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Standard Operating Procedures (SOPs) and Safe Work Procedures (SWPs) 1

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, consistent and standardised way. They identify radiological and non-radiological hazards and provide step-by-step clarification of control measures 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.

Repository of Active Radiation SOPs

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 active SOPs are provided electronically on the Radiation Safety Committee website.

Development of New Radiation SOPs

Tailored SOPs must be established for specific University working environments. All new SOPs and SWPs involving regulated radiological materials must be formally reviewed and endorsed by the Radiation Safety Committee (RSC) prior to implementation.

Review of Radiation SOPs

Radiation SOPs are subject to regular and triggered reviews. Regular reviews occur every three (3) years as a University/RSC governance requirement. Triggered reviews occur following significant changes, incidents, legislative or regulatory changes, or other circumstances that may affect the SOP, to ensure that it remains safe, accurate and current.

Compliance and Related Information

Maintaining, publishing and following these SOPs/SWPs supports the University's compliance with section 11 of the Protection from Harmful Radiation Regulation 2025, which makes the preparation, adoption, implementation and availability of the Radiation Management Plan a condition of the University's Radiation Management Licence. See Booklet 3 (Legislation Requirements) for further details. All staff, students, contractors and other users must follow the applicable SOP/SWP when undertaking radiation work. For the roles and responsibilities of the University, Radiation Safety Committee and individual users, see Booklet 2 (Roles and Responsibilities). For SOP-specific training and induction requirements, see Booklet 5 (Training).

References

Legislation and Regulation

- *Protection from Harmful Radiation Act 1990* No.13, as amended. NSW Environment Protection Authority, Sydney. Available at: www.epa.nsw.gov.au
- *Protection from Harmful Radiation Regulation 2025* (SL 2025-461). Commenced 29 August 2025. NSW Environment Protection Authority, Sydney. Available at: www.legislation.nsw.gov.au