

IONISING RADIATION SAFETY POLICY

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VISION

Monash University is an Australian based, global organisation, committed to excellence, quality and leadership in all of its activities. The University strives, through a process of continual improvement, to fully integrate health and safety into all facets of its operations and activities.

MISSION

Monash University strives to be a leader in research and teaching in many areas of human endeavor. Part of this will be the safe and responsible use of ionising radiation in accordance with the internationally accepted principals of the International Commission of Radiological Protection (ICRP), which demand that;

- The use of ionising radiation is justifiable such that the benefits it produces outweigh any detrimental effects, and
- Doses are kept as low as reasonably achievable (the ALARA principle), and
- Doses are maintained below acceptable limits.

Monash University is committed to the obtaining, using, storing and disposing of sources of ionising radiation within the limitations of specific local statutory requirements that espouse these principles.

1. IMPLEMENTATION PROCEDURES

1.1 INTRODUCTION

Providing and maintaining a healthy and safe work and study environment is a leadership responsibility. Ongoing support of the University's health and safety program is the responsibility of everyone.

All Heads of Cost Centres where Ionising Radiation is used, are required to arrange for the occupational health and safety policies, practices and procedures operating within their area of control to be reviewed and brought into line with this revised Ionising Radiation Policy (OHS 1/92).

2. IMPLEMENTATION RESPONSIBILITIES

2.1 DEANS

Deans are responsible for ensuring that Heads of Cost Centres are held accountable for managing the ionising radiation safety function. A more detailed description of responsibilities is detailed in the University's Occupational Health and Safety Policy.

2.2 HEADS OF COST CENTRE

In addition to the responsibilities listed in the Monash University Occupational Health and Policy Statement, it is the role of a Head of Cost Centre to:

- Appoint a radiation safety officer (RSO) and a deputy radiation safety officer (deputy RSO), and ensure they receive comprehensive training.
- Familiarise himself/herself with the relevant sections of the Health (Radiation Safety) Regulations, particularly those sections relating to employer responsibilities.
- Deal with ionising radiation safety issues raised by health and safety representatives in accordance with the procedures set out in the Appendix of the Occupational Health and Safety Policy.
- Encourage the promotion of ionising radiation safety awareness.
- Arrange, in consultation with the zone OHS committee, for the preparation and promulgation of local procedures and guidelines to ensure the ionising radiation safety of staff, students, visitors and contractors whilst on the campus.
- Ensure that the ionising radiation safety implications of all new experimental work or new equipment are fully assessed and taken into account in project funding.
- Ensure that emergency response equipment is provided and properly maintained.
- Delegate duties and authority to the RSO as required.
- Ensure that all staff and students have direct access to their RSO.

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2.3 RADIATION SAFETY OFFICERS (RSO)

2.3.1 Responsibility 1

Act for the Head of Cost Centre and the RPO with respect to their responsibilities for maintaining a high standard of radiation protection in the work area and the University, respectively.

2.3.2 Tasks and authority 1

- Delegate, with the approval of the Head of Cost Centre, various ionising radiation safety related matters to other designated people within the work area.
- Control the level of stock of radioactive substances and the numbers and types of sealed sources and other irradiating apparatus by overseeing their purchase. This includes the authority to deny purchase to any member of the work area.
- Direct any activity involving the use of ionising radiation in the work area to stop on the grounds of unacceptable radiation safety standards.
- Review radiation safety aspects of new research projects and accept or reject these on radiation safety grounds. Note that all projects involving the administration of ionising radiation to people must be referred to the RPO for consideration of radiation safety aspects.
- Oversee waste disposal within the work area, including packaging and transport to one of the designated radioactive waste stores.
- Oversee the transport of radioactive substances by members of the work area between buildings on the same campus. The RPO must be consulted regarding transport beyond the boundaries of the campus.
- Oversee the carrying out of work with ionising radiation by people working alone out of normal working hours including accepting or rejecting this on radiation safety grounds.
- Provide the initial response to, and investigation of, accidents and emergencies and a report to the RPO following the accident or emergency.
- Provide information about the activities of the work area with ionising radiation to the RPO.
- Assist with the promotion of ionising radiation safety awareness as directed by the RPO or Head of Cost Centre.
- Ensure that registrations of existing sources of ionising radiation are kept up to date.
- Carry out and document laboratory inspections where ionising radiation is used or stored.

- Ensure the issue and collection of personal monitors and the distribution of results, including to the RPO.
- Train radiation users and non-users in radiation protection principles as directed by the RPO.
- Ensure the maintenance of records of stock inventory, purchases, and disposal of radioactive substances and other records as requested by the RPO.
- Provide, information, advice and maintain confidentiality to the greatest practical extent in relation to radiation workers who may be pregnant or planning to become pregnant.

2.3.3 Responsibility 2

Provide practical advice to users of ionising radiation on the standard of radiation protection expected at Monash University and as a result of conditions on specific licenses or registrations.

2.3.4 Tasks and authority 2

- Formulate and review practical procedures for work with ionising radiation.
- Provide advice on ionising radiation safety issues to staff, students and visitors to the work area, zone OHS committee and obtain advice on unfamiliar problems from OHSE.
- Ensure that users are fully informed of any changes in the conditions of licenses and registrations.

2.4 DEPUTY RSO'S

- To deputise for the RSO in respect of all tasks, responsibilities and authorities outlined for the RSO.
- To keep the RSO informed of any issues concerning ionising radiation that occur in the absence of the RSO.

2.5 SUPERVISORS

Supervisors have a responsibility for ensuring that the work for which they are responsible is carried out in ways which safeguard, so far as is practicable, the occupational health and safety of staff and students in their charge. Detailed responsibilities are included in the Occupational Health and Safety Policy. In addition, with respect to ionising radiation safety, supervisors should:

- Actively practise, and develop in their staff and students, proper attitudes towards ionising radiation safety matters
- Ensure that safe working practices and good housekeeping standards are developed and maintained at all times.

