

Radiation Safety Committee - Membership and Terms of Reference

Section 1 - Purpose

(1) As approved by the Board of Governors on 4 December 1998 (BG98/166), with amendments approved by the University Council on 25 February 2000 (CNL 00/15); and 17 August 2000 (CNL 00/164); and 7 March 2002 (CNL 02/21); and 23 September 2005 (CNL 05/55); and 18 December 2008 (CNL08/118).

Section 2 - Establishment

(2) Established in 1998 and reports to the Deputy Vice-Chancellor (Academic)

Section 3 - Membership

(3) The Radiation Safety Committee shall comprise expert members only, nominated by the Deputy Vice-Chancellor (Academic), with at least one user of radioactive substances (Laboratories), at least one user of radioactive substances (Nuclear Medicine), at least one user of irradiating apparatus and at least one expert in the safe use of non-ionising radiation and one expert member Environment Health and Safety.

(4) Right of Audience and Debate:

- a. Executive Officer.

Section 4 - Terms of Reference

(5) The Radiation Safety Committee shall:

- a. produce a Radiation Safety Manual incorporating guidelines, policies and procedures in the acquisition, handling, storage and disposal of radioactive substances, irradiating apparatus and the safe use of non-ionising radiation at Charles Sturt University (the University);
- b. ensure this manual is available to all users of radiation at the University;
- c. monitor procedures as set out in the manual and maintain records of all monitoring facilities and procedures;
- d. maintain a master register of the location and use of all radioactive substances and irradiating apparatus;
- e. record and monitor the licensing of appropriate officers for the receipt, storage and use of radioactive substances, and also the licensing of appropriate officers for the operation of irradiating apparatus;
- f. report to and make recommendations to the Vice-Chancellor's nominee, the Deputy Vice-Chancellor (Academic), on measures needed to ensure all radiation safety standards are maintained;
- g. consider the radiation safety and legislative implications of all proposed research involving the use of radioactive substances and/or irradiating apparatus conducted at the University, and approve that all meet the required radiation standards; and

- h. perform other duties as required under the current Radiation Control Act and the regulations;
- i. receive and respond to complaints and issues of non-compliance raised by any person; and
- j. submit a written report on its activities to University Council.

Status and Details

Status	Historic
Effective Date	22nd May 2014
Review Date	30th November 2018
Approval Authority	Deputy Vice-Chancellor (Research, Development and Industry)
Approval Date	28th April 2014
Expiry Date	17th April 2018
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