

Radiation Safety Committee Teaching Proposal

v190215



DO NOT COMPLETE THIS FORM IN A WEB BROWSER. First SAVE this form, then OPEN the file in Adobe Acrobat Reader.

The use of ionising radiation is governed by the Radiation Control Act (NSW) 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 tell us if your application is URGENT. Work must not commence without written approval from the RSC.**

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.

The **Subject Coordinator** is responsible for completing and submitting this form to RadiationSafety@csu.edu.au. For RSC agenda closing dates, see the RSC Meeting Schedule on the [RSC Website](#). **All fields with a red border are required.**

1. Teaching Subject

Subject Code Session/s Campus/es

Subject Name Level
 Undergraduate
 Postgraduate

Does this subject involve a workplace learning component? Yes No

If teaching or workplace learning activities are planned to commence **before** the session starts, provide dates and details

2. Subject Coordinator

Name Staff ID No.

Phone or Mobile Email

School/Faculty Work Address / Campus

Radiation User Licence No (attach a copy) Radiation User Licence Conditions Radiation Licence Expiry

3. Teaching Staff

1) Name Email Staff ID No.

Teaching Role School/Faculty Campus

Radiation User Licence No (attach a copy) Radiation User Licence Conditions Radiation Licence Expiry

2) Name	Email	Staff ID No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Teaching Role	School/Faculty	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>
Radiation User Licence No (attach a copy)	Radiation User Licence Conditions	Radiation Licence Expiry
<input type="text"/>	<input type="text"/>	<input type="text"/>

3) Name	Email	Staff ID No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Teaching Role	School/Faculty	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>
Radiation User Licence No (attach a copy)	Radiation User Licence Conditions	Radiation Licence Expiry
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attach an additional page if there are more team members to list.

4. Personal Monitoring Devices

Do ALL those involved have a current CSU Personal Monitoring Device? (i.e. a Luxel dosimeter)

Yes No

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.

5. General Exemptions (if applicable)

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 application (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.

Identify the person issuing the General Exemption/s for this subject (must have a GE1 condition on their licence):

Name	Email	Staff ID No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Teaching Role / Position	School/Faculty	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>
Radiation User Licence No (attach a copy)	Radiation User Licence Conditions	Radiation Licence Expiry
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	
<input type="text"/>	<input type="text"/>	

6. Teaching Activities

Describe the aim of the teaching activities (or workplace learning placements).

Attach an additional page if the response does not fit in this field.

Briefly outline the main experimental procedures or teaching activity processes 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.

Attach an additional page if the response does not fit in this field.

7. Radiation Details

Provide specific details of all sources of radiation to be used, including substances and/or apparatus. Include the location (building and room no. for CSU apparatus) and/or the make, model, power output, exposure range, etc.

Attach an additional page if the response does not fit in this field.

Explain the role of the radioactive materials, irradiating apparatus or non-ionising radiation (e.g. lasers) in the teaching work. Who will be using them? How will they will be used, stored and disposed of (including all safety considerations).

Attach an additional page if the response does not fit in this field.

8. Facility Details

Location of the teaching activities involving radiation (building number and room number)

What type of facility will be used? Does the facility meet the appropriate standards and regulations?

Attach an additional page if the response does not fit in this field.

Facility Manager/s Approval (not applicable for Workplace Learning)

1) Name	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position/Role	School/Faculty/Unit	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	
<input type="text"/>	<input type="text"/>	

2) Name	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position/Role	School/Faculty/Unit	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	
<input type="text"/>	<input type="text"/>	

9. Signatures

By signing below, I confirm that all research team members have had the opportunity to review the information above prior to submission of this form.

Name of Subject Coordinator

Signature

Date

Name of Licenced Operator/Supervisor
(if different to Subject Coordinator)

Supervisor Signature

Date

Submit all applications to:

RadiationSafety@csu.edu.au

Note: The submit button above will not work until **all required fields** (marked with **red borders**) are complete.

Electronic files with digital signatures are preferred.

If teaching or workplace learning activities are due to start **before** the next [RSC meeting](#), please write '**URGENT**' in the subject line of your email when you submit your application.

Before sending, remember to attach any additional documents, such as such as copies of radiation licences, exemption forms, written approvals or additional pages of information relating to this form.

Note: Please do not assume a request has been granted until you are formally advised by the RSC in writing.

Approval RSC Use Only

Protocol Number

Signature

Date

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 by the RSC does not exempt the radiation licence holder(s) from having to complete the Application to Acquire Radioactive Substances or the 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, a Variation Request must be submitted to the RSC. These changes may include:
 - A change to Subject Coordinator, supervisor/s, licenced operator/s or teaching staff. Any staff added to the subject will need to provide copies of relevant radiation licences, exemptions or written approvals if working with radiation.
 - A change required to teaching activities/work methods/locations/etc. specified in the Teaching Proposal approved by the RSC.
 - Unexpected events that arise.
- Complete the Variation Request available on the [RSC Website](#).