

RADIATION PROTECTION POLICY AND PROCEDURES NUMBER : 4
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DUTIES OF RADIATION PROTECTION SUPERVISORS

Introduction

The RPS is the person with 'on site' responsibility for radiation protection matters - his primary task is to ensure that normal good practice is observed in order to keep radiation dosage to staff and public as low as is reasonably achievable.

He should be directly involved with the work with ionising radiations, preferably in a line management position that will allow him to exercise close supervision to ensure that the work is done in accordance with the local rules, though he need not be present all the time. In some large establishments the RPS may not be the immediate line manager or supervisor overseeing the work with ionising radiation. In these cases a system, which may involve more than one person, should operate to ensure that adequate supervision is maintained.

He should

- a) Know and understand the requirements of the Regulations and local rules as they affect the work he supervises.
- b) Command sufficient respect from the people doing the work as will allow him 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 exposure.

He will liaise with the Radiation Protection Adviser and the Head of Department on policy matters and on untoward occurrences.

Monitoring

He will implement the appropriate personnel monitoring scheme within the department, which will normally involve:

- 1 distribution and collection of dosimeters
- 2 investigation of abnormal readings
- 3 maintaining staff awareness of exposure levels.

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He will ensure that departmental contamination and environmental monitors are checked and calibrated regularly.

Training

He will ensure that staff receive such information and training as is necessary for them to carry out their work in accordance with the regulations, and that new employees read and understand the relevant sections of the Local Rules, Regulations, ACOP, and Notes for Guidance and sign an appropriate declaration.

Document Control

He is responsible for provision and maintenance of the Departmental Radiation Safety Documentation (i.e. Local Rules, Policies and Procedures).

Contingency Plans

He will be involved in the preparation of contingency plans and will ensure that staff are able to implement these effectively. He will investigate reports of overexposure due to equipment malfunction.

Radioactive Substances Act (1993)

In departments where a Certificate of Registration for Closed Sources and/or Radioactive Substances is in operation, the RPS will also act as the Registered Sources Supervisor (RSS). In order to secure compliance with any limitations and conditions specified in the Certificate.

In departments where a Certificate of Authorisation for Accumulation and Disposal of Radioactive Waste is in operation, the RPS will also act as the Radioactive Waste Supervisor (RWS). In order to secure compliance with any limitations and conditions specified in the Certificate.

In departments holding radioactive sources and/or disposing of radioactive waste under Exemption Orders, the RPS should act as RSS/RWS to ensure compliance.

Ionising Radiation Regulations:

Reg 11, Reg 12, Reg 27, ACOP 81, 83

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