



## IONISING RADIATION MANAGEMENT ACTION PLAN 2010

This Action Plan supports implementation of the UniSA [Management Plan for the Safe Use of Ionising Radiations](#). It identifies key actions for the University Radiation Safety Officer (URSO), Departmental Radiation Safety Officers (DRSOs) and the Radiation Safety Committee (RSC). It is not intended to capture the many on-going routine actions which are necessary for effective day-to-day implementation of the Management Plan in accordance with the University [Ionising Radiation Policy No: HR-29.1](#) and [Radiation Safety Manual](#). Many of these actions will be integrated within School/Institute Local OHSW Action Plans. The RSO is available nominally 0.2 FTE on this function (ie approx 1 day per week on average). DRSO duties are absorbed within the general work time of these staff. The amount of activity in the action plan is anticipated to be realistic taking into account the part-time nature of radiation safety duties.

This Action Plan was ratified by the RSC at its meeting on 9 February 2010. Progress will be monitored and recorded at each meeting of the Committee. New items may be added and existing items updated.

	ACTION	WHO	BY WHEN 2010	PROGRESS/COMMENT
1.	<b>PLANNING, REPORTING AND REVIEW</b>			
1.1	Prepare annual report on performance of 2010 Action Plan for Director: HR (with copies to University OHSW&IM Committee)	URSO	December	
1.2	Hold meetings of the RSC	URSO	February, April, July, October	
1.3	Provide quarterly report to OHSW&IM Committee	URSO	Quarterly	
1.4	Report to <a href="#">RIACC</a> on management of radiation safety in research in accordance with <a href="#">Australian Code for the Responsible Conduct of Research</a>	URSO	Quarterly	
1.5	Prepare 2011 Action Plan for ratification by RSC	URSO	December	
1.6	Review the UniSA <a href="#">Management Plan for the Safe Use of Ionising Radiations</a> (August 2005) (review was due August 2008)	URSO	End April 2010	
2.	<b>INSPECTIONS, MONITORING AND AUDITS</b>			
2.1	Information supplied to URSO on local radiation safety management for ongoing monitoring (new radiation workers, licences, registrations etc)	DRSOs	Quarterly before RSC meeting	
2.2	Inspections are conducted based on <a href="#">Radiation Audit Checklist</a>	DRSOs	Local schedule	
2.3	Proposed new or modified laboratories, stores, sources and apparatus are investigated by URSO and DRSO	URSO, DRSO	As required	



2.4	<b>WorkCover external evaluation:</b> Participate as required in any radiation safety aspects of the WorkCover evaluation of the university OHSW&IM systems.	URSO and DRSOs	February 2010	
2.5	Undertake stocktake of <b>records</b> kept by DRSOs with reference to circulated list and correctness and completeness of central records	URSO	May	
2.6	Conduct stocktake of UniSA radiation workers (staff or students) at <b>other research institutions</b> and efficacy of safety management processes	URSO, DRSOs	November	
2.7	<b>Legislative compliance internal audit:</b> Participate in Planning and Assurance Services internal audit of the university system for compliance with the Radiation Protection & Control Act.	URSOs, DRSOs, selected radiation workers, licence holders, researchers	Expected to take place in last quarter of year, ie October – December	
<b>3.</b>	<b>RESEARCH PROPOSALS INVOLVING RADIATION EXPOSURE</b>			
3.1	Review proposed research projects for radiation clearance in liaison with Ethics & Compliance	URSO	As required	
3.2	Radiation advice given on proposed projects within schools and institutes	DRSOs	As required	
3.3	Facilitate liaison with EPA to gain approval for research involving exposure of human research participants	URSO	As required	
3.4	Review suitability of radiation guidance on Ethics & Compliance website	URSO	April	
<b>4.</b>	<b>IMPLEMENTATION</b>			
4.1	Update and implement EIE <b>Source Security Plan</b> submitted to EPA in December 2009	URSO and DRSO (EIE)	February	
4.2	<b>Emergency services:</b> Prepare clear campus information on radiation stores etc for Facilities Managers at City East and Mawson Lakes	URSO	February	
4.3	New <b>radioactive waste store</b> introduced for School of Pharmacy & Medical Sciences	DRSO (Sansom Institute)	February	
4.4	Confirm that UniSA does not require a permit for holdings of ' <b>nuclear materials</b> '	URSO, DRSO (IWRI)	March	



4.5	Draft new <b>risk assessment form</b> for managing radiation hazards (also for assisting research proposals) cf. forms OHSW12/12A and 70	URSO	March	
4.6	Prepare <b>Premises register form</b> cf. forms OHSW55, 56,68	URSO	March	
4.7	Contribute to specifying user requirements and user testing for radiation safety processes within the new university-wide <b>OHSW electronic information system</b>	URSO and DRSOs	To be advised	
4.8	Conduct needs analysis for <b>survey meters</b> to ensure adequate provision of calibrated meters to suit types of radiation being used.	URSO, DRSOs	March	
4.9	Radiation safety <b>training</b> (for DRSOs and radiation workers): i. Conduct training needs analysis (TNA) ii. Develop radiation safety <b>training</b> arrangements in accordance with findings of TNA with delivery of identified components	URSO and DRSOs	June December	
4.10	Submit <b>Radioactive Waste Disposal Plan(s)</b> to EPA for approval	DRSOs	September	
4.11	Review <b>security</b> of all radioactive substances (sealed and unsealed) and draft local security plans	DRSOs	October	
4.12	Renew annual <b>EPA licences and registrations</b>	DRSOs	When due	