- Ensure that staff and students under their supervision are provided with the necessary safety equipment, monitoring instruments and safe working procedures.
- Arrange for their staff and students to be instructed in working safely with ionising radiation.
- Ensure that staff and students under their supervision, use in a safe manner, the safety equipment provided.
- Maintain confidentiality to the greatest practical extent in relation to radiation workers who may be pregnant or planning to become pregnant.

2.6 INDIVIDUAL

Each student has a responsibility for ensuring that his or her own work environment is conducive to good ionising radiation safety by:

- Taking action to avoid, eliminate or minimise hazards of which he or she is aware.
- Complying with all ionising radiation safety instructions.
- Participating in all training courses and monitoring programs as directed.
- Making proper use of all safety devices and personal protective equipment.
- Not wilfully placing at risk the health and safety of any person at the workplace.
- Seeking information or advice where necessary before carrying out new or unfamiliar work.
- Appropriate clothing and footwear must be worn at all times whilst working with ionising radiation.
- Not consuming or storing food and drink in any laboratories and other areas where ionising radiation is used or radioactive substances are stored.
- Being familiar with emergency and evacuation procedures and the location of emergency response equipment.
- Making their supervision and RSO aware of any fact that may affect radiation safety. e.g. a particular risk associated with an experiment or that they have become pregnant.

2.7 OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT (OHSE) AND THE RADIATION PROTECTION OFFICER (RPO)

The RPO shall report administratively to management within the OHSE Branch. There shall be a functional reporting line to the Chair of the Ionising Radiation Advisory Committee (IRAC).

2.7.1 Responsibility 1

The RPO shall design, implement and manage the ionising radiation safety program at Monash University.

2.7.2 Tasks and authority 1

- The RPO will assume the responsibilities of a Radiation Safety Officer as defined in the Health (Radiation Safety) Regulations.
- The RPO will be the University's representative and contact person for all dealings with the statutory authority, apart from some routine functions such as the renewal of registrations.
- Liaison with occupational health and safety functions at other organisations where there are Monash University staff and students.
- Intervening in any activity involving the use of ionising radiation as considered necessary and report breaches of statutory requirements to the Manager, Occupational Health, Safety and Environment.
- To maintain site wide licenses and records/record systems as necessary to ensure compliance with statutory requirements.

2.7.3 Responsibility 2

The RPO shall provide advice, training and disseminate information on ionising radiation safety issues to Monash staff and interests.

2.7.4 Tasks and authority 2

- Provision of advice to the University management on legislative requirements, overall ionising radiation safety policy and programs for the University and the provision of resources to meet objectives.
- Provision of a radiation safety advisory service including collation and dissemination of relevant information.
- Planning and implementation of training requirements in ionising radiation safety for staff and students.
- Fostering professional relationships between the RPO and the RSO/Deputy RSO's.
- Formulation and implementation of measures such as policies and procedures to promote interest in, and action on, ionising radiation safety matters.

2.7.5 Responsibility 3

The RPO shall carry out specific responsibilities connected with an ionising radiation safety program and satisfying statutory requirements.

2.7.6 Tasks and authority 3

- Visiting cost centers regularly for discussions and inspections in relation to ionising radiation safety.
- Monitoring and analysis of incident experience, potential exposure events and advising on what remedial action should be taken.

- Arranging for medical monitoring of staff and students with potential exposure to known ionising radiation hazards and advising cost centres if the results indicate a need for remedial action.
- Assisting RSO's with the appraisal of the ionising radiation implications for new research projects.
- Appraising the ionising radiation aspects of proposals for new facilities and the renovation of existing facilities.
- Controlling the overall personal monitoring program including follow-up of cases of exposure exceeding specified action/legislative limits.
- Arranging the calibration of dose-rate monitoring instruments periodically.
- Approving and rejecting proposed arrangements for the transport of radioactive substances from a university campus.
- Assist RSO's to manage the radiation exposure of radiation workers who are pregnant or are planning to become pregnant, while maintaining confidentiality to the greatest practical extent.

2.7.7 Responsibility 4

The RPO shall manage the acquisition of sources of ionising radiation and their disposal.

2.7.8 Tasks and authority 4

- Control the use of the central radioactive waste stores.
- To issue discharge authorizations with specified conditions to any department for the limited discharge of radioactive substances to sewer or air.
- To approve or disallow the acquisition of any source of ionising radiation, which is required to be registered by the Health Department Victoria, before it is ordered.

2.8 UNIVERSITY OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT POLICY COMMITTEE AND THE IONISING RADIATION ADVISORY COMMITTEE

The Occupational Health and Safety Policy describes the role and terms of reference of the Occupational Health, Safety and Environment Policy Committee (OHSEPC).

The OHSEPC sought the formation of the Ionising Radiation Advisory Committee (IRAC) some years ago. IRAC has the responsibility of researching the best means by which Monash University may comply with ionising radiation requirements and needs within the bounds of teaching and research. IRAC is responsible for providing advice on these issues to the OHSEPC.

2.9 HEALTH AND SAFETY REPRESENTATIVES

Health and Safety Representatives will deal with ionising radiation safety issues in the manner detailed in the Appendix of the Occupational Health and Safety Policy.

2.10 ZONE OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT COMMITTEES

The structure and arrangements for a Zone Occupational Health and Safety Committee are detailed in the Occupational Health and Safety Policy. Radiation safety officers who are not members of the Zone Occupational Health and Safety Committee are encouraged to attend zone OHS committee meetings on an "as needed" basis.