

# University of Aberdeen

## Ionising Radiation Safety Arrangements

### APPENDIX 3 RPS duties

Version 3

May 2017

Authorised by Radiation Hazards Sub Committee

## APPENDIX 3

### RPS DUTIES

#### General

- To act as adviser to the Head of School in drawing up and maintaining the local rules and on all matters involving ionising radiation.
- To liaise with the Radiation Protection Adviser concerning new projects involving ionising radiation.
- To liaise and discuss with the School's Safety Adviser(s) any matters which affect the duties of either officer.
- To discuss with the RPA the setting up of new radioactive laboratories, new source storage areas or new X-ray facilities.
- To inform the RPA if any area is no longer to be used for working with ionising radiation and to assist in decommissioning.
- To be a member of the University of Aberdeen Radiation Hazards sub-committee and to participate in meetings as appropriate.

#### Local rules and IRR99

- To ensure that all University safety arrangements and local rules on ionising radiation activities are adhered to by members of staff and by students working with ionising radiation or working in radiation areas.
- To disseminate information on radiation matters within his/her School, with particular reference to new members of staff and students and to ensure they are aware of and know they must follow the local rules.
- To ensure that all members of the School, including students, are made aware of new developments, with particular reference to any changes in the local rules or other procedures.
- To ensure that all areas within his/her School which are "controlled" or "supervised" are appropriately marked and demarcated
- To ensure that all controlled and supervised areas are surveyed and monitored at regular periods and that records are kept according to appendix 5 of the University of Aberdeen Ionising Radiation Safety Arrangements.
- To ensure that all equipment such as warning devices, contamination monitors, interlock systems and monitoring equipment are correctly maintained, regularly tested and records kept of these tests.

#### Iso inventory system

- To ensure new users have been registered on the iso inventory system and have been appropriately trained to work in a radiation area.
- To ensure training has been recorded for each user record and to approve new users.

- To review and approve risk assessments that have been drawn up on the iso-inventory system.
- To maintain the iso-inventory system, in particularly deactivating users that have left the university or are no longer working with ionising radiation and to deactivate risk assessments that are no longer required

#### **Radiation sources and waste**

- To ensure radioactive waste is disposed of in accordance with the provisions described in section 6 of the University of Aberdeen Ionising Radiation Safety Arrangements.
- To ensure sealed radioactive sources are in accordance with the provisions described in section 7 of the University of Aberdeen Ionising Radiation Safety Arrangements.
- To inform the Radiation Protection Adviser if it is known that radioactive material enters the School from a source other than a commercial supplier.
- To inform the Radiation Protection Adviser of the intention to move radioactive materials to other institutions.

#### **Audit**

- To carry out regular audits and checks according to the provisions described in section 6 of the University of Aberdeen Ionising Radiation Safety Arrangements.

#### **Radiation incidents**

- To inform the Radiation Protection Adviser of any radiation incident within his/her School.
- To investigate reported radiation incidents in accordance with emergency procedures and in collaboration with the Radiation Protection Adviser.
- To inform the Radiation Protection Adviser immediately of any reported loss or theft of radioactive materials.