

Radiation Safety Management Plan

(Worked Example)

In accordance with the H&S at Work Act 2015 the aim of this organisation is

to eliminate risks to health and safety, so far as is reasonably practicable; and

if it is not reasonably practicable to eliminate risks to health and safety, to minimize those risks so far as is reasonably practicable.

1) Identifying our hazards:

- a) Catalogue all the radioactive and suspected radioactive items that you have in your institution.
- b) Have an inventory of your radioactive and suspected radioactive items detailing where about on the item the suspected radiation is present, and note the date of any testing that was done on the item. To have radiation levels checked go here: <https://www.radpro.co.nz/solutions/>

2) Assess the risks from your hazards:

- a) The risk of radiation poisoning from radioactive items.
- b) Use the worksafe hierarchy of controls and risk rating table to determine what are the possible actions you can take (<https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/risk-management/>), this may include radiation testing, increasing the distance of the radioactive item from the public.
- c) There are strict legal limits of radiation that proscribe what is allowable for members of the public. If you fail to comply with the legislation you risk prosecution.

3) Have processes for accidents, incidents, emergencies and disposal:

- a) If a staff member dropped or knocked over a radioactive item and created a cloud of potential radioactive dust, are there procedures/instructions telling the staff what to do and who to contact.
- b) Do you have a process for disposing of radioactive containing items, you can find useful information here <https://www.esr.cri.nz/>
- c) Ensure that your staff know how to wear the correct Personal Protective equipment (PPE) when handling radioactive items.

Keep your procedures simple and easy to read. Ensure that any emergency contact numbers are in large bold print on the front page e.g. Radiation hotline 021 393632

4) Document staff training:

- a) Keep training records for all your staff, this should include the dates the training was received.
- b) Ensure staff have regular training sessions and that training is updated at least every 2 years.
- c) Ask staff for feedback on training sessions to determine if the training is regarded as useful and/or effective.

5) Review the plan for effectiveness:

- a) In the light of any accidents, incidents, emergencies or disposals, review your procedure to see: 1) if it worked and 2) if it did not work, what do you have to do to ensure that it will work next time.
- b) Document and date any changes you make to your procedures.