

Information, Instruction and Training Outline for Radiation Workers

Worker: _____ Department: _____

Worker Designation: Registered

The following is an outline of the subjects, which are applicable to working with ionising radiations. For each subject area which applies, a date and signature of the instructor should be added. On the reverse of the form, the subject matter to be covered under each area of training has been summarised. If the subject area is not applicable for a worker please record N/A.

The Department is responsible for ensuring that workers receive adequate training for them to work safely and this form should be kept by the Department as a record of that training.

Subject Area	Instructor	Date
Awareness of the safety problem		
The legal framework		
Personal Dosimeters		
Justification of use		
Record Keeping		
Use of Radioactive Substances: <i>Maximum</i> <i>Sealed</i> <i>Isotope</i> <i>Activity</i> <i>or Open</i> _____ _____		
Opening consignments and dispensing: <i>Isotope</i> <i>Maximum Activity</i> _____ _____		
Disposal of Isotopes Liquid Waste Solid Waste Scintillation Vials (Organic Normal Waste		
Use of equipment producing Ionising Radiations Type of equipment: _____		
Monitoring – Theory Practical		
Incident Procedures		
Transport of Radioactive Materials		

GUIDANCE ON RADIATION PROTECTION TRAINING

Subject Area	Suggested Contents
Awareness of the safety problem	The external hazards of Alpha, Beta, Gamma, Neutron and X-ray emitters, the internal radiation hazards and basic protection principles. Radiation effects on the body and the risks.
The legal framework	Basic requirements of the Radioactive Substances Act 1993 and the Ionising Radiations Regulations 1999. The position of the Environment Agency and the Health and Safety Executive. The main points of the Local Rules.
Personal Dosemeters	The different types of dosimeter: 4-week TLD, 13-week TLD, finger TLD. The uses of these dosimeters, their limitations and distribution system.
Justification of use and percentage calculation	Requirements for all work with ionising radiations to be justified with the risk being balanced against the advantages when safer alternatives are not available.
Record Keeping	The University and Departmental practice for record keeping and the need to be able to hold documents proving our compliance with the law.
Use of Radioactive Substances	The characteristics of each isotope to be used, whether sealed or open source, and the protective measures to be taken. Maximum amount of each isotope allowed in laboratories and used on bench. Storage and working procedures including shielding and remote handling at various workstations or areas. Monitoring practices for contamination and external hazards where applicable.
Opening consignments and dispensing	For open source work, the Departmental procedures for receiving radioactive material, including consignment opening, record keeping and, where required, dispensing.
Disposal of Isotopes	For open source work, all disposal routes, including packing, labelling, storage, record keeping and limits should be known.
Use of equipment producing Ionising Radiations	Workers who use equipment capable of producing ionising radiations, the characteristics of the generators used, their controls, interlocks and warning devices. The limits of the equipment and any warnings of unsafe situations.
Monitoring	The frequency, method and recording for each monitor used, to cover routine and accident conditions.
Incident Procedures	All reasonably predictable accidents and any incident with serious consequences should be covered, with actions to be taken.
Transport of Radioactive Materials	Transport on site or away from the University. In each applicable case, the packing, transport and documentation should be covered.
Additional Headings	Additional and alternative subject areas should be recorded as required.

Where training has been obtained at another organisation, it should be reviewed by the RPS and if considered adequate they can sign against the appropriate areas.