

Health & Safety Checklist

Radiation:

Radiation Regulations:

Is a copy of the Ionising Radiation Regulations 1999 available to staff for reference?

Is a copy of the Ionising Radiation (Medical Exposure) Regulations 2000 available to staff for reference?

Are the Local Rules available to staff for reference?

Are the Local Rules adequate ie do they indicate:

- i) Details of Radiation Protection Supervisor?
- ii) Details of Radiation Protection Advisor?
- iii) Details of Prior Risk Assessments?
- iv) Details of Contingency Plans?
- v) Details of the procedure for declaration of pregnancy for female staff and the subsequent risks?
- vi) Details of Controlled Areas in department?
- vii) Details of Supervised Areas in department?
- viii) Details of the procedure for incident reporting of an unintended radiation dose to patients / public / learners / other staff?

Departmental Environment:

Are there sufficient radiation warning lights and hazard signs?

Are the radiation warning lights working effectively?

Are all entrances visible from the control panel?

Is there a suitable range of personal protective equipment for radiation use available?

Is the personal protective equipment stored correctly?

Is the personal protective equipment checked regularly ie QA leakage tests ?

Are there adequate warning notices to pregnant patients?

Staff Personal Dosimetry:

Are staff aware of their classification as radiation workers?

Is there a process for the retrieval of staff dose records from a previous employer?

Is there a procedure for personal dosimetry of staff within dept?

Is there a robust collection process of personal dosimeters?

- i) Do all staff comply with this process?

Is there a process for the recording of accurate and appropriate dose records of staff?

Is there a process in place for informing staff of their personal dose record?

Training:

Is there a robust training system of radiation protection procedures in place for new radiation staff?

Is this training recorded and kept for reference?

Other:

Are non-radiation workers allowed access to radiation areas ie general public, domestic / ancillary staff, learners?

If so:

- i) Is there a robust training system of radiation protection procedures in place for new radiation staff?

- ii) Is this training recorded and kept for reference?
- iii) Is there a process in place for personal dosimetry?
- iv) Is there a process for the recording of accurate and appropriate dose records?

Is there a robust investigative procedure in place following the reporting of an unintended radiation dose to patients / public / learners / other staff?

Maria Murray
Nov 2005