

# Radiation Management Plan

Booklet 2 -  
Roles and responsibilities  
Ver 5 April 2024

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## 1. General – including policies

### Radiation Safety Procedure

The University has policies and procedures in place to ensure the safety of students and staff in the use of radiation in study and work. The purpose of this document is to act as a repository for all procedures and instruments used by Charles Sturt University (the University) to manage and oversee the use of radiation in teaching, research, and other work. See [Radiation Safety Procedure](#). The radiation safety procedure applies to any person associated with Charles Sturt University who use, or support the use of radiation areas, radioactive materials, irradiating apparatus or high-powered laser devices (class 3b and 4).

### University Work Health and Safety Policy

The [Work Health and Safety Policy](#) located in the University's online Policy Library outlines the University's commitment to providing and maintaining a safe and healthy workplace for its workers, students, visitors, and others.

This Policy defines the principles underpinning that commitment and the University's approach to the continual improvement of health and safety in the workplace.

### University Disciplinary Procedures

#### Staff Disciplinary Procedures

The disciplinary procedures for university staff are detailed within Part 7 of the University's [Enterprise Agreement 2018-2021, Variation 2022](#), commencing from Clause 36.

#### Student Disciplinary Procedures

The disciplinary procedures for university students are detailed in [Misconduct - Student General Misconduct Rule](#) located in the University's online Policy Library.

## 2. Employer Responsibilities to Maintain RML and RMP

### The Radiation Safety Committee (RSC)

The RSC will ensure that radiation laboratories, associated facilities, equipment, and training are compliant with current regulations, this Radiation Management Plan (RMP), and approved project proposals.

The RSC will oversee and provide advice on radiation safety within laboratories using radioactive substances and/or ionising radiation apparatus, e.g. X-ray equipment. The RSC will be acting on behalf of the RML holder and will have the authority to make immediate adjustments to procedures, to immediately require a procedure to cease, or to shut down a facility.

**For a Radiation Safety Application to be approved, the University is responsible to ensure that:**

- a. All staff, students and visitors at Charles Sturt University involved in the occupational use of ionising radiation have access to and have understood the appropriate acts, and regulations;
- b. The applications must demonstrate how all staff, students, and visitors at Charles Sturt University involved in the occupational use of ionising radiation will comply with the regulatory requirements; and
- c. Any person carrying out work involving radiation apparatus or radioactive substances must be user licenced to carry out such work, or have been issued with an exemption approval in writing and work under the direction and supervision of a person holding at least a general licence in the relevant category.

The guiding principles of Justification, Optimization and Limitation will be observed and applied to assess each proposal:

- **justification of a practice** by assessing that the benefits of the practice involving exposure to ionising radiation outweigh any detriment;
- **optimisation of protection** by ensuring that each of the following is kept as low as reasonably achievable taking into account economic and social factors:
- **dose and risk limitation** by setting dose limits or imposing other measures so that the health risks to any person exposed to ionising radiation is kept below levels that are generally considered to be unacceptable.

## 3. Roles and responsibilities of staff, students, and contractors

### Background

Staff, students, contractors, and the general public could receive a radiation exposure during healthcare, research, and commercial use of radiation. The responsibility to perform radiation protection principles is outlined below.

### The Radiation Safety Committee

The RSC will oversee and provide advice on radiation safety for all Charles Sturt University facilities involving exposure to ionising and harmful non-ionising radiation exposure.

<https://policy.csu.edu.au/document/view-current.php?id=89>

## Principal Investigator

The Principal Investigator is responsible for ensuring that all research projects involving the use of radiation have been approved by the RSC, that all procedures are performed safely, and that all personnel working on the project are:

- appropriately trained (including specific training in radiation safety and emergency procedures);
- aware of the requirements of the RMP; and
- issued with and wear personal radiation monitors where necessary.

The Principal Investigator must ensure that all personnel working on the project are aware of, and comply with, these procedures.

## Subject Coordinator

The Subject Coordinator is responsible for ensuring that a teaching subject involving the use of radiation has been approved by the RSC, that all procedures are performed safely, and that all personnel working on the subject are:

- appropriately trained (including specific training in radiation safety and emergency procedures);
- aware of the requirements of the RMP; and
- issued with and wear personal radiation monitors where necessary.

The Subject Coordinator must ensure that all personnel working on the subject are aware of, and comply with, these procedures.

## Staff and Students

Everyone who is exposed to radiation through their work, studies, and/or research activities at the University is provided with a Personal Monitoring Device (PMD) for monitoring their levels of exposure. This is usually in the form of a badge which is worn on the body while working with irradiating apparatus or radioactive sources. If you have a PMD, you must wear it in any area where a radiation warning sign is displayed.

The PMDs are returned for reading according to a regular cycle, and the University subsequently receives the exposure reports for all staff and students.

If any reports indicate a higher than expected dose, the report is passed on to the wearer for their information. Particularly high doses may also need to be investigated. PMD wearers can request a copy of their exposure reports at any time by emailing the Radiation Monitoring unit (radmon@csu.edu.au).

## Contractors

It is necessary for contractors to request a clearance from the RSC before maintenance work is completed on fittings and fixtures that are directly involved in radiation work, i.e. that have direct contact with radioactive substances such as sinks, etc. as these could be contaminated. On the Radiation Safety Committee website there is a link to the current Clearance for Maintenance form which must be filled out and approved before any maintenance work can commence.

[https://cdn.csu.edu.au/\\_data/assets/pdf\\_file/0011/3378989/RSC-Clearance-for-Maintenance-Work.pdf](https://cdn.csu.edu.au/_data/assets/pdf_file/0011/3378989/RSC-Clearance-for-Maintenance-Work.pdf)

## 4. Duties of the Radiation Safety Committee

University is committed to providing a safe and healthy working environment for its employees, and to ensuring that students and visitors to the University premises are safe from risks resulting from exposure to radiation used in either teaching or research.

The Radiation Safety Committee (the Committee) reports to the Deputy Vice-Chancellor (Research and Engagement) and through the Deputy Vice-Chancellor (Research and Engagement) and Vice-Chancellor to the Finance, Audit, and Risk Committee of the University Council.

The Committee was established to ensure compliance with the Protection from Harmful Radiation Act 1990 No 13 (2023) and the Protection from Harmful Radiation Regulation 2013 (2023).