

CARLETON UNIVERSITY RADIATION SAFETY COMMITTEE

Terms of Reference

The Vice-President (Finance and Administration) has appointed the Carleton University Radiation Safety Committee to carry the advisory responsibility for the overall operation of the University Radiation Safety Program. It is the policy of Carleton University that all activities involving radiation or radiation emitting devices be conducted so as to keep hazards from radiation to a minimum. The University is committed to ensure that all exposures are kept as low as reasonably achievable.

Composition:

The Committee shall consist of ordinary and ex-officio members, all of whom have voting rights, appointed by the Vice-President (Finance and Administration) as follows:

Ordinary Members:

- Three (3) Faculty members with active research involving open source radioisotopes, sealed sources, lasers and X-Ray radiation, representing at least two different departments, preferably also at least two different faculties.
- Two (2) staff members with work involving radioactive materials
- One (1) member from the Science Stores
- One (1) member from Purchasing Services

Ex-Officio Members:

- One (1) member from the Office of the Vice President (Research and International)
- Dean, Faculty of Science
- Assistant Director Environmental Health and Safety
- Radiation Safety Officer

Should specific issues arise which require specialized input, additional members may be added, with agreement of the members.

Chair:

The Chair will be appointed by the VP (Finance and Administration)

Terms of Office

The term of office will be three (3) years. Members may serve subsequent terms.
The term of the Chair will be three (3) years.

Reporting Channel:

The Radiation Safety Committee is advisory to the Vice-President (Finance and Administration) and will make recommendations and will file: annual reports, meeting minutes, and special reports as required.

Meetings:

Meetings will be held at least twice per year and as required. Special meetings may be called at any time by the Chair at the Chair's discretion. The manner and conduct of the meetings of the Radiation Safety Committee shall be determined by the Chair and may be held in person, by telephone conference or by email as appropriate in the circumstances. Secretarial services will be provided external to the membership of the Committee

Quorum:

A quorum is six (6) members. Issues are decided by consensus of the members present.

Roles and Responsibilities:

- **Environmental, Health and Safety:** Under the oversight of the Radiation Safety Committee, Environmental Health and Safety implements and administers the Radiation Safety Program for ionizing and non-ionizing radiation in compliance with federal, provincial and University regulations pertaining to the use, storage, handling and disposal of radioactive materials (open and sealed sources) at facilities regulated under the Carleton University Radioisotope License(s) issued by the Canadian Nuclear Safety Commission (CNSC). This also includes other radiation-emitting devices including, without limitation, lasers and x-ray devices. For the purposes of these terms of reference, the Program includes,
 - approval of applications for use of radioisotopes and radiation-emitting devices and issuance of permits authorizing such use;
 - purchasing processes for radioactive materials;
 - management of transportation of radioactive materials;
 - training and education as appropriate;
 - radiation safety inspections of laboratories;
 - advising on radioactive decontamination;
 - management of laboratory decommissioning;
 - management of laser and x-ray safety programs;
 - management of the handling, transportation and disposal of radioactive waste;
 - regulatory reporting to CNSC and other regulatory agencies and reporting to the Radiation Safety Committee;
 - any other matter related to radiation safety carried out by Environmental Health and Safety.

The Radiation Safety Committee: The Radiation Safety Committee is established by the University to:

- Oversee the Radiation Safety Program, recommend changes, and provide direction to Environmental Health and Safety, as required;
- Authorize Environmental Health and Safety to grant and/or renew internal Permits to ensure compliance with regulatory requirements, the University's Radioisotope License(s) and the Program;
- Authorize Environmental Health and Safety to revoke, suspend, or amend Permits as necessary to ensure compliance with regulatory requirements, the University's Radioisotope License(s) and the Program.
- Review reports from Environmental Health and Safety concerning any incidents involving radioactive material or radiation emitting devices and recommend preventative measures
- Review annual summaries of the occupational radiation exposures received by persons to determine whether these exposures respect the ALARA principle of dose limitation;

- Review results of external and internal inspections.
 - Review annual reports submitted by Environmental Health and Safety to regulatory agencies;
 - Recommend to Environmental Health and Safety and to Senior Management Committee, if deemed necessary, policies, procedures, standards, guidelines and programs to ensure compliance with regulatory requirements, the University's Radioisotope License(s) and the Program;
 - Advise the University through the Senior Management Committee on any issue relating to the Radiation Safety Program including any need for additional resources to establish, maintain or improve the Radiation Safety Program;
- Maintain written records of committee activities

Approved, May 3, 2013