

Teaching Proposal

About this form

- ✓ The use of ionising radiation is governed by the Protection from Harmful Radiation Act 1990 and its Regulations. The acquisition and use of any radioactive material, irradiating apparatus or high-powered laser devices (Class 3B & Class 4) must be approved by the CSU Radiation Safety Committee (RSC) before the material or apparatus is brought into the University or used by staff / students.
- ✓ Please use this form to provide details of your teaching proposal. The RSC will check the information provided regarding the proposed substance/apparatus, the physical facilities to be used and the details of the teaching activities. It will then make its assessment of the proposal with regard to the proposed level of radiation safety, and the licences and experience of the teaching staff for carrying out the proposed activities.
- ✓ **Please note that this submission only relates to the proposed ethical use of radiation.** If your teaching involves the use of human subjects, animals, restricted biological materials or chemicals, separate approval may be required by the appropriate University committee. Please refer to the Research [Integrity, Ethics and Compliance](#) website.

Completing the form

DO NOT COMPLETE THIS FORM IN A WEB BROWSER. You will not be able to save your data or sign the form in a browser. First SAVE this form, then OPEN the file in Adobe Acrobat Reader or Adobe Acrobat Pro.

- This checklist can be completed electronically.
- The **Subject Coordinator** is responsible for completing and submitting this form to radiationsafety@csu.edu.au
- Digital forms and electronic signatures are preferred.
- If you have any questions, please contact radiationsafety@csu.edu.au

Submitting the proposal

1. Before submitting your proposal, remember to attach any additional documents, such as copies of radiation licences, exemption forms, written approvals or additional pages of information relating to this form.
2. Ensure that **this form has been signed** before submitting the proposal.
3. Submit the complete proposal to radiationsafety@csu.edu.au
4. If teaching or workplace learning activities are due to start **before** the next [RSC meeting](#), please type '**URGENT**' in the subject line of your email when you submit your proposal.

Notification of outcome

The **Subject Coordinator** will receive notification of outcome by email once the request has been considered.

Do not assume a request has been granted until written approval has been received from the Radiation Safety Committee.

1. Teaching Subject

Subject Code	
Session/s	
Campus/es	
Subject Name	
Level	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate
Does this subject involve a workplace learning component?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates and details if teaching or workplace learning activities are planned to commence before the session starts	

2. Subject Coordinator

Full name (<i>incl. title</i>)	
Staff ID	
Email	
Work phone	
Mobile phone	
Position / teaching role	
School / Faculty / Organisation / Unit	
Campus / Location	
Radiation user licence no. and expiry date	
Radiation user licence condition/s	

3. Teaching Staff

#1

Full name <i>(incl. title)</i>	
Staff ID	
Email	
Teaching role	
School / Faculty / Organisation / Unit	
Campus / Location	
Radiation user licence no. and expiry date	
Radiation user licence condition/s	

#2

Full name <i>(incl. title)</i>	
Staff ID	
Email	
Teaching role	
School / Faculty / Organisation / Unit	
Campus / Location	
Radiation user licence no. and expiry date	
Radiation user licence condition/s	

#3

Full name <i>(incl. title)</i>	
Staff ID	
Email	
Teaching role	
School / Faculty / Organisation / Unit	
Campus / Location	
Radiation user licence no. and expiry date	
Radiation user licence condition/s	

4. Personal Monitoring Devices

Do all those involved have a current personal monitoring device (ie, a Luxel dosimeter)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If any of the staff members or students involved do not yet have a Personal Monitoring Device (PMD) issued by CSU for monitoring personal radiation exposure, contact Radiation Monitoring (radmon@csu.edu.au) to request one. All staff and students must have a CSU PMD **before they commence any work** with radioactive substances or irradiating apparatus.

If there are more team members to list, please attach an additional page to your proposal.

5. General exemptions

As individual students do not necessarily have an appropriate radiation licence, a General Exemption must be granted in writing for each cohort when students will use irradiating apparatus or radioactive materials under immediate supervision.

A copy of each General Exemption must be attached to this proposal (use the General Exemption form available on the [RSC Website](#)). A copy of the current licence that grants the exemption must also be attached.

Note: The RSC acknowledges that General Exemptions for Workplace Learning activities cannot always be supplied at the time of submitting this Teaching Proposal. These exemptions must be arranged as required upon placement of students.

Full name of person issuing the general exemption/s for this subject (must have a GE1 condition on their licence)	
Staff ID	
Email	
Teaching Role / position	
School / Faculty / Organisation / Unit	
Campus/location	
Radiation user licence no and expiry date	
Radiation user licence condition/s	
Date	
Signature	

Remember to **attach copies of General Exemption/s** and the **licence of the exemption issuer**.

6. Teaching Activities

Describe the aim of the teaching activities (or workplace learning placements)
Briefly outline the main experimental procedures or teaching activity process to be completed (or attach a copy of your Safe Work Procedures if this is a standard/recurring process). For workplace learning placements, include examples of the type of activities that students will complete.

7. Radiation details

What is the location of the research activities involving radiation? (Building number and room number)	
What type of facility will be used?	
Does the facility meet the appropriate standards and regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Provide specific details of all sources of ionising radiation to be used, including: a. Substances and/or apparatus; b. The make, model, power output, exposure range, etc

Explain the role of the radioactive materials, irradiating apparatus or non-ionising radiation (e.g. lasers) in the research work: a. Why are they required? b. Who will be using them? c. How will they be used, stored and disposed of (including all safety considerations)?
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8. Facility details

Location of the teaching activities involving radiation	
Building	
Room/s	
What type of facility will be used?	
Does the facility meet the appropriate standards and regulations?	

FACILITY MANAGER #1 APPROVAL (not applicable for Workplace Learning)

Full name <i>(incl. title)</i>	
Facility	
Email	
Contact phone	
Position / Role	
School / Faculty / Section / Organisation	
Campus / Location	
Date	
Signature	

FACILITY MANAGER #2 SIGNATURE

Full name <i>(incl. title)</i>	
Facility	
Email	
Contact phone	
Position / Role	
School / Faculty / Section / Organisation	

Campus / Location	
Date	
Signature	

If there are more facility managers to list, please attach an additional page to your proposal

9. Signatures and approvals

9.1 Subject Coordinator

Declaration

By signing below, I confirm that all teaching staff have had the opportunity to review the information above prior to submission of this proposal

Subject Coordinator Full Name	
Date	
Signature	

9.2 Licenced Operator / Supervisor *(if different to Subject Coordinator)*

Supervisor Full Name	
Date	
Signature	

Notes to Subject Coordinators following approval by the RSC

Approval

- Work involving radiation must not commence without written approval from the RSC, quoting a protocol number.
- Work must be conducted only in approved laboratories or in an area or manner approved by the RSC.
- Receipt of approval from the RSC does not exempt the radiation licence holder(s) from having to complete an Application to Acquire Radioactive Substances or an Application to Acquire Irradiating Apparatus forms prior to commencement of the teaching activities.

Conduct and completion of work

- The Subject Coordinator must ensure that any recommendations of the RSC are met during the course of the subject.
- Any radiation incidents or hazards must be reported immediately using the [online incident reporting system](#).

Changes to the teaching subject

If there are expected to be significant changes to the approved teaching subject, for example:

- A change to Subject Coordinator, supervisor/s, licenced operator/s or teaching staff;
- A change required to teaching activities/work methods/locations specified in the Teaching Proposal approved by the RSC;
- Unexpected events that arise;

please **re-submit the original teaching proposal** with changes noted thereon for review by the RSC.

Ensure that:

- any additional staff, if new, are appropriately inducted, they have a PMD, and licences are displayed at the facility.
- if a General Exemption has been written for the subject and there are changes, this will need to be updated to capture additional staff.
- all documentation is available for the next facility audit.



Submit form and attachments to radiationsafety@csu.edu.au

Approval - RSC Use Only

Protocol Number

Signature

Date

RSC Presiding Officer

Locked Bag 588, Boorooma St, WAGGA WAGGA NSW 2678

T: +61 2 6933 2000 | E: radiationsafety@csu.edu.au | W: research.csu.edu.au

Charles Sturt University – TEQSA Provider Identification: PRV12018 (Australian University). CRICOS Provider: 00005F. ABN: 83 878 708 551