

Radiation Management Plan

Booklet 5 - Training

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1. Details of initial training and ongoing training requirements

Background

For the University to hold and maintain a radiation licence, it is obliged under NSW legislation to ensure that individuals are trained by an approved or accredited radiation safety trainer, and to keep records of such training. Training is also required for those who are granted licence exemptions.

The University uses radiation for research, scientific, and teaching purposes. All personnel involved with such activities must have the appropriate training as approved through the RSC, available via ELMO to ensure:

- a. that radiation training is current,
- b. an understanding of the radiation that they are dealing with,
- c. an understanding of record keeping procedures,
- d. appropriate knowledge for handling, storage, and disposal of such radiation,
- e. that exposure to radiation is mitigated,
- f. an understanding of their responsibility to the University and the wider community regarding radiation, and
- g. have appropriate knowledge to respond to an emergency.

2. Qualifications of those providing the training including their roles and responsibilities

2.1. The Radiation Management License holder and the RSC

Ensure that training occurs and that records of training are kept, including copies of certificates issued to individuals.

2.2. Head of School/Department

Will ensure that all radiation workers, and exempted students, contractors, and visitors for whom they are responsible, when entering a radiation facility, have appropriate training, professional qualifications, and/or accreditations.

2.3. Primary Contact

Is responsible for ensuring that:

- a. all radiation workers (and exempted students) identified on their approved project have the appropriate training, professional qualifications, and/or accreditations; and
- b. all records of radiation use are maintained and kept.

2.4. The Radiation Worker¹, Exempted² Students and Contractors

Must ensure that they:

- have appropriate training, qualifications, accreditations, or licences to allow them to work safely within the designated radiation facility, and provide evidence of such;
- are familiar with and comply with all local guidelines related to safe use, storage, and disposal of their particular isotope and equipment in their facility; and
- maintain and keep records of their radiation use.

2.5. Radiation Safety Committee

The RSC will oversee and provide advice on radiation training for all personnel as required.

Note: Legislation implies that training must be updated on a regular basis (typically 2-, 3-, or 5-year periods depending upon the nature of the radiation involved).

3. Supervision requirements of those undergoing training

Radiation Training for Staff and Students Involved in the Use of Radiation

Principal investigator or equivalent will contact the:

- RSC to discuss training requirements for radiation usage.
- Facility manager to discuss training requirements for the specific facility usage

NOTE: A typical radiation safety training program includes:

- An outline of radiation physics basics
- Radiation Interaction
- Detection and measurement
- Legal/ICRP dose limits
- The legal Units
- Unsealed Source safety (if appropriate)
- Laboratory safety
- Sealed and XRD/F safety (if appropriate)
- Current legal requirements
- Record keeping and maintenance

Once radiation training is satisfactorily completed, the training provider will send a record of the training, and copies of certificates issued to individuals to the RSC. The individual is to supply a copy of their certificate to RSC for the University records.

¹ Radiation Worker – example, Facility manager, project supervisor.

² Exempted Students and Contractors - a General Exemption allows people without a radiation user licence to carry out radiation work under the supervision of a licenced person. A General Exemption can only be issued by a person with a condition on their radiation user licence [General Approval to Exempt from Licensing (GE1)]



NOTE: Certificates typically include:

- the name of the individual
- type of training
- date
- level of achievement of the individual.
- a unique certificate number

NOTE: If applying for a licence from the NSW Authority, do not send the original certificate (send a certified photocopy) as no material included in the application is returned to the applicant.

DOCUMENTATION

Records of staff training are to be kept and maintained by local Heads of School/Departments with copies provided to the Faculty of Science Technical Support Unit and/or RSC as required.

Local department induction training specific to particular equipment and local business rules is to be documented and stored with review dates noted.

AUDIT

Every 2 years – part of annual audit