

# Radiation Safety Training Checklist

## Supervisor's Information and Completion Form

(return copy to RSO (Radiation Safety Officer) when completed)

☐ NEW EMPLOYEE

☐ ANNUAL REFRESHER

**Note: Only needed for annual refresher when issues have changed during the year; use additional pages to include issues omitted**

### EMPLOYEE INFORMATION

Name:	Training start date:
Position:	PI/Supervisor:

### FIRST DAY

- ☐ Provide employee information, including hazards, of isotope(s) to be used in the laboratory.
- ☐ Assign "buddy" employee(s) to answer general questions and assist with lab observations.

### POLICIES

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Review key policies. | <ul style="list-style-type: none"> <li>"Instruction Concerning Prenatal Radiation Exposure" (females only)</li> <li>Project and Isotope(s) Description</li> <li>Laboratory/Project Specific SOPs</li> <li>Personal Protective Equipment Use</li> <li>Equipment and Tool Use (attach list)</li> <li>Waste Handling</li> <li>Receipt and Survey of RAM</li> <li>Spills</li> <li>Storage of RAM</li> </ul> | <ul style="list-style-type: none"> <li>Contamination Surveys</li> <li>Log Book</li> <li>Progressive disciplinary actions</li> <li>Security/locking labs</li> <li>Radiation Forms</li> <li>Safety</li> <li>Emergency procedures</li> <li>Rules regarding drinking, storage of food and cosmetic application</li> </ul> |
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### ADMINISTRATIVE PROCEDURES

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Review general administrative procedures. | <ul style="list-style-type: none"> <li>Office/desk/work station</li> <li>Keys/building access</li> <li>Personal Exposure Monitoring Badge</li> <li>Equipment maintenance/calibration</li> </ul> | <ul style="list-style-type: none"> <li>Purchase requests</li> <li>Laboratory supplies</li> <li>CHS ID Badge</li> <li>Signs and Labeling</li> </ul> |
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### INTRODUCTIONS AND TOURS

- ☐ Give introductions to department staff and key personnel during tour including RSO name and location.
- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Tour of facility, including: | <ul style="list-style-type: none"> <li>Radiation work area</li> <li>Eye wash</li> </ul> | <ul style="list-style-type: none"> <li>Emergency exits and supplies</li> <li>Contamination shower</li> </ul> | <ul style="list-style-type: none"> <li>Core equipment</li> </ul> |
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### POSITION INFORMATION

- ☐ Introductions to team.
- ☐ Review initial job assignments and training plans.
- ☐ Review job description, performance expectations, standard operating procedures and standards.
- ☐ Observe procedure(s); buddy may be delegated, PI shall observe at least one full procedure(s).
- ☐ Perform dry run (without RAM) of procedure(s), then perform full run (with RAM) of procedure(s) with RSO in attendance
- ☐ Review job schedule and hours.

Completing radiation safety training does not ensure that new and inexperienced workers are competent to use radioactive materials without supervision. The Authorized User is responsible for ensuring that new and inexperienced workers are directly supervised during radiation use until such time that the Authorized User is comfortable that the worker can handle sources of radiation safely and competently.