

## **Staff Radiation Awareness Training Policy**

### **Training**

As per Articles 20 (2) and (3) of Statutory Instrument 125 of 2000, each user of radioactive material or radiation producing equipment will attend a One Day, Radiation Safety Course prior to beginning unsupervised work. This one day radiation safety course will cover the following topics: Basic Concepts in Radiological Protection, Health Effects of Ionising Radiation, Principles of Protection from External & Internal Radiation, X-ray Safety, Compliance with Legislation and Licensing Procedures, X-ray Safety, Emergency Procedures, Radiation Safety Procedures, Risk Assessments and the role of the Radiation Protection Officer.

A multiple-choice written examination will be held at the end of the course and certificates of achievement/attendance will be issued to all candidates.

Each user of radioactive material or radiation producing equipment will undertake a ½ day refresher radiation safety training course every 3 years.

In addition to undertaking the one-day radiation safety course, all users will read the Radiation Safety Manual

### **Orientation**

All new staff or users of radioactive material or radiation producing equipment must obtain training on the next available course date.

Where induction occurs between training dates, in- laboratory training for each user will also be provided by an experienced user designated by the Head of School or Principle Investigator. Topics covered during this training will include the following, where appropriate:

- Safe use of laboratory equipment and materials, including personal protective equipment.
- Standard Operating Procedures and experimental protocols, including operating procedures for radiation producing machines.
- Safe Handling, storage, and disposal of radioactive materials.
- Proper maintenance of required records.
- Methods to control and measure radiation levels and contamination.
- Emergency procedures.

An Annual Radiation safety update, usually presented at a meeting of each School or research group, will be presented to keep users notified of the latest regulations and Institute policies.

### **Radiation Safety Officer and Deputy Radiation Safety Officer**

The Radiation Safety Officer is available for consultation and to answer questions on the safe use of radioactive materials and radiation producing machines to all staff. The Head of School or Principle Investigator will be kept informed by the Radiation Protection Advisory Committee of changes in government regulations or Institute policies.

Articles 20 (2) and (3) of SI125 of 2000 deals with “Information and Training”. The specific articles are as follows:

(2) The undertaking shall ensure that sufficient and appropriate training in the field of radiation protection is provided for exposed workers, apprentices and students.

(3)The undertaking shall ensure that adequate information is given to other persons who are directly concerned with the work with ionising radiation that is carried on by the undertaking to ensure their health and safety so far as is reasonably practicable.