

University Occupational Health and Safety Information Sheet

TRAINING REQUIREMENTS FOR WORKERS USING IONISING RADIATIONS

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1. PURPOSE

The aim of this document is to give details of the minimum expected level of training that all those involved in the use of ionising radiations are expected to undertake.

2. INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

Under IRR17, there is a requirement for the University to provide all persons associated with the work involving ionising radiation, including their Principal Investigator, Laboratory Supervisor or Line Manager, with suitable information, instruction, training and supervision when dealing with any form of ionising radiation.

3. RADIATION WORKERS

3.1 Information, Instruction and Training

All those who make use of ionising radiation in any form are to be given suitable information, instruction and training in relation to, and proportionate with the potential hazards that these practices may present.

3.1.1 Induction

All members of staff who wish to work with ionising radiation are required to register with SHaW by completing the registration form on the [eRad](#) system. Upon completing their registration, this will be approved by both the nominated DRPS and the URPO. The worker will then be able to access the University Basic safety induction specific to the form of radiation they will be working with:

- [Ionising Radiation - Use of Unsealed Sources Induction.](#)
- [Ionising Radiation - Use of Sealed Sources Induction.](#)
- [Ionising Radiation - Use of X-ray Generating Sources Induction.](#)

At the end of each induction, there is a short assessment that is used to judge the participants understanding of the subject matter. If the worker shows that they have understood the content, and achieve the required pass mark, they will then be able progress with any relevant departmental training prior to beginning work with ionising radiations.

Should the results of the induction assessment show that the worker does not understand the subject matter to a sufficient degree, they will be referred to the DRPS responsible for their work, who will ensure they undergo further instruction. They would then be required to attempt the induction assessment again and achieve a pass mark before being able to commence / continue with their work activity with ionising radiation.

Multiple failures to complete the relevant induction successfully will be referred to the Head of Department.

3.1.2 Competency

Departments are required to ensure that all those working with ionising radiations undergo specific training and ensure that they are competent to work with these materials or generators safely. This training should include:

- General University Induction training
- Departmental procedures and protocols
- Practical skills training
- Emergency procedures

It is the department's responsibility to ensure that all personnel conduct all required training, and that they are satisfied that the person is competent to carry out the work required.

3.2 Supervision

All Principal Investigation, Laboratory Supervisor or Line Manager are responsible for ensuring that all workers using radiation materials or generators as part of their work receive appropriate supervision, commensurate with their experience and skills.

Radiation worker processes should be regularly inspected to ensure that they are working safely and following both University and Departmental policies as well as Best Practicable Means.

3.3 Training records

Training is to be recorded on the relevant [Training and Competency Record](#). This log is to be completed for each worker, and a copy is to be kept by both the department and the worker.

3.4 Refresher training

University policy is that all radiation safety training is refreshed every 3 years. This will allow for any changes in best practice or legislation to be passed on, and to maintain and improve the level of knowledge amongst those using these materials or pieces of equipment.

4. ALL OTHER PERSONNEL

For each level of personnel involved in the use of radioactive material or generators, there are specific training requirements. This training ensures that they are fully aware of the hazards presented by these materials or pieces of equipment, and to ensure that they are able to work safely whilst using them.

4.1 Heads of Department

To ensure that senior personnel within each department are aware of their responsibilities and the potential outcomes for not meeting them, they are invited to contact the URPO for a discussion about what is required of them.

This will take the form of a formal meeting, and will allow the HoD or manager the opportunity to ask any questions they may have over their responsibilities.

4.2 DRPS

Prior to their appointment, each new DRPS will be required to attend suitable and appropriate training courses to provide them with the required knowledge to carry out the role. This training is arranged by SHaW, and is provided by the URPA. This course can only be booked via the URPO.

The courses will cover the form of radiation that they will be overseeing, and the training must be undertaken prior to assuming the position of DRPS. Bookings will only be made once a suitable member of staff has been identified to hold this position.

Training for this position is only available to those who are to be appointed as DPRS for their department. To access this training course, such personnel are to the contact the URPO.

4.3 Estates Personnel

Estates personnel must not carry out work in a radiation area without first contacting the DRPS for that area. The DRPS will be able to review the work to be conducted, and where needed, discuss this with the URPO to determine what, if any training will be required.

4.4 Security Personnel

Security personnel must not carry out work in a radiation area without first contacting the DRPS for that area. The DRPS will be able to review the work to be conducted, and where needed, discuss this with the URPO to determine what, if any training will be required.

In the event of an emergency, Security staff must not enter a radiation area without this first being discussed with the DRPS for the area, the URPO or the URPA.