



# Safety Services

## DUTIES OF RADIATION PROTECTION SUPERVISORS

The Radiation Protection Supervisor (RPS) is appointed by the University at the request of the Head of Department, to look after the day-to-day matters of radiation safety within the area of responsibility defined in the letter of appointment to the RPS. It is the employer who carries the general responsibility of compliance with the Regulations, and this responsibility cannot be delegated to the RPS.

The Approved Code of Practice, para 290, states that the basic qualities which Radiation Protection Supervisors should possess are that they:

- a) know and understand the requirements of the Regulations and Local Rules as they affect the work they supervise;
- b) command sufficient respect from the people doing the work as will allow them to exercise the necessary supervision of radiation protection;
- c) understand the necessary precautions to be taken in the work which is being done and the extent to which these precautions will restrict exposures; and
- d) know what to do in an emergency.

In the University, the Radiation Protection Supervisors are not expected to supervise all the work with ionising radiations, individual academic supervisors have a major role to play here, but they should ensure that work is being carried out in accordance with all relevant Regulations and Local Rules. The following list of duties is a guide as to how this can be achieved. It is acknowledged that these go beyond the requirements for an RPS under the Ionising Radiations Regulations 1999 but RPSs at the University are required to ensure that our obligations under the Environmental Permitting Regulations 2010 are also met. The RPS should:-

1. see that all personnel are registered before they commence work with ionising radiations. See that they are aware of the hazards; know the precautions; have copies of the Local Rules, Work Certificates etc.; and wear body badges and finger TLD rings if required;
2. make arrangements for all personnel to attend appropriate introductory lectures on ionising radiations;
3. see that all work with ionising radiations (including undergraduate work) is registered with Safety Services, and that the Work Certificates are kept up-to-date and cover all people performing that work;

4. make sure that academic supervisors are aware of their responsibilities in providing supervision for those working under them, and seeing that their students are aware of all the Local Rules which govern their work;
5. return all personal monitoring devices promptly to Safety Services at the end of the set period of use, and for finger TLD rings, see that the record cards have been correctly filled in;
6. perform their own laboratory surveys from time to time to check laboratory conditions, working practices, and the proper use of protective clothing and safety equipment;
7. make sure that the department has sufficient monitoring instruments; that people know how to use them; and that they are aware of the radionuclides they will detect.
8. check that monitoring is being performed regularly and that monitoring records are kept up-to-date;
9. keep a check on laboratory conditions and see that any repairs required to the fabric of laboratories are dealt with promptly;
10. try to keep the minimum practicable amounts of radioactive materials stored in laboratories, and see that all stores are kept locked;
11. see that radioisotope records are correctly maintained and that for unsealed source work a monthly return is made to Safety Services promptly, preferably within 7 working days of the end of each month;
12. organise the de-designation of laboratories when required, and otherwise ensure that laboratories have been properly monitored prior to the entry of service personnel
13. make sure that cleaning staff are aware of when and where they are allowed to clean in radiation areas, and give them any reassurance that may be required;
14. distribute copies of appropriate appendices/guidance notes to personnel as and when required; and
15. maintain copies of relevant legislation, Codes of Practice etc., and make them available to all persons within the department or see that individuals know how to access this information via the WEB.