Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Ionising Radiation Safety Policy

Establishment:	Vice-Chancellor. 12 March 2009
Last Amended:	Vice-President (Strategic Finance and Resources), 10 December 2013
Nature of Amendment:	In accordance with new legislation
Date Last Reviewed:	10 December 2013
Responsible Officer:	Director, Human Resources

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1. Policy

The University requires that

- ionising radiation is managed in accordance with relevant legislation, Codes of Practice , the University Radiation Management Plan and the principles and standards outlined in this policy; and
- all work involving ionising radiation is performed in a safe manner.

When working with ionising radiation, the practice of As Low as Reasonably Achievable (ALARA), (with economic and other factors being taken into account) must be used to ensure that exposures to staff, students, contractors, visitors, the public and the environment are minimized.

All research, teaching or operational activities using ionising radiation must be undertaken in accordance with the University's Risk Management Policy and Radiation Management Plan.

2. Scope

This policy applies to all Flinders University workers, students and visitors using radiation sources, including students undertaking clinical placement as part of University coursework or research.

For students undertaking clinical placement as part of their course or where University staff work in off-campus facilities such as teaching hospitals, research organisations or privately owned laboratories, local radiation safety rules will apply and must be followed by University workers and students.

3. Definitions

For the purpose of this policy the following definitions apply:

Ionising radiation	Radiation which is capable of causing ionization, either directly (e.g. radiation in the form of gamma rays and charged particles) or indirectly (e.g. radiation in the form of neutrons).
As Low As is Reasonably Achievable (ALARA) principle	Means to manage and control workplace and public exposure to ionising radiation at levels as low as is reasonably achievable, taking into account economic and social factors.
Managers and Supervisors	Academic and professional staff with responsibility for the management or supervision of staff, students or facilities. For the purpose of this Policy, also includes Principal Investigators.
Worker	A person who carries out work in any capacity for the University including academic and professional staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, students gaining work experience and volunteers.

4. Responsibilities

Vice-Chancellor	The Vice-Chancellor is responsible for ensuring that the University meets its legislative responsibilities for the security and use of ionising radiation in accordance with the provisions of the South Australian Radiation Protection and Control Act 1982 and associated Regulations, the Northern Territory Radiation Protection Act 2004 and associated Regulations and the Victorian Radiation Act 2005 and associated Regulations.
Senior Executives *(Deputy Vice-Chancellors, Pro Vice-Chancellors, Senior Vice-President, Vice-President, Executive Deans)*	Responsible for ensuring that; • the University's Ionising Radiation Policy and the Ionising Radiation Management Plan are implemented in their Faculty/Portfolio; • workers and visitors are aware of their responsibilities and are provided with adequate information, training and instruction; and • there are adequate resources for effective radiation safety management, including appointment of Area Radiation Safety Officers

	where applicable, and implementation of control measures, in their Faculty/Portfolio so that legislative requirements and University standards are achieved.

Managers and Supervisors	Responsible for ensuring that;
	• the ALARA principle is used when planning a research or teaching programme;
	• staff and students they supervise, and who work with ionising radiation:
	  ○ are fully informed about hazards associated with activities being carried out, are trained appropriately in radiation protection, are instructed in control measures and safe working procedures and are supervised appropriately;
	  ○ Radiation worker registration forms are completed (this includes staff, visitors and students);
	  ○ where necessary, they or their staff and students hold, or obtain, the appropriate radiation licence; and
	  ○ are provided with personal monitoring where necessary.
	• the Area Radiation Safety Officer is informed of any new radiation work, and of any radiation accidents or incidents; and
	• contractors, sub-contractors and their workers, and visitors receive appropriate information about any ionizing radiation and control measures.

Manager, WHS	Responsible for ensuring that; • ionising radiation registration and licensing requirements are met, including the maintenance of the records of registered radiation workers, of their exposure to ionising radiation, and of radiation incidents and accidents; and • a University Radiation Safety Officer is appointed.
University Radiation Safety Officer	Responsible for; • coordinating, implementing and reviewing the University's Ionising Radiation Safety Policy, Radiation Management Plan & Radiation Waste Management Plan; • providing advice and assistance on ionising radiation matters, including legislative requirements, to Faculties/Portfolios; • monitoring the maintenance of prescribed records, registers and inventories on ionising radiation safety matters; • overseeing security of radioactive sources; • overseeing radiation dose reports; • assessing registration applications; • responding to emergencies involving ionising radiation; and • providing radiation safety training for staff and students.
Area Radiation Safety Officers	Responsible for; • day-to-day management of ionising radiation activities in their area; • ensuring the implementation and regular review of ionising radiation monitoring and control procedures;

	• ensuring that immediate action is taken in the event of unsafe practices, accidents or emergencies; • keeping of radiation dose reports; • providing training about local laboratory rules and procedures; and • liaising with the University Radiation Safety Officer (RSO) on matters involving ionising radiation safety, monitoring and control procedures within their area, and informing the RSO of any changes to the radiation inventory affecting licences and registrations.
Staff and Students	Responsible for; • undertaking any required training; • completing the radiation worker registration form; • obeying all notices displayed in accordance with this policy and the radiation management plan; • not wilfully or recklessly doing any act, or omitting to do any act, the doing or omission of which is likely to result in a radiation incident, radiation accident or radiation emergency; • reporting immediately to his or her supervisor any fault or defect in any device, article or thing that the radiation worker uses, inspects, tests, handles or otherwise deals with, being a fault or defect that is likely to result in a radiation incident, radiation accident or radiation emergency; • using, in the manner set out in the relevant regulations and in the radiation safety management plan applicable to the duties the radiation worker or student performs, all radiation protection equipment provided for his or her use in accordance with these regulations and the management plan.

5. Ionising Radiation Management Plan

Before undertaking any activity involving the use of ionising radiation, all workers and students, must read, understand and comply with the Radiation Management Plan which specifies the minimum requirements for all ionising radiation activities be that with radiation sources or radiation apparatus. This applies to all work undertaken by University staff and students on University or other premises. This document will cover responsibility, safe use, training, licensing, record keeping, reporting, storage disposal and emergency procedures.

6. Legal & Policy Framework

6.1 Within South Australia:

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Radiation Protection and Control Act 1982

Radiation Protection and Control (Ionising Radiation) Regulations 2000

Radiation Protection and Control (Transport of Radioactive Substances) Regulations 2003

6.2 Outside South Australia:

Where the University has radiation premises in other Australian States and Territories, the legislation of the relevant State or Territory must be complied with.

Where staff and students work in radiation premises or with radiation sources that are not controlled by Flinders University (including overseas institutions), staff and students must comply with the radiation safety requirements of that institution.

6.3 General requirements:

All University staff and students, wherever they are working or studying, must comply with:

- Work Health and Safety Policy (PDF)
- WHS Risk Management Policy

7. Related Documents

This Policy should be read in conjunction with the University's Ionising Radiation Management Plan .

8. Review

The policy is reviewed at least every 4 years to ensure it remains effective, relevant and appropriate to the University, and reflects current legislative requirements.

Related Links

WHS Management System