

# Radiation Management Plan

## Booklet 11 - Standard Operating Procedures (SOPs) and Safe Work Procedures (SWPs)

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## Standard Operating Procedures (SOPs) and Safe Work Procedures (SWPs)

Standard Operating Procedures (SOPs) and Safe Work Procedures (SWPs) are written procedures that describe 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 SOPs and SWPs 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](#).