

SOP Number :	215.03
Title :	Safety and Operator Training Procedure

Revision Chronology			
Version Number	Effective Date	Review Date	Reason for Change
215.01	August 3, 2021	January 21, 2022	Initial Version
215.02	January 24, 2022	June 7, 2022	Facility Name Change
215.03	June 7, 2022	January 10, 2023	Updates to policies

 Director Signature

 Date

1. Scope

This SOP describes the procedure for training personnel who will be given security access to the CentTRI facility and/or operate the radiographic equipment.

2. Procedures

a. CentTRI Personnel Requirements

- Western University is currently registered with the [Ontario Ministry of Labour](#) to use and store x-ray equipment, and is in compliance with [Occupational Health and Safety Act](#) and [X-ray Safety Regulation](#).
- All Level 1 CentTRI Personnel must meet the following requirements:
 1. Be 18 years of age.
 2. Complete the Western University [X-ray Safety Training Program: X-ray Safety Training Course](#) and specific training on X-ray equipment by the CentTRI facility manager.
 3. Wear the mandatory TLD dosimeters (see Section F).
 4. Be familiar with the [Western University X-ray Safety Manual](#).
- All Level 2 (Operators) CentTRI Personnel must meet the following requirements:
 1. Be 18 years of age.
 2. Complete the Western University [X-ray Safety Training Program: X-ray Safety Training Course](#) and specific hands-on training on X-ray equipment by the CentTRI facility manager.
 3. Be designated as [X-ray Worker](#).
 4. Have or work under an Internal Permit.
 5. Wear the mandatory dosimeters ([TLD badges](#)).
 6. Be familiar with the [Western University X-ray Safety Manual](#).
 7. Pregnant X-ray worker must inform her Permit Holder and the Radiation Safety Coordinators soon as she is aware of her condition.

b. Safety and Operator Training: Level 1 CentTRI Personnel

- Level 1 CentTRI personnel may include, but are not limited to, investigators and associated research students/staff who regularly utilize equipment within the CentTRI facility and require security access.

- Individuals requiring security access to the CenTRI facility as level 1 CenTRI personnel must apply for security access as set out in *SOP # 105 Facility Access Approval Procedures*.
- It is mandatory that all Level 1 CenTRI personnel participate in and complete the initial CenTRI facility safety orientation before gaining security access to the CenTRI facility. Orientation will be held onsite on a regular basis with relevant content determined by the facility staff.
- X-ray safety orientation will include:
 - Review of CenTRI facility SOPs (see Appendix 1: “SOP Compliance Form”)
 - Tour of the CenTRI facility
 - On-site safety instruction/training (see Appendix 2: “Safety Training Checklist”)
 - Completion and signature of the “Security Access Request Letter” (see Appendix 10)
- Individuals wishing to obtain security access to the CenTRI facility are required to read and sign off on all SOPs as indicated on the “SOP Compliance Form” (see Appendix 1) declaring that they have read, understood, and plan to follow all guidelines set in place by the SOPs. Upon completion, the signature form must be passed along to the CenTRI facility manager prior to orientation.
- Level 1 CenTRI personnel may bring visitors into the CenTRI facility as per the regulations set out in *SOP # 105 Facility Access Approval Procedures* and *SOP # 110 Visitor Access Approval Procedure*. It is the responsibility of the level 1 CenTRI personnel to supervise the visitor(s).
- Safety review is to be completed **yearly** by all Level 1 CenTRI Personnel. Review will include, but are not limited to, X-ray safety instruction, emergency procedures, orientation of new policies and safety protocols, and signature of completion of review. Level 1 CenTRI personnel will be notified in advance of upcoming safety review sessions.

c. **Safety and Operator Training: Level 2 CenTRI Personnel**

- Level 2 CenTRI personnel may include, but are not limited to, the facility director, CenTRI facility manager, and CenTRI radiographic equipment operators. Level 2 CenTRI personnel are those who require both security access to the radiographic suite and will be operating the X-ray equipment.
- All level 2 CenTRI personnel require and must apply for security access as outlined in *SOP # 105 Facility Access Approval Procedure*.
- It is mandatory that all Level 2 CenTRI personnel complete the appropriate radiographic operator training provided by the CenTRI facility manager. Operator training will be held onsite on a regular basis, for a maximum of two trainees per session. Please note that the **assisted human imaging rate** applies to this training.

- Upon completion of the CenTRI operator training, the “Operator Training Checklist” (see Appendix 4) must be signed by both the CenTRI facility manager and trainee.
- Level 2 CenTRI personnel may bring visitors into the radiographic equipment suites as per regulations set in *SOP # 105 Facility Access Approval Procedure* and *SOP # 110 Visitor Access Approval Procedure*, or may be present while others host visitors. It is the responsibility of all Level 2 CenTRI personnel to supervise visitors.

d. All personnel

- Granting CenTRI facility access to anyone other than level 1 or 2 CenTRI personnel is at the discretion of facility staff.

e. Essential Building Services Personnel

- Essential building services personnel are not permitted to bring visitors into the CenTRI facility.
- Building services is responsible for instructing the cleaning staff of the restrictions set in place by the CenTRI facility.

f. Dosimeter Logbook

- To track any inadvertent radiation exposure, all Level 1 personnel must wear a visitor TLD badge.
- Record your name, date, time, and badge number in the online logbook located at <https://forms.office.com/r/JfXR220QEq> or by scanning the labelled QR code at the operators’ console.



Figure 1: Dosimeter QR code