



Radiation Safety

Instructions for Training of Non-Radiation Workers

Federal, State of Oregon, and OSU regulations require that individuals who frequent areas where sources of radiation are used or stored must receive training. It is the responsibility of the Program Director to identify and properly train the appropriate individuals. Examples of non-radiation workers who would require training are lab workers, student workers, personnel from other labs who use equipment or facilities in your lab, office personnel, etc. Follow these instructions to complete the training and documentation requirements for Non-Radiation Workers:

1. Have the individual read the information on one of the following links, as appropriate:
Use this link for personnel working in unsealed radioisotope labs:
<http://oregonstate.edu/ehs/rso/training/orientation-info>

For personnel who will only be working around sealed sources, such as ECDs, use this link:
<http://oregonstate.edu/ehs/rso/training/sealedsource-1>
2. Review the material with the trainee and answer any questions. Refer the individual to the Radiation Safety Office (7-2227) if needed for further information.
3. Instruct the trainee in hazards specific to your program, including:
 - a. locations of radioisotope (radiation machine) use and storage;
 - b. activities using sources of radiation conducted at each site and the associated hazards;
 - c. precautions and safeguards used to minimize radiation exposure, their purpose and function;
 - d. emergency procedures. See Section 8 of the Radiation Safety Manual "Incidents and Occurrences":
<http://oregonstate.edu/ehs/rso/rsm-08>
4. Instruct the trainee in the following rights and responsibilities:
 - a. for personnel who are monitored for radiation exposure, their right to receive a report of their exposure annually and upon termination of employment;
 - b. workers have the responsibility to observe the applicable rules listed in the Radiation Safety Manual and have the responsibility to report any suspected violations of the rules;
 - c. receipt of this training alone does not allow an employee to work with sources of ionizing radiation;
5. The trainee and the instructor must sign and date the "Training Acknowledgement for Non-Radiation Workers" form (make copies as needed). The form(s) must be kept on file by the Program Director. You do not need to submit copies of the form to Radiation Safety. The training record will be reviewed during routine inspections.
6. Refresher training must be performed at intervals not to exceed three years. Repeat steps 1-5 for any individuals that still frequent areas authorized for radioactive materials or radiation machines. Record the date of departure on the Training Acknowledgement for Non-Radiation Workers form for any individual who has left or no longer frequents authorized areas.

Only Program Directors or Lab Contacts are authorized to provide the training outlined above. Exceptions to this policy must be approved in writing from the Radiation Safety Office.



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Training Acknowledgement for Non-Radiation Workers

Program Director: _____ RUA: _____
(Please print or type) (Authorization number)

I hereby acknowledge that I have been informed of the storage, transfer, and use of radioactive material and radiation at Oregon State University facilities; that I have been instructed in the health protection problems associated with exposure to such radioactive materials or radiation, in precautions or procedures to minimize exposure, and in the purposes and functions of protective devices employed; that I have been instructed in the applicable provisions of Oregon Radiation Protection Services regulations and licenses issued to Oregon State University concerning protection of personnel from exposures to radioactive materials or radiation at Oregon State University; that I have been instructed in my responsibility to report promptly any condition which may lead to, or cause, a violation of the above-mentioned regulations or license provisions or unnecessary exposure to radioactive material or radiation; that I have been instructed in the appropriate responses to warnings made in event of an unusual occurrence or malfunction that may involve exposure to radioactive material or radiation. I have been given opportunity to ask questions about these subjects and reasonable effort has been made to answer my questions.

Table with 5 columns: Employee signature, Date, Instructor signature, Date, Departure date. Multiple empty rows for data entry.