



The Radiation Safety Committee (RSC) is advisory to the Vice-President Finance and Operations.

**A. RESPONSIBILITIES**

1. To review and consider for approval all proposed uses of ionizing radiation, x-rays, and Class 3B and Class 4 lasers.
2. To consult on and review regulatory issues relating to ionizing radiation, x-rays, Class 3B and Class 4 lasers, and associated facilities.
3. To carry out other functions of a Radiation Safety Committee as required by the Canadian Nuclear Safety Commission (CNSC), or other regulatory agencies.

**B. MEMBERSHIP**

1. Faculty Members (voting)
  - a. One member from the Department of Chemistry
  - b. One member from the Department of Mechanical Engineering
  - c. One member from the Department of Physics and Astronomy
  - d. One member from the Department of Biochemistry and