

Western University Radiation Safety Committee Terms of Reference



The Radiation Safety Committee is a sub-committee of the University Health & Safety Committee. This Committee is composed of individuals with expertise or a stake in ionizing and non-ionizing radiation safety matters. This Committee is a requirement of the Canadian Nuclear Safety Commission regulations.

The Committee advises the Director of Occupational Health and Safety and the Radiation Safety Coordinator on matters of all radiation safety including nuclear substances and radiation devices, particle accelerators, X-ray equipment, lasers/laser systems and other non-ionizing radiation sources.

Membership & Appointment:

Voting Members

Vice President, Research or Designate, Chair (1)

The following are Permit Holders and appointed by the Deans of Faculties:

Faculty of Science (4)

Schulich School of Medicine and Dentistry (2)

Faculty of Engineering (1)

Faculty of Social Science (1)

Faculty of Health Sciences (1)

Appointment will be a three-year renewable term. Additional voting members may be appointed by the Chair of the Committee as needed.

Quorum

For voting purposes 6 voting members must be present

Non-Voting Members

Director, Occupational Health and Safety

Radiation Safety Coordinator

Facility Safety Coordinator

Environmental Safety Coordinator

A representative from the Division of Facilities Management appointed by the Associate Vice-President of Facilities Management

A departmental Chair from one of the departments selected by the Chair of the Committee

A representative from the Society of Graduate Students (SOGS) appointed by the President of SOGS

A representative from the Postdoctoral Association (PAW) appointed by the President of PAW

Duties:

1. Meet three times a year or as required to review the radiation, X-ray and laser safety programs and report these findings to the University Health and Safety Committee.

2. Advise the Director of Occupational Health and Safety and the Radiation Safety Coordinator on all radiation safety matters including the safe use of nuclear substances and radiation devices during licensed activities.
3. Review proposed changes of radiation, X-ray and laser safety programs to ensure that they meet the current regulatory requirements, the University safety practice, and as low as reasonably achievable (ALARA).
4. The Chair of the Committee in collaboration with the Radiation Safety Coordinator reviews the proposed use of nuclear substances and radiation devices, X-ray and laser equipment to determine whether these proposals comply with the University procedures and regulatory requirements through the internal permit system.
5. Assess the adequacy, in terms of the contents and schedules of delivery, of the University's radiation safety training program to meet the current regulatory requirements.
6. Review the results annually of internal inspections that are designed to assess whether nuclear substances and radiation devices, X-ray, laser equipment are used safely in permitted areas.
7. Review annual summaries of the occupational radiation exposures received by permitted workers to assess whether these respect the ALARA principle of dose limitation.
8. Review reports concerning incidents or unusual occurrences at the University that involve nuclear substances and radiation devices, X-ray, laser and other radiation sources as required.
9. Recommend possible corrective measures or improvements when their review or assessment identifies deficiencies in a proposal, program, practice, procedure, equipment, record or report.
10. Recommend corrective measures or possible improvements to prevent recurrences of any incident that exposed persons to unnecessary radiation.
11. Maintain written records of their activities, decisions, advice and recommendations concerning radiation safety, including details of meetings and reviews of data, reports, programs, procedures, circumstances, incidents or unusual occurrences.
12. Recommend to the Director of Occupational Health and Safety and the Radiation Safety Coordinator the cancellation of an Internal Permit in situations of non-compliance.
13. If the Committee makes a recommendation that has cost implications to capital or operational budgets, this recommendation will be forwarded to the University Health and Safety Committee for further consideration. All such recommendations will clearly outline the purpose and rationale of the recommendation and all potential costs associated with it.