

Radiation Management Plan

Booklet 11 -
Standard Operating Procedures (SOP)
Ver 5 April 2024

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1. Standard Operating Procedures (SOP) or Safe Work Procedures (SWP)

Standard Operating Procedure (SOP) or Safe Work Procedure (SWP) are a written procedure that describes how work is to be carried out in a safe and standardised way. They identify hazards and provide step by step clarification to minimise or eliminate risks. They also list any required personal protective equipment and when it must be used.

Written SWP are needed for:

- Hazardous tasks;
- Complicated tasks;
- Frequently performed tasks;
- Less routine tasks, where workers need reminders about the hazard and how to control the associated risks.
- Due to the diverse range of facilities and activities using ionising radiation at Charles Sturt University a range of SOPs have been created that should be referred to by staff and students when working in these specific areas. The SOPs are provided electronically on the Radiation Safety Committee website.

List of Standard Operating Procedures:

- Radiation Safety in Radiology
- Optimisation of Exposures in Radiology
- Radiation Safety in Nuclear Medicine
- Veterinary diagnostic and therapeutic nuclear medicine
- Veterinary Radiation Therapy
- Optimisation of Exposures in Nuclear Medicine
- Radiation Exposure of Research Participants
- Radiation Shielding & Facility Design
- Radiation Safety with Sealed Sources
- Radiation Safety with Neutron Gauges
- Storage and Disposal of Radioactive Waste
- Transport of Radioactive Substances