



# Technological University Dublin

## Radiation Protection Advisory Committee

### TERMS OF REFERENCE

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### 1. **Membership**

Chair:	President or Nominee
Members:	Radiation Protection Officer (RPO) for each campus carrying out work involving sources of ionising radiation. Deputy Radiation Protection Officer (DRPO) for each campus carrying out work involving sources of ionising radiation. Radiation Protection Supervisor (RPS) for each School or centre carrying out work involving sources of ionising radiation
Ad hoc Attendees:	Other colleagues may be invited to address specific items as required

### 2. **Purpose**

To ensure that TU Dublin complies with the statutory requirements under the Statutory Instrument 30 of 2019 and the guidelines and license conditions set down by the Environmental Protection Agency (EPA) – Office of Radiological Protection and Environmental Monitoring and that it meets the required radiation protection and safety needs of the TU Dublin community and its visitors.

In Scope: -

All activities involving the use of ionising radiation for example (1) equipment capable of producing ionising radiation such as X-rays; (2) Sealed sources of alpha, beta or gamma ionising radiation; or (3) Unsealed sources of alpha, beta or gamma radiation within TU Dublin owned/operated premises and grounds and (4) approved off-site activities of TU Dublin involving students and staff.

### 3. **Terms of Reference of RPAC**

- To ensure that the use of sources of Ionising Radiation within the University complies with the EPA guidance
- To consult with approved Radiation Protection Adviser (RPA) and ensuring that agreed arrangements with a named RPA are in place
- To ensure that the TU Dublin radiation license is current and displayed as required in an appropriate public area
- To ensure that the use of sources of Ionising Radiation within the University complies with the relevant legal provisions and with EPA guidance
- To ensure the Radiation Safety Manual is maintained and kept up to date with legislation and appropriate regulations
- To arrange a biennial audit of the Radiation Safety Manual including all Risk Assessments and Standard Operating Procedures for activities involving the use of sources of Ionising Radiation and to revise the Radiation Safety manual if the need arises
- To provide necessary calibrated radiation monitoring tools for Ionising Radiation within the University
- To review new applications to carry out work or research involving ionising radiation; this will involve reviewing an application to carry out said work and if the work is deemed to be safe and appropriate assist in the ordering, purchasing and licensing of said sources of ionising radiation
- To assist staff in the preparation of risk assessments and standard operating procedures for the safe use of the sources of ionising radiation
- To ensure that appropriate radiation safety training and / or supervision is provided for authorised staff and authorised students that are required to use Sources of Ionising Radiation and related equipment which includes training in the basic handling procedures
- To ensure that a list of authorised users of Sources of Ionising Radiation is maintained in each licensed location and centrally with the RPAC/RPO.
- To ensure that equipment is appropriately installed, maintained and subject to appropriate quality assurance testing.

- To inform the Environmental Protection Agency – Office of Radiological Protection and Environmental Monitoring of any accident or incident involving the use of Sources of ionising radiation in TU Dublin on behalf of the Chair of the RPAC and President of TU Dublin.
- Through its membership disseminate the content of Radiation Protection Advisory Committee meetings to relevant stakeholders

### **Deliverables**

- Annual work programme which will be reported in the minutes of the first RPAC meeting at the beginning of each Academic year
- Following each RPAC meeting reporting to the Safety, Health and Welfare Steering Committee through recorded minutes
- Yearly RPA compliance report with details of audit of the Radiation Safety Manual; calibration and servicing of equipment capable of producing ionising radiation and calibration equipment; radiation training; radiation waste management; wipe test report for sealed sources of Ionising radiation and where relevant reporting results from the EPA inspection
- Development of policies and procedures, as required, for the Safety, Health and Welfare Steering Committee, UET and/or Governing Body approval.
- Parent Safety statement
- All ancillary Safety statements

### **Governance**

**Frequency of Meetings:** Twice per Semester

**Reporting:** To the Safety, Health and Welfare Steering Committee

**Quorum:** Chair and two members

**Attendance:** Meetings may be held either in person or via Microsoft Teams, with notice given to committee members as to meeting type at least two weeks in advance.

- A committee member attending either in person or via Microsoft Teams is considered to have been present for the purposes of meeting minutes.
- A convened meeting at which a quorum is present shall be competent to exercise all or any of the authorises and powers required.

**Chair:** The Chairperson provides an objective voice to the discussions and debate of the RPAC. S/he is required to represent the agreed position of the Safety, Health and Welfare Steering Committee with respect to 'Radiation Protection' and remind members and attendees of the agreed objectives on relevant matters. It is the responsibility of the Chairperson to ensure that the committee functions properly; that there is full participation at meetings; that all relevant matters are discussed and that effective decisions are made and carried out.

**RPO/DRPO:** The role of the RPO / DRPO is:

- To act as secretariat to the RPAC
- To report back to the Safety, Health and Welfare Steering Committee and subsequently to the appropriate functional areas to ensure the implementation of agreed decisions.
- To co-ordinate the business of the RPAC, including liaison with members, the preparation of the agenda, the circulation of reports and papers, and the communication of decisions.
- To prepare any outcome reports from the meeting, including any advice or recommendations agreed, to be signed off by the Chair. The RPO may also be required to prepare key documents on behalf of the Chair/Steering Committee.
- The RPO is the custodian of the RPAC Committee procedures and advises the Chair, members and attendees accordingly.

- To ensure that proper records of minutes of all meetings are maintained in the agreed University format; that minutes, proposals and other documentation as agreed by the RPAC are forwarded to the Safety, Health and Welfare Steering Committee in a timely fashion; that decisions are communicated to relevant parties promptly; and that decisions, papers and other documentation as agreed by the RPAC/Safety, Health and Welfare Steering Committee are uploaded on the agreed on-line portal for view by the relevant stakeholders.
- To ensure that no member of staff who has not been trained is allowed to use sources of ionising radiation or equipment capable of producing ionising radiation until adequate training has been provided by TU Dublin.
- To assist TU Dublin in order that it complies with the terms and conditions of the licence granted by the Environmental Protection Agency – Office of Radiological Protection and Environmental Monitoring. Ultimate responsibility for compliance rests with the University as the Licensee.

**Radiological Protection Supervisors (RPS):** The role of the RPS is:

- To ensure, by means of regular inspection, that authorised staff implement the standard operating procedures for work with sources of ionising radiation as provided in the TU Dublin Radiological Safety Manual.
- To maintain all records of when sources of ionising radiation are used as set out in the TU Dublin Radiological Safety Manual and as required by the TU Dublin Licence.
- To ensure that authorised staff are familiar with and have copies of the emergency procedures in relation to radiological protection which are set out in the TU Dublin Radiological Safety Manual.
- To ensure that no member of staff/student who has not been trained is allowed to use such equipment until adequate training has been provided by TU Dublin.
- To keep a register of all staff/students who have undertaken Radiation Safety Training within their school/centre.
- To ensure that a register is kept of all Sources of Ionising Radiation that are used within the school / centre.
- To ensure that the required radiation surveys are carried out in compliance with the terms of the TU Dublin licence and are recorded.
- To inform the Head of School/Centre Director and Radiation Protection Officer in writing of any incident or accident relating to Sources of Ionising Radiation within the school /centre.

APPENDIX

Communication Lines of the Radiation Protection Advisory Committee:

