

QUEEN'S UNIVERSITY AT KINGSTON

TERMS OF REFERENCE

University Radiation Safety Committee

April 30, 2019

The Principal of Queen's University has appointed the University Radiation Safety Committee to carry the advisory responsibility for the overall operation of the University Radiation Safety Program. Queen's University policy requires that all activities involving radiation or devices emitting ionizing radiation be conducted so as to keep hazards from radiation to a minimum. The university is committed to ensuring that all exposures are kept as low as reasonably achievable.

MEMBERSHIP

1. The Committee shall consist of five ordinary members and five ex-officio members, all of whom shall have voting rights.
 - a) **Ex- Officio Members:**
 - i) Executive Director, Office of Research Services (or designate)
 - ii) University Radiation and X-ray Safety Officer
 - iii) Radiation Safety Officer, Reactor Materials Testing Laboratory
 - iv) Director, Reactor Materials Testing Laboratory
 - v) Director, Environmental Health & Safety
 - b) **Ordinary members:**

Five ordinary members should be drawn from the faculties to represent those faculties where radioisotopes or devices that emit ionizing radiation are used. Appointments should be made such that expertise with open source radioisotopes, sealed sources, and x-rays is represented to reflect current usage and practices at the university.
 - c) **Chair:**

The Chair will be selected from the ordinary members.

 - i) The Chair may appoint an Acting Chair as needed.
 - d) **Quorum:**

A minimum of five members, three of which shall be ordinary members, shall be considered a quorum.
 - e) Administrative support will be provided by the Department of Environmental Health and Safety.

APPOINTMENTS:

2. Members will be appointed by the Principal on advice from the Vice-Principal (Finance and Administration).
3. The Chair shall be appointed for a term to be recommended by the Vice-Principal (Finance and Administration). Ex-officio members shall be appointed to the committee for the duration of their relevant appointments.
4. The five ordinary members shall be appointed for three year terms on a staggered basis, and shall be eligible for re-appointment.

REPORTING CHANNEL:

5. The Committee shall be classed as a "Principal's Committee" and shall make recommendations to the university through the Vice-Principal (Finance and Administration).

ACCESS TO SAFETY OFFICER, CONSULTANTS AND EQUIPMENT:

6. The Committee shall have access through the Department of Environmental Health and Safety to the services of consultants and equipment as deemed necessary.

RESPONSIBILITIES:

7. In the course of making recommendations to the university, the University Radiation Committee shall be responsible:
 - a) To provide expertise to the Department of Environmental Health and Safety with respect to matters of radiation safety;
 - b) To develop university policies in consultation with the Department of Environmental Health and Safety with respect to the use of radioactive materials and technologies capable of producing ionizing radiation (such as x-rays).
 - c) To ensure that the Department of Environmental Health and Safety advises the university, its faculties, departments, and researchers of these policies and of any special requirements relating to research using the above materials and devices;
 - d) To make recommendations to the university through the Vice-Principal (Finance and Administration), concerning the actions to be taken on specific aspects of radiation matters as needed;
 - e) To review significant incidents or non-compliance issues; and
 - f) To assist the Department of Environmental Health and Safety as needed to liaise with government or other bodies.