

C002 – Checklist for New Radiation Workers

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Introduction

The University has a moral and legal responsibility to protect those working with radiation and radioactivity, and those affected by that work. It does this by the application of a radiation safety management system, details of which can be found in section 31 of the Health and Safety Policy Framework Arrangements document (see [Policy - Framework Arrangements](#)). An important part of this system is the initial steps needed to be taken for staff and students (“radiation workers”) who will be starting work with radiation or radioactivity. This checklist provides detailed steps on what needs to be done for radiation workers at the University.

TASK	DONE?
<p>1. Identify worker That staff and students will be working with radiation or radioactivity should be identified as soon as possible. If they are new to the University, this should preferably be done before their first day of employment</p>	
<p>2. Basic Training All University of Edinburgh radiation workers must complete the basic training in radiation safety course developed by the Radiation Protection Unit, before they can start work unsupervised. The only exception to this is if they have had comparable training elsewhere, in which case they must complete the Basic Radiation Protection course “Regulation” module as soon as possible¹. Details of all the available courses and instructions to find them on Learn can be found on the RPU webpages: RPU Training.</p>	
<p>3. Supervision After training, an appropriate level of close supervision might still be necessary, particularly for undergraduates. “Close” means immediate and direct. If this is recognised as necessary, an appropriately experienced and trained supervisor needs to be nominated and briefed.</p>	

¹ The Regulation module contains instruction on the UoE’s arrangements to meet its legal obligations. This of course would not be available in any other organisation’s training arrangements.

<p>4. Radioactive Substance Permit</p> <p>It is possible that new work with radioactive material will not covered by an existing Radioactive Substances Permit (formerly known as Certificates of Registration or Authorisation). This should be checked as soon as possible. If not, the RPU should be contacted immediately; new Permits can take many months to obtain.</p>	
<p>5. Risk Assessment</p> <p>Details of the University's radiation risk assessment arrangements can be found at this webpage: Radiation Risk Assessments. The RPU should be contacted for assistance; staff should not complete a radiation risk assessment without any professional support. A Radiation Risk Assessment requires completion of a thorough Risk Assessment in addition to completion of a RADUSER Form.</p> <p>[Note: The previous method of approaching risk assessments is currently being phased out. This included a Generic Risk Assessment and Proposed Scheme of Work Form.]</p> <p>Remember that the risk assessment might need to take into account if the worker is pregnant or breastfeeding; see RP COP013 for more information.</p> <p>Undergraduates are permitted to work with certain ionising radiation sources, with the appropriate degree of supervision. Since undergraduates are not normally exposed to ionising radiation in the course of their work, their annual dose is limited to 1 mSv. Entry into a radiation Controlled Area is only permitted when the following conditions are met:</p> <ol style="list-style-type: none"> I. the entry is for teaching or demonstration purposes; II. their potential annual radiation dose is restricted to the dose limits for members of the public; III. their attendance is closely supervised; and IV. the entry conditions are in writing, normally incorporated into the Local Rules. 	
<p>6. Proposed Scheme of Work</p> <p>[Note: These forms are currently being phased out in favour of the new Risk Assessment System implemented in 2020 (Radiation Risk Assessments).]</p> <p>A completed Proposed Scheme of Work form must be submitted and received back countersigned before unsupervised radiation work starts. Information about PSoW can be found at this webpage: RP COP007 . PSoW templates for use can be found at this webpage: RPU PSoW's. In the case of undergraduates, if the work with radiation is essentially watching a demonstration, their supervisor is responsible for completing an appropriate collective Proposed Scheme of Work form. If it involves more involvement in the radiation work, then the undergraduate needs to complete their own PSoW form.</p>	

<p>7. Local Training</p> <p>The Basic Courses in Radiation Protection do not include instruction and training on any particular equipment or process. There will often be a need for such training to be provided at a local level, and might involve either formal training provided by an external provider, or just local instruction by a competent member of staff. It must be adequate for the job and should be arranged by or on behalf of the new worker's line manager. The fact that it has been given should be recorded. Information on the University's training requirements for radiation workers can be found at this webpage; RP COP008.</p>	
<p>8. Dosimetry</p> <p>Does the radiation worker need a dosimeter (or other form of personal dosimetry)? This will be stated on the Radiation Risk Assessment/RADUSER Form (or PSoW), but might be determined earlier if the worker is going to be working with an existing process. Supply of an appropriate personal dosimeter will need to be arranged with the University's normal dosimetry service. Arrangements for this can be obtained from your local Radiation Protection Supervisor.</p>	
<p>9. Classification</p> <p>Will the radiation worker need to be classified? Information on classification can be found at this webpage: RP COP015. The University's normal approach is to avoid classification, and the need for classification is normally determined by the RPU. If however classification is required, time will need to be allowed to arrange for a medical examination and registration with the National Registry of Radiation Workers. University staff must not make their own arrangements for classification. Note that undergraduates cannot be classified workers.</p>	
<p>10. Radiation Protection Supervisor</p> <p>The radiation work will need to be within the purview of a Radiation Protection Supervisor. The names and details of the current RPSs can be found at this webpage: RPSs. If the radiation worker is not within any of the current RPS's area, then a new RPS might have to be appointed. The RPU should be contacted in this case. Information about the RPS role can be found at this webpage; RP COP001.</p>	
<p>11. Work at External Organisations</p> <p>Is the new radiation worker undertaking the work at one or more organisations external to the University? If so, that organisation might impose requirements that need to be met before the visit. Common amongst these are a need for a medical, and signature by a line manager or the University Radiation Protection Adviser. The medical might take some time to arrange. Information on working at organisations outwith the UK can be found at this webpage: RP COP016.</p>	
<p>12. Personal Protective Equipment</p> <p>Will the radiation worker need any personal protective equipment, such as a lead apron, protective eyewear or a lab coat? This might have to be ordered, and checked that it fits and is suitable for the wearer.</p>	

Further Information

Further advice on the University's arrangements for radiation safety can be found in the [RPU Codes of Practice and Guidance Notes](#). Please contact the Radiation Protection Unit, radiation@ed.ac.uk with any further queries.