

1.4.1 Terms of Reference

Purpose

The purpose of this committee is to ensure that all nuclear substances and radiation devices under the Memorial's Nuclear Substances and Radiation Devices (NSRD) license are used with proper consideration for the health and safety of staff, researchers, volunteers, visitors and the public, as well as protection of the environment. This committee is responsible for the oversight and administration of Memorial's Radiation Safety Program (RSP). All practices will be in conformity with CNSC regulations and all other provincial and federal radiation-related legislation and regulations.

University Radiation Safety Committee (URSC)

The University has established and shall maintain a URSC comprising of members of the University community knowledgeable in the safe use of radioactive materials or other sources of ionizing radiation and other ancillary workers who through their work may come into contact with radioactive materials and other sources of ionizing radiation. This committee will be two-tiered, with Tier I being responsible for policy oversight and Tier II being responsible for internal permit approvals. The Committee shall report to the Vice-president (Administration and Finance). The terms of reference and committee membership shall be reviewed on a tri-ennial basis.

Tier I Committee will have the following mandate:

1. Formulate and implement policies, regulations and procedures governing the use of radioactive materials and radiation;
2. Provide advice on the safe use of radioactive materials and sources of ionizing radiation including x-rays in all areas under the control of the University;
3. Review reports of all incidents, unusual occurrences and relevant materials presented by the RSO. Make any recommendations deemed appropriate based on the information supplied in these reports;
4. Review all audits and reports regarding radiation safety sent to the University by the CNSC or other competent federal, provincial or municipal authorities. Make any recommendations deemed appropriate based on the information supplied in these audits or reports;
5. Respond to radiation safety issues that require immediate consultation;
6. Report periodically to the Vice-president (Administration and Finance).

Tier II Committee will have the following mandate:

1. Approve or deny internal permit applications, or terminate existing permits as required under the Nuclear Safety and Control Act;
2. Approve requests to commission/decommission radioisotope labs;
3. Monitor and approve the RSP;
4. Monitor compliance of external and internal dose monitoring.

Membership of the University Radiation Safety Committee

The Committee shall consist of two tiers. All members will be part of the Tier I Committee, and will be voting members except where indicated below. The Tier II Committee will be comprised of members of the University community knowledgeable in the safe use of radioactive materials or other sources of ionizing radiation. Voting members of the Committee will be appointed for terms of three (3) years. The Vice-president (Administration and Finance) will appoint voting members from academic units in consultation with the RSO and URSC Chair.

Tier I Membership will reflect the distribution of Radiation User Permits within the constituencies of Memorial, as much as possible and will include:

1. At least one (1) member from Departments and Academic Units that have more than one permit holder with laboratory classifications of Basic or higher.
2. At least two (2) members from Faculties that have more than three permit holders with laboratory classifications of Basic or higher.
3. One (1) member from the Grenfell Campus if at least one permit is held at that campus.
4. One (1) member who shall be knowledgeable of X-ray radiation.
5. One (1) member each from the Campus Enforcement and Patrol, Facilities Management and a staff member in shipping and receiving who may handle radioactive items.
6. The committee may invite other members*, as deemed necessary.
7. The RSO shall be a non-voting member.
8. The Director of Environmental Health and Safety shall be a non-voting member.

* This will include, when possible, a graduate student.

Tier I committee members may participate in meetings via teleconference or video conference if unavailable for face-to-face meetings. Members who miss two (2) consecutive meetings (without alternate representation) will be excused from the URSC Tier I committee and replaced following consultation with the Vice-president (Administration and Finance).

Tier II Membership

Membership on the Tier II Committee will be determined by the URSC Chair in consultation with the RSO. The Tier II Committee will be comprised as follows:

1. At least one (1) member from each of the Faculties of Science and Medicine.
2. At least one (1) member from a Department or Academic Unit with one or more permit holder.
3. One (1) member shall be knowledgeable of X-ray radiation.
4. One (1) member shall have recent work experience in laboratory management.
5. The RSO shall be a non-voting member.

Tier II committee members may participate in meetings via teleconference or video conference if unavailable for face-to-face meetings. Members who miss more than 50% of the meetings in a year will be excused from the URSC Tier II committee and replaced by an individual chosen by the URSC chair in consultation with the RSO.

Officers of the University Radiation Safety Committee (Tier I and Tier II) The Chair

1. Shall be appointed by the Vice-president (Administration and Finance) in consultation with the Vice-president (Research).
2. Shall chair meetings and work with the Recording Secretary to plan the meeting agenda and prepare meeting minutes.
3. Shall be entitled to participate as a member of the Committee in discussion, decisions and recommendations.
4. Shall appoint one member of the Committee to act on his or her behalf in the absence of the Chair.
5. Shall appoint members of the Committee to act on issues and report back to the Chair and the Committee.
6. Shall be empowered to call special purpose meetings of the Committee.

The Recording Secretary

1. The members of the Committee shall appoint a Recording Secretary who:
 - a. Is not a member of the Committee.
 - b. Shall be responsible for recording the minutes of the meetings and for issuing notices of the meeting after consultation with the Chair. The Recording Secretary shall distribute copies of the minutes to the Committee members, the RSO, the Associate Director of Environmental Health and Safety and the Health Physicist in a timely fashion.
 - c. Shall prepare and distribute the agenda of the next meeting to the Committee members, the Radiation Safety Officer, the Associate Director of Environmental Health and Safety and the Health Physicist
 - d. Shall post approved minutes on the University web site.

University Radiation Safety Committee Meetings

1. Tier I Committee meetings shall be held no less than one (1) time per year.
2. Tier II Committee meetings shall be held no less than two (2) times per year.
3. The quorum for the Committee shall be one half of the voting members
4. Special purpose meetings may be called by the Chair, the Chair's designate or the RSO for the purposes of:
 - a. accident investigations;
 - b. enforcement of conditions of the Nuclear Substances and Radiation Devices license;

- c. dangerous occurrences involving radioisotopes and radiation emitting equipment;
- d. contamination incidents;
- e. high exposure incidents;
- f. resolution of conditions dangerous to health and safety regarding radioisotopes;
- g. events or issues raised by members of the Committee deemed necessary for the safe operation of the University as pertains to nuclear substances and radiation devices.

During times when the committee cannot meet and achieve a quorum in a timely fashion and a special purpose meeting is required, the Chair (or delegate), and at least one other voting member and the RSO (or Director of Environmental Health and Safety) shall be empowered to act for the Committee.