



### Radiation Safety Management Committee

<b>Role</b>	<p>The primary role of the Radiation Safety Management Committee is to advise Canberra Health Services on radiation safety matters in relation to compliance with or adoption of relevant legislation, national standards, codes of practice and other guidelines, actual or impending.</p> <p>The committee ratifies new or reviewed Radiation Management Plans (RMPs) and associated Sub-Plans as well as advising on RMP updates.</p>
<b>Reporting mechanism</b>	<p>The Radiation Safety Management Committee reports information, as required, to the CHS CEO.</p> <p>Annual reporting and reports by exception go to the CHS CEO and quarterly reports are submitted to the CHS WHS peak body.</p> <p>A copy of all minutes, reports agendas, letters and other material presented at meetings shall be retained in a nominated computer folder.</p> <p>The Radiation Safety Management Committee receives information from the RSMC members and from general correspondence to the Radiation Safety Officer.</p>
<b>Functions</b>	<p>The functions of the Radiation Safety Management Committee are :</p> <ol style="list-style-type: none"><li>1. To act as an advisory body for the safe use of ionising radiation equipment and radioactive substances at CHS.</li><li>2. To advise and assist on radiation protection commensurate with the scope of licensed activities and consistent with the Radiation Safety Management Policy.</li><li>3. To provide a forum where radiation safety issues arising from radiation using areas can be identified and discussed with the aim to maintain safety.</li><li>4. To review and endorse radiation management plans and related safe work practices to maintain safety for each relevant CHS workplace.</li><li>5. To consider the requirements of radiation legislation, relevant standards and codes of practice, and monitor compliance with radiation legislation within the radiation using areas</li></ol>
<b>Membership</b>	<p>Chairperson</p> <p>The Radiation Safety Officer.</p> <p>Members</p> <ul style="list-style-type: none"><li>• The Radiation Safety Officer;</li></ul>

	<ul style="list-style-type: none"> <li>• Director Allied Health Radiation Therapy</li> <li>• Director Allied Health, Medical Imaging</li> <li>• Peri-operative Services Representative</li> <li>• Oral Health Services Representative</li> <li>• Cardiology Representative</li> <li>• Pathology Representative</li> <li>• Radiation Protection Advisor (Diagnostic Radiology Physics)</li> <li>• Radiation Protection Advisor (Nuclear Medicine Physics)</li> <li>• Radiation Protection Advisor (Radiation Oncology Physics)</li> <li>• Consumer Representative</li> </ul> <p>Observers</p> <ul style="list-style-type: none"> <li>• Radiation Branch representative, Health Protection Services</li> <li>• BreastScreen ACT Representative</li> <li>• Work Health and Safety Representative</li> <li>• Cancer ward 14A Representative</li> <li>• Clinical Trials</li> <li>• Clinical Director, Medical Imaging</li> <li>• Clinical Director, Radiation Oncology</li> </ul> <p>The meeting members may invite other attendees, at the Chair's discretion.</p>
<b>Quorum</b>	50% + 1 (of members)
<b>Deputy Chair</b>	The members shall select the Deputy Chair to chair the meeting if the nominated Chair is unavailable and no delegate has been identified.
<b>Secretariat</b>	<p>The Radiation Safety Officer will provide administration support for the secretariat requirements. The role of the secretariat is to:</p> <ul style="list-style-type: none"> <li>• keep the register of attendance;</li> <li>• prepare agendas and issue notices for meetings, and ensuring all necessary; documents requiring discussion or comment are attached to the agenda;</li> <li>• call for agenda items two weeks prior to the meeting and distribute the agenda no later than one business day prior to the meeting;</li> <li>• take notes of proceedings and preparing minutes of meeting;</li> <li>• distribute the minutes to all meeting attendees one week after the meeting; and</li> </ul>

	<ul style="list-style-type: none"> <li>ensure that the minutes are checked by the chairperson and accepted by committee members as a true and accurate record at the commencement of the next meeting.</li> </ul>
<b>Agenda requests</b>	<p>The secretariat is to receive requests for agenda items 7 days before the meeting.</p> <p>Unless otherwise advised, agenda requests will be scheduled for the following meeting.</p> <p>Papers to be circulated with the agenda must be submitted at least 2 business days before the meeting</p> <p>The agenda for this meeting should adhere to the following as a minimum:</p> <ul style="list-style-type: none"> <li>Attendance/Apologies;</li> <li>Endorse prior meeting minutes</li> <li>Action Statement;</li> <li>New Business;</li> <li>Business without Notice;</li> <li>Documents for Endorsement/Approval; and</li> <li>Date of next meeting.</li> </ul>
<b>Meeting Frequency /Duration</b>	The Committee meets once a quarter for no more than one hour.
<b>TOR Review Frequency</b>	The TOR are to be reviewed annually, nominally in 3 <sup>rd</sup> Quarter.