

## Key Risk Area (KRA)

### KRA 1.9 Radiation Management

#### 1. Purpose

The University is committed to providing a safe and healthy work and study environment. This document provides guidance on how the University ensures that Radiation work undertaken by the University meets safety and compliance requirements.

#### 2. Scope

This Guideline applies to all health, safety and wellbeing activities of staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

#### 3. Guidelines

##### 3.1. University Radiation Management Plan

The University's [Radiation Management Plan \(RMP\)](#) contains detailed procedures relating to management of radiation work at the University of Newcastle.

##### 3.2. Raising Concerns

Any member of the University community who has concerns about a breach of the KRA should contact the Health, Safety and Wellbeing Team directly and lodge a report in the online [Incident / Hazard Reporting System](#) (AIMS).

When working with radiation apparatus or sources and there is an incident or unexplained symptoms or illness is experienced, seek medical attention and report the event using the online [Incident / Hazard Reporting System](#) (AIMS).

### 3.3. Enforcement

The University will, enforce all conditions of the University Radiation Management Licence (RML) issued by NSW EPA reflecting requirements of the NSW Radiation Control Act and Regulations.

## 4. Definitions

Section 4 - Glossary of the Radiation Management Plan (RMP) also contains a full list of definitions under the legislation.

In the context of the Health and Safety Management System Framework:

RML	Radiation Management Licence issued by NSW EPA
RMP	Radiation Management Plan
EPA	The Regulatory and Compliance Support Unit of the NSW Environmental Protection Authority regulates activities that fall under the NSW Radiation Control Act.
Licence Holder	The RML licence holder is the DEPUTY VICE CHANCELLOR (RESEARCH & INNOVATION) as delegated by the VICE CHANCELLOR
Primary Contact	At the University of Newcastle there are two roles in the HSW Team, Resources Division who act as Primary Contacts with the NSW EPA in relation to the RML
CRTC	Chemical and Radiation Technical Committee serves as the Radiation Safety Committee
RSC	Radiation Safety Committee
RSA	Contracted Radiation Safety Advisor
Employer	Means the University of Newcastle (the University).
Executive Committee	Consisting of the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer, Chief People and Culture Officer and the Chief Financial Officer, the University Secretary and the President of Academic Senate.
Leader / Supervisor	Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
Occupationally Exposed person	a person who, in the course of his or her work, could be exposed to ionizing radiation arising from direct involvement with sources of such radiation.
Worker	Includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer. A person is a worker if the person carries out work in any capacity for the University or another person conducting a business or undertaking, including work as:

	(a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or (h) a volunteer, or (i) a person of a prescribed class.
Workplace	Means any recognised or defined area, location or vehicle where workers carry out their work.

## 5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in [HSG 1.2 Roles and Responsibilities Guideline](#).

Specific responsibilities under this Guideline include:

### The University of Newcastle

- The Radiation Control Act and the Regulation assign certain responsibilities to employers to protect employees, members of the public and the environment from unnecessary exposure to radiation arising from their operations which use radiation apparatus and radioactive substances.

### Licence Holder

- Must ensure the organisation complies with the licence conditions of the RML issued under the Radiation Control Act, 1990 by the NSW Environment Protection Authority

### Infrastructure and Facility Services (IFS)

- Ongoing servicing and maintenance of University registered Radiation facilities and fixed infrastructure related to registered radiation apparatus and sources;
- Ensure any maintenance or repair work to be conducted in a registered radiation facility is discussed with the Organisation Primary Contact Officer/s and/or the University Radiation Safety Advisor.

### Facility Owner- if not University of Newcastle (e.g. HMRI)

- Ongoing servicing and maintenance of radiation facilities registered on the University's Radiation Management Licence including related fixed infrastructure and fittings;

- Ensure any maintenance or repair work to be conducted in the facility is first assessed with the Organisation Primary Contact Officer/s and/or Radiation Safety Advisor.

### **Supervisors and Leaders**

- Ensure workers, visitors and contractors who report to them are aware of this KRA;
- Ensure workers, visitors and contractors who report to them who are considered an Occupationally exposed person complies with this KRA;
- Ensure all purchases of radiation apparatus and sources are approved before the purchase is completed as outlined in the RMP
- Ensure all University radiation work planned by workers, visitors and contractors who report to them have been approved as outlined in the RMP
- Ensure all University radiation work is conducted in compliance with the conditions of the RML and in accordance with the procedures outlined in the RMP
- Report issues of non-compliance of workers in accordance with the KRA;
- Support suitable representation of workers who report to them as members of the Chemical and Radiation Technical Committee reflecting the volume of radiation work conducted by their workers.

### **Radiation Safety Advisor**

- Advise and assist the employer to fulfil their responsibilities under the Radiation Control Act and the Regulation.

### **Chemical and Radiation Technical Committee**

- To act as an administrative and consultative body that reviews the radiation safety of all uses of ionising radiation and radioactive substances within the organisation.
- To recommend implementation of a radiation safety policies within the organisation.

### **Health, Safety and Wellbeing Team**

- Monitor the effectiveness of this KRA and support its implementation;
- Implement and maintain procedures to support this KRA;
- Provide training programs for workers to support this KRA.
- Manage the administration relating to the RML to ensure it remains current
- Service the Chemical and Radiation Technical Committee (CRTC) and administer the Safety review system where all Radiation work planned to be conducted is assessed and approved by the CRTC before it commences.

### **Local Safety Contact Person**

- Assist Supervisors and leaders to ensure workers, visitors and contractors who are planning to work or working with radiation apparatus or sources complies with this KRA;
- Assist Supervisors and leaders to ensure all University Radiation work is conducted in compliance with the conditions of the University Radiation Management Licence
- Ensure all users of radiation facilities have completed training and inductions with records held locally.
- Report issues of non-compliance of workers in accordance with the KRA
- Ensure any planned maintenance or repair work to be conducted in the facility is discussed with the Organisation Primary Contact Officer/s or Radiation Safety Advisor before proceeding.

### **Workers**

- Staff members, employees, students, visitors, contractors and workers must comply with reasonable health and safety instructions, policies and procedures including this KRA; and
- Only conduct radiation work that has Safety Approval and comply with any associated conditions.
- Complete radiation training and facility inductions before commencing any work in a certified facility.
- Report any radiation safety or compliance issues to supervisors, their leader or the Health, Safety and Wellbeing Team, in addition to lodging a report in the online Incident / Hazard Reporting System (AIMS).

## **6. References & Related Documents**

The following documentation is referenced in, or applicable to this Guideline:

[HSG 1.2 Roles and Responsibilities](#)

[KRA 1.5: Personal Protective Equipment \(PPE\)](#)

[KRA 1.7: Laboratory Safety](#)

NSW Work Health and Safety Act and Regulations

NSW Radiation Control Act and Regulations

[Radiation Control Regulation 2013](#)

[Radiation Control Act 1990 No 13](#)

Nuclear Non-Proliferation (Safeguards) Act and Regulations

[ARPANSA \(Australian Radiation Protection and Nuclear Safety Agency\) Regulations, Codes and Guidelines](#)

[NSW Radiation Series No. 5 “Recommendations for Radiation Safety Officers and Radiation Safety Committees”](#)

AS 2243.1:2021 Safety in Laboratories, Part 1: Planning and operational aspects

AS/NZS 2243.4 Safety in Laboratories, Part 4: Ionizing radiations

AS/NZS 2243.5 Safety in Laboratories, Part 5: Non-ionizing radiations – Electromagnetic, sound and ultrasound

AS/NZS 2243.6 Safety in Laboratories, Part 6: Plant and equipment aspects

AS/NZS 2243.8 Safety in Laboratories, Part 8: Fume cupboards

## 7. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
1	October 2023	CPCO	All	Original version which combines existing information from version 9 of the Radiation Management Plan. All sections reviewed for legal compliance.

## 8. Appendices

Nil