

Radiation Management Plan

For:
(applicant for licence to possess/licence holder)

holder of licence number L/ to possess

of
(organization)

for the practice of:

to be carried out at:

Plan prepared by:

Date:

Contact details:

telephone:

facsimile:

email:

Plan accepted by (applicant/licence holder) who hereby
agrees to adhere to all requirements in the plan

Signature:

Date:

Date for review:

Introduction:

This plan has been prepared in accordance with Regulation 8 of the *Radiation Protection Regulations 2006*. The purpose of this plan is to ensure that the practice of is conducted as safely as possible and in compliance with the *Radiation Protection Act 2005* and the *Radiation Protection Regulations 2006*.

Compliance with this radiation management plan will help ensure that the radiation doses to users, other persons involved in the practice, members of the public and the environment are below the prescribed limits and are as low as reasonably achievable. It will also help ensure that the number of people exposed to radiation and the likelihood of unexpected exposure to radiation are minimised.

The plan is to be read by everyone in

Information required by Regulation 8, Radiation Protection Regulations 2006	Details
(a) a brief description of the type and scope of the radiation practice;	
(b) a list of the radiation sources dealt with in the radiation practice;	
(c) an assessment of the potential hazards from the radiation sources dealt with in the radiation practice;	
(d) details of the environment likely to be exposed to radiation during the radiation practice;	
(e) the radiation principles, work practices (including quality-assurance procedures) and equipment (including personal radiation monitors) used to ensure that radiation exposure of persons or the environment is as low as is reasonably achievable during typical types of work carried out within the radiation practice;	

(f) details of the classes of persons likely to be exposed to radiation during the radiation practice, including –	
(i) children; and	
(ii) pregnant women; and	
(iii) volunteers in biomedical research; and	
(iv) persons exempt from section 13(1) of the Act under Part 10;	
(g) the maximum dose of radiation it is anticipated a person of a class of persons specified in paragraph (f) will receive while the radiation principles, work practices and equipment referred to in paragraph (e) are being used, and the action to be taken if those doses are exceeded;	
(h) details of a course of study or training that – (i) is being or will be undertaken by a person who is expected to be dealing with a radiation source in the radiation practice; and (ii) requires, as part of that course of study or training, the person to deal with the radiation source in the radiation practice;	
(i) the name, qualifications and experience of the supervisor of a person referred to in paragraph (h)(i) while undertaking that part of a course of study or training referred to in paragraph (h)(ii);	
(j) the training and information to be provided to persons involved in carrying out the radiation practice;	

(k) the name and contact details of the radiation safety officer for the radiation practice;	
(l) a brief description of the role of the radiation safety officer;	
(m) a brief description of the resources available to the radiation safety officer to enable him or her to perform his or her role under the radiation management plan;	
(n) a description of the roles and responsibilities, that are relevant to a dealing with the radiation source in the radiation practice, of all persons authorised by the licence to deal with the radiation source in the radiation practice;	
(o) the methods used to ensure that the persons referred to in paragraph (n) are aware of their obligations under the Act and the licence;	
(p) details of how the radiation source in the radiation practice will be prepared for use, repaired, maintained, transported, stored and disposed of;	
(q) details of any emergency response plans for the radiation practice including reporting to the Director of Public Health;	
(r) details of procedures that are designed to minimise the radiation hazard arising from a radiation incident;	
(s) details of reporting procedures for incidents adversely affecting, or likely to adversely affect – (i) equipment used in the radiation practice; or (ii) the environment; or	

(iii) the health or safety of any person;	
(t) details of record-keeping requirements including details of the records that will be kept of movement of any mobile radiation source in the radiation practice;	
(u) details of the use of radiation warning signs and labels in the radiation practice.	

Referenced documents:

- Radiation Protection Regulations 2006
- Radiation Protection Act 2005

Attached documents:

- Duties of the RSO

Duties of the RSO:

The RSO will:

- (a) supervise the radiation protection aspects of the radiation practice that are specified in the radiation management plan; and
- (b) operate and interpret the readings from radiation monitoring equipment that is required for the radiation practice; and
- (c) understand the precautions (including the use of protective clothing and equipment) to be taken in carrying out the radiation practice; and
- (d) understand the extent to which the precautions referred to in paragraph (c) will restrict exposure to radiation; and
- (e) know the actions required to carry out the emergency procedures specified in the radiation management plan; and
- (f) assist the holder of the licence to implement the employer's duties specified in Chapter 5 of the *National standard for limiting occupational exposure to ionizing radiation* [NOHSC:1013(1995)] republished in 2002 by the chief executive officer of ARPANSA; and
- (g) carry out the duties specified for a radiation safety officer in the *National standard for limiting occupational exposure to ionizing radiation and*

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