



Policy Number:	20.105.60
Name:	Radiation Safety Policy
Origin:	Health and Safety (Human Resources Department)
Approved:	December 2007
Approval Process:	Vice-President (Administration)
Revision Date(s):	Every 3 three years and whenever there is a change of circumstances that may affect the health and safety of employees.

Introduction

The University of Regina holds a Licence from the Canadian Nuclear Safety Commission for the use of nuclear substances and radiation devices. All procurement, use, storage, transfer and disposal of these materials by a University employee under the auspices of the University is governed by the terms of this Licence. In addition, other radiation-emitting devices such as x-rays and lasers are covered by this policy.

Policy

The University of Regina is committed to protecting all members of the University community and the environment from any adverse effects resulting from the use of ionizing radiation on campus. This will be achieved by:

- Ensuring all legislative requirements for the safe use, storage, transfer and disposal of radiation and radioactive materials are met.
- Using the ALARA (As Low As Reasonably Achievable) principle as the guiding principle for all decisions and actions concerning the use of radiation and radioactive materials.

The Radiation Safety Program has been developed and shall be maintained to ensure the required level of control without unduly hampering research.



Purpose

The Radiation Safety Program describes in detail the roles and responsibilities of the Vice-President (Administration), Permit Holders and individuals, for the safe use of radiation and radiation-emitting devices. The Program ensures compliance with legislative requirements (Federal/Provincial acts, regulations, standards and guidelines and Municipal by-laws pertaining to health, safety and the environment).

Responsibilities

1. The President, as represented by the VP (Administration), will:

- 1.1. Ensure that the President's Advisory Committee on Radiation Safety (PACRS) oversees and administers this Policy.
- 1.2. Provide sufficient personnel and resources for the administration and enforcement of requirements and procedures following from this Policy.

2. The President's Advisory Committee on Radiation Safety (PACRS), will:

- 2.1. Oversee and administer the Radiation Safety Policy, to ensure the safe use of radioactive material and radiation in education and research at the University of Regina, by the formulation of necessary programs and procedures.
- 2.2. Establish and oversee a Radiation Safety Committee.

3. The Radiation Safety Committee (RSC) will:

- 3.1. Formulate and implement the University of Regina policies, regulations and procedures governing the use of radioactive materials and radiation.

4. The Radiation Safety Officer (RSO) will:

- 4.1. Provide professional advice and assistance in all matters related to radiation and radioactive material safety.
- 4.2. Keep procedures and practices for the use of radiation and radioactive material up to date.

5. All Permit Holders (Academic Staff Members) directing the use of radiation or radioactive materials will:

- 5.1. Ensure that they and those working under their direction know and carefully follow all procedures in the University of Regina Radiation Safety Program.
- 5.2. Have appropriate training as determined by the Radiation Safety Officer.
- 5.3. Use the ALARA principle to guide all their actions and decisions, thereby minimizing exposure of themselves or others to radiation or radioactive materials.



- 5.4. Ensure that no unauthorized person can gain access to radioactive materials under his or her control.
- 5.5. Cooperate with and assist the University administration in carrying out this policy and the Radiation Safety Program to ensure compliance.

6. All persons using radioactive materials or radiation will:

- 6.1. Know and follow all procedures in the University of Regina Radiation Safety Program.
- 6.2. Have appropriate training as determined by the Radiation Safety Officer.
- 6.3. Use the ALARA principle to guide all their actions and decisions, thereby minimizing exposure of themselves or others to radiation or radioactive materials.
- 6.4. Seek additional information if they do not have the knowledge and training for a particular use of radiation or radioactive materials.
- 6.5. Ensure that radioisotope laboratories and storage areas are locked, and that no unauthorized person is given access to radioactive materials.

7. All members of the University community are responsible for:

- 7.1. Following the directions of all radiation warning signs or instructions.
- 7.2. Keeping out of unauthorized areas.

Accountability

Individuals who do not follow this policy or regulatory requirements may face disciplinary action and/or loss of privileges regarding the use of radioactive materials at the University of Regina.