

**University of Lethbridge**  
**Authorized Worker Confirmation of Lab-specific Radiation Safety Training**

<b>Authorized Worker Name:</b>	<b>Date:</b>
<b>Radioisotope Permit Holder Name:</b>	<b>Permit #</b>
<b>Supervisor Name:</b>	
<b>Supervisor Signature:</b>	

Radioisotopes Used	Experimental Procedure (Name or description)	Activity Used in Experimental Procedure

<b>Radiation Awareness Training only</b>	<input type="checkbox"/> <b>Check if individual is not working with radioisotopes (complete items 1-6 below)</b>
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Competency Requirements	Competent Authorized Workers must demonstrate specific knowledge, understanding and skills in the following areas:	COMPETENT		Initials	
		YES	NO	Authorized Worker	Reviewer / Supervisor
<b>1. Hazard Assessment</b>	Understands the hazards associated with each radioisotope used in lab and all lab procedures (review hazard assessment)				
<b>2. Spill Response Procedures</b>	Understands the following: <ul style="list-style-type: none"> <li>• Spill kit location and spill cleanup procedures</li> <li>• Reporting requirements, contact numbers</li> <li>• Contamination surveys and waste management</li> </ul>				
<b>3. Security</b>	Understands measures to be taken by staff: <ul style="list-style-type: none"> <li>• Keep door locked and closed when lab vacant, question strangers, etc.</li> <li>• Sources locked when not in use (i.e.do not leave sources unattended)</li> </ul>				

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<b>4. ALARA</b>	Conducts procedures in manner to reduce exposures: <ul style="list-style-type: none"> <li>• Demonstrates use of increased distance from the source, minimized time around radioactive materials, use of correct shielding</li> </ul>				
<b>5. Dosimetry</b>	<ul style="list-style-type: none"> <li>• Understands wearing requirements, storage location/requirements and dosimeter exchange procedure</li> </ul>				
<b>6. PPE</b>	<ul style="list-style-type: none"> <li>• Demonstrates the proper use of personal protective equipment (PPE) - safety glasses, lab coats, gloves, appropriate clothing</li> </ul>				
<b>7. Contamination Monitoring</b>	<ul style="list-style-type: none"> <li>• Demonstrates correct procedure for using portable contamination monitoring meters (operational checks – battery, source response), measure background, documentation of results)</li> <li>• Demonstrates correct procedure for using liquid scintillation/gamma counter (calibration and verification of accuracy, swipe test procedure, documentation of results)</li> <li>• Understands UofL action limits for contamination and CNSC licence contamination limits</li> <li>• Understands reporting requirements</li> </ul>				
<b>8. Purchasing and Acquisition</b>	<ul style="list-style-type: none"> <li>• Understands required information on all orders - review example of completed form (i.e. chemical name, isotope, activity, cat #, Permit holder name and signature, Permit Number, inventory on hand)</li> <li>• All purchases of radioisotopes, check sources, radiation devices (and transfers) require RSO approval</li> <li>• How to swipe test incoming shipments</li> <li>• Recording of contamination monitoring results (attach to inventory form)</li> <li>• Proper disposal of packaging</li> </ul>				

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<b>9. Inventory</b>	Demonstrates the following: <ul style="list-style-type: none"> <li>• Complete inventory record when procedure is complete (“cradle to grave”)</li> <li>• Sealed source sign out procedure and record keeping (if applicable)</li> </ul>				
<b>10. Waste Disposal</b>	Demonstrates the following: <ul style="list-style-type: none"> <li>• Prepare waste for disposal</li> <li>• Complete paper work (disposal form) and verify activity is correct</li> <li>• Swipe check waste container prior to removal; record kept in contamination monitoring binder</li> </ul>				
<b>11. Resources</b>	<ul style="list-style-type: none"> <li>• Copy of Radiation Safety and Procedures manual available in lab</li> <li>• Risk and Safety Services webpage – information, questions, forms</li> <li>• Radiation Safety Data Sheets</li> </ul>				
<b>12. Other:</b>					
<b>13. Other:</b>					

<p><b>Comments:</b></p>
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**Retain a copy of completed form and forward a copy to Radiation Safety Officer.**

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**All personnel handling open and/or sealed radioactive sources must have BOTH generic and site-specific training documented below.**

I have read carefully and understand all of the safety requirements and procedures for working safely with radioisotopes in the lab. I also agree to read all procedures for specific experiments contained in the Radiation Safety and Procedures Manual and/or laboratory manuals. **I recognize that it is my responsibility to strictly follow these procedures.**

I understand that I am required to wear personal protective equipment, such as safety glasses, lab coat, gloves etc., at all times when directed to do so in the laboratory.

If I am unsure of the potential hazards related to lab procedures, I will discuss this with my supervisor prior to undertaking the procedure in question.

**LABORATORY PERSONNEL:**

Authorized Worker (print name)	Generic Radiation Safety Training Date	Job-specific Training Date	Authorized Worker Signature	Principal Investigator/ Supervisor Initial

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