 Explosives Act 2003 [http://www.austlii.edu.au/au/legis/nsw/consol\\_act/ea2003157/](http://www.austlii.edu.au/au/legis/nsw/consol_act/ea2003157/) and Explosives Regulation 2013  
[http://www.austlii.edu.au/au/legis/nsw/num\\_reg/ea2003er20132013476l30a2013521.pdf](http://www.austlii.edu.au/au/legis/nsw/num_reg/ea2003er20132013476l30a2013521.pdf)
- 11.6 Globally Harmonized System of Classification and Labelling of Chemicals (GHS)  
[http://www.unece.org/trans/danger/publi/ghs/ghs\\_rev03/03files\\_e.html](http://www.unece.org/trans/danger/publi/ghs/ghs_rev03/03files_e.html)
- 11.7 Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(2004)]  
<http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/ns2004criteriaforclassifyinghazardous>
- 11.8 ARPANSA (Australian Radiation Protection and Nuclear Safety Agency) Regulations, Codes, and Guidelines <http://www.arpansa.gov.au/Regulation/index.cfm>
- 11.9 ARPANSA (Australian Radiation Protection and Nuclear Safety Agency) Radiation Protection Information <http://www.arpansa.gov.au/RadiationProtection/index.cfm>

### 12.0 Related Documents

- 12.1 Conflict of Interest Policy 000934
- 12.2 Responsible Conduct of Research Policy 000873

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- 12.3 Health and Safety Management System Procedure HSP 8.2 H&S Committees
- 12.4 Health and Safety Management System Key Risk Area KRA 1.1 Hazardous Substances and Dangerous Goods
- 12.5 Health and Safety Management System Key Risk Area KRA 1.9 Radiation Management

Approval Authority: <b>The Deputy Vice-Chancellor Research and Innovation (or their delegate)</b>				
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