

3 RADIATION SAFETY COMMITTEE – TERMS OF REFERENCE

Carleton University is committed to providing a safe and healthy environment for its faculty, staff, and students in which to work and study. The University has an obligation to ensure that its teaching and research activities are conducted in a responsible and accountable manner. The Radiation Safety Committee was formed as an advisory committee to monitor the use of radioactive materials and X-ray devices at the University.

3.1 COMPOSITION

Members are appointed by the Vice-President (Finance and Administration) as follows:

- Three (3) faculty members with active research involving radioactive materials, 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 Science Stores
- One (1) member from Purchasing Services
- One (1) member from Facilities Management and Planning
- Dean, Faculty of Science
- Manager, Environmental Health and Safety
- Radiation Safety Officer.

3.2 Chair

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

3.3 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.

3.4 Reporting Channel

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

3.5 Meetings

Meetings will be held once per year and as required.

A quorum is five members. Issues are decided by consensus of the members present.

3.6 Duties

The duties of the Radiation Safety Committee are as follows:

- 1) Oversee the radiation safety program
- 2) Make recommendations on radiation safety matters, including the safe use of radioactive materials and X-ray devices
- 3) Review annual summaries of the occupational radiation exposures received by persons to determine whether these exposures respect the ALARA principle of dose limitation
- 4) Review reports concerning any incidents or unusual occurrences that involve radioactive materials or X-ray devices
- 5) Make recommendations on matters involving contraventions of the legislation and incidents involving intentional or unintentional release of radioactive materials
- 6) Make recommendations for resources or support required to establish, maintain, or improve the radiation safety program
- 7) Maintain written records of committee activities.