

*Draft Document:*      **Standard Operating Procedure: Registered Radiation Worker**

## Standard Operating Procedure: Registered Radiation Worker

### 1 Introduction

In accordance with the Regulations Relating to Group III and IV Hazardous Substances issued in terms of the Hazardous Substances Act, 1973 all university members (all persons working with sources of radiation on university grounds; including staff, students, contract staff, visiting workers) will have to register as radiation workers through their department or the holder of the authority (if different) pertaining to the proposed activities.

Registration will have to take place before beginning work with sources of radiation in the respective jurisdiction and before a departmentally approved dosimeter is distributed.

### 2 Exclusions

No person shall be registered as a radiation worker unless-

- (a) they are 18 years old or older;
- (b) the university medical practitioner has certified in the health record of the person concerned that in the opinion of the medical practitioner such person is fit to perform radiation work; and
- (c) in the case of a female person, the holder concerned has informed such person of the hazard to the foetus of ionising radiation during pregnancy.

### 3 Registration Process

#### 3.1 Responsibilities: Department

Each Department in regards to registered radiation workers will be required to:

- 1) Ensure that the following forms are completed and kept on file in house (departmentally) and copies sent to the Occupational Health Unit. *Copies of the forms can be obtained from the University Radiation Protection Officer*
  - RC008 in duplicate; 1 copy to be filed, 1 copy sent to Occupational Health Unit.

607(E) Medical Report (condition 21 (3))

606 Record of previous occupational exposure to ionizing radiation (condition 37 (3)) (to be completed and given to worker on resignation) - 2)      Keep a register of radiation workers in their area as prescribed in section 14 of 'the Regulations' with the following information

- (a) the date of registration and deregistration;
- (b) the age at the time of registration;
- (c) in the case of a female radiation worker, the periods of pregnancy, as such person informed the holder; the holder should encourage the worker to inform them of any pregnancy with a view to assess their working conditions
- (d) the date of appointment in the employ of the holder and of dismissal and the reason for the dismissal;
- (e) the address at the time of dismissal.

A department shall remove the name of a radiation worker from the register of radiation workers in his employ as soon as-

- 1) a medical practitioner certifies in writing that in his opinion such worker is not fit for radiation work; or
- 2) the Director-General or the worker concerned so requests,

*Draft Document:*      **Standard Operating Procedure: Registered Radiation Worker**

### 3.2 Responsibilities: Prospective Radiation Workers

All Prospective Radiation Workers will be required to:

- 1) attend an approved course
  - a. The annual University Radiation Course or
  - b. An *iThemba LABS* course
- 2) Complete and pass an annual theoretical open book assessment (proposed implementation date: 2009)
- 3) to attend a mandatory radiation worker medical examination (at the Occupational Health Unit) required for the purposes of the Group III and Group IV Hazardous Substances Regulations and, give the university medical practitioner or other person who is to carry out the examination any information as required

## 4 Post Registration Responsibilities

Once registered and in possession of a departmentally approved dosimeter (if appropriate) the Registered Radiation worker can begin work with sources of radiation.

However, the RRW will be required to:

- 1) wear a departmentally approved dosimeter (if appropriate). This will be analysed on a monthly basis. The results of which will be sent to the Occupational Health Unit so that the results are added to the personal medical files for on going assessment of exposure.
- 2) have a responsibility to follow all guidance and training given by their DRPO, the URPO or on formal training courses.
- 3) follow any University and local rules and guidance
- 4) take and pass an annual open book theoretical competence assessment. They will not be permitted to begin work with sources of ionizing radiation before satisfactorily completing this (proposed implementation date: Sept. 2008).
- 5) comply with the regulation, control, restriction or prohibition of entry to any or all of the controlled areas on university premises. A university member failing or refusing to comply with any arrangement shall be guilty of an offence in regards of the Hazardous Substances Act, Group IV Hazardous Substances Regulations

And

- 6) where a university member has reasonable cause to believe that an incident, accident and or over-exposure have occurred, they shall forthwith notify their DRPO of their suspicion.