

HS925 Position Description: Radiation Safety Supervisor



Reference: HS601 Radiation Ionising Procedure and HS711 Non-Ionising Radiation Procedure
This is a guideline position description; areas are free to adapt to suit their circumstances.

Faculty/Division			School/ Divisional Unit	
Document number:	Initial Issue date:	Current version:	Current Version Issue date:	Next review date:

Overview

The position of Radiation Safety Supervisor is appointed by the Head of School to provide a point of contact for the collection and dissemination of information on Radiation safety for the school. Radiation Safety matters refers to (but not limited to): ionising radiation and non-ionising radiation, including lasers.

Reporting

The position reports to the level 3 health and safety consultation committee in the school by providing regular updates. The position does not need to sit as a member of the committee.

Responsibilities

The responsibilities of the Radiation Safety Supervisor include:

1. To be the point of contact for receiving information related to radiation safety from the UNSW Health and Safety Unit and Radiation Safety Committee (RSC) that needs to be disseminated to members of the School.
2. To be the point of contact, in collaboration with the Radiation Safety Officer (RSO), for members of the School seeking advice on radiation safety issues.
3. To be familiar with the UNSW Radiation Procedures and associated guidance and forms.
4. To inform Research Ethics Compliance Support (RECS) team and UNSW Radiation Safety Officer (RSO) of any changes that need to be made to the university registration license.
5. To assist in Environment Protection Agency (EPA) radiation license issues.
6. To ensure students working with ionising radiation have a GE1 endorsement and a guideline for supervision and signed off plan for supervision.
7. To allocate and collect personal radiation dosimeters/TLDs.
8. To monitor radioactive waste disposal and ensure records are kept.
9. To notify the RSC of changes within the school and ensure approval is granted prior to work commencing.
10. To ensure RSC perform annual radiation inspection.
11. To have an awareness of the Laboratory Hazardous Waste Disposal Procedure and UNSW guidelines on dealing with radiation spills.
12. To maintain records, including
 - a) Register of radiation researchers, license and renewal date
 - b) Register of laboratories
 - c) Register of radiation projects
 - d) Register of personal radiation monitor users
 - e) Register of radioactive sources, acquisition, use and waste removal and disposal
 - f) Register of results of laboratory contamination monitoring
 - g) Radiation safety training registers

Supporting resources

Procedures, guidelines, information sheets and legislation links that support radiation safety can be accessed from the UNSW H&S web sites:
<http://safety.unsw.edu.au/radiation>

Relevant legislation

Radiation Control Act 1990

Radiation Control Regulation 2013

Work Health and Safety Act and Regulation 2011