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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | **WHS FORM** | | **WHS63** |
| **RADIATION SAFETY PRACTICES****AUDIT CHECKLIST** | | Page 1 of 4 |
| **Unit/Institute being audited:** | | | |
| **Departmental Radiation Safety Officer (DRSO) responsible for Unit/Institute:** | |  | |
| **DRSO conducting audit:** | |  | |
| **Date of audit:** | |  | |

***This form is to be completed by the end of April each year (one month after annual licence and registration renewals) and filed in the Annual Audit Checklists folder on the Radiation Safety Committee SharePoint.***

***Any fixes or areas for improvement should be addressed immediately or, where this is not feasible, transferred to the Local WHS Action Plan for actioning later.***

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|  | **Part A. General** |  | **Comments/Recommendations** |
| A1 | Is the DRSO **licensed**? | Yes / No |  |
| A2 | Has the DRSO undergone any formal or informal **training**? | Yes / No |  |
| A3 | Is there an up-to-date **local radiation protection plan**? | Yes / No |  |
| A4 | Is there a suitable **radiation survey meter** available? | Yes / No |  |
| A5 | Is the radiation survey meter **calibration** up to date? | Yes / No |  |
| A6 | Are **licences and registrations** up to date and recorded or filed on the RSC Sharepoint?   * Premises, apparatus, sealed sources * Licensed users * UniSA radiation worker registrations. | Yes / No |  |
| A7 | Are all other local radiation safety and compliance **records** complete and up-to-date. | Yes / No |  |
| A8 | Do all research projects involving sources of radiation have the necessary **radiation approval**? | Yes / No |  |
| A9 | Any extra findings from staff observations and/or interviews? | Yes / No |  |

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|  | **Part B. Unsealed radioactive substances – ‘Type C’ premises: laboratories and storage areas** |  | Comments/Recommendations |
| B1 | Are all entrances **signed** as per reg 130, ie:   * Bears the radiation symbol and words Radioactive Area or Store for Radioactive Substances * Name and telephone number of emergency contact * Total sign area not less than 4 500 mm2 * Clearly legible from 2 metres. | Yes / No |  |
| B2 | Are all radioactive substances **labelled** with:   * the radiation symbol * the word ‘Radioactive’ * the identity and activity of source | Yes / No |  |
| B3 | Is there an up-to-date **register** of unsealed radioactive substances present in the premises (see form WHS55). | Yes / No |  |
| B4 | Are the premises or other locations where radioactive substances are used, handled or stored, kept **secure** against unauthorised entry? | Yes / No |  |
| B5 | Do all radiation workers wear **personal monitors**? With **records** kept of radiation doses? | Yes / No |  |
| B6 | Is there a record of a **radiation survey**(s) showing that areas meet reg 129 (ALARA but less than 25 µSv/h)? | Yes / No |  |
| B7 | Is the area **well-ventilated** (particularly if there are sources of radon gas)? | Yes / No |  |
| B8 | Are substances **properly stored** to minimise any risks? | Yes / No |  |
| B9 | Are general **working rules** for using unsealed radioactive substances displayed? | Yes / No |  |
| B10 | Are **contingency plans** for radiation emergencies displayed? | Yes / No |  |
| B11 | Is there a sign-posted and properly maintained **spill kit** for applicable radioactive substances? | Yes / No |  |
| B12 | Are specific plans covering working rules and contingency plans reviewed for **each project**? | Yes / No |  |
| B13 | Is there a **contamination meter** for α/β particles available for surface monitoring? | Yes / No |  |
| B14 | Are **sinks** for disposal of radioactive substances properly designated and sign-posted? | Yes / No |  |
| B15 | Appropriate **shielding** available? | Yes / No |  |
| B16 | Is all disposal governed by an approved **waste management plan**? | Yes / No |  |

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|  | **Part C. Sealed radioactive sources** |  | Comments/Recommendations |
| C1 | Are all entrances **signed** as per reg 130, ie:   * Bears the radiation symbol and the words Radioactive Area or Store for Radioactive Substances * Name and telephone number of emergency contact * Total sign area not less than 4500 mm2 * Clearly legible from 2 metres | Yes / No |  |
| C2 | Are all radioactive substances **labelled** with:   * the radiation symbol * the word ‘Radioactive’ * the identity and activity of source | Yes / No |  |
| C3 | Are all sources **securely stored** to prevent unauthorised entry? | Yes / No |  |
| C4 | Do all radiations workers wear **personal monitors**? With **records** kept of radiation doses? | Yes / No |  |
| C5 | Is there a record of **radiation surveys** showing that areas meet Reg 29 (ALARA but < 25 µSv/h)? | Yes / No |  |
| C6 | Are sources **properly stored** to minimise any risks? | Yes / No |  |
| C7 | Is there a **Standard Operating Procedure** (SOP), including **emergency procedures**, readily available? | Yes / No |  |
| C8 | Are there vehicle radiation signs and a consignor’s certificate in the case of **transport**? | Yes / No |  |
| C9 | Are there sufficient radioactive warning signs to keep the public away from the source in the case of **field use**? | Yes / No |  |
| C10 | Is appropriate **shielding** available? | Yes / No |  |

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|  | **Part D. Ionising radiation apparatus** |  | Comments/Recommendations |
| D1 | Are all entrances **signed** as per reg 65, ie:   * Bears the radiation symbol and the words Radiation Area or X-Rays or similar. * Name and telephone no of emergency contact. * Total sign area not less than 4 500 mm2 * Clearly legible from 2 metres. | Yes / No |  |
| D2 | Are all radiation apparatus **labelled** with:   * the radiation symbol and the words ‘Radiation produced when energised’ or similar * clearly legible at 2 metres. * any other labelling needed for the type of apparatus. | Yes / No |  |
| D3 | Are all radiation apparatus fitted with working **warning lights** and **interlocks**? | Yes / No |  |
| D4 | Are warning lights and interlocks **tested** regularly, with records kept? | Yes / No |  |
| D5 | Are regular **radiation surveys** conducted (eg in case of X-ray analysis apparatus), with records kept? | Yes / No |  |
| D6 | Is there an **SOP**, including **emergency procedure**, for each piece of apparatus, readily available? | Yes / No |  |
| D7 | Is appropriate **shielding** available – for the operator and public? | Yes / No |  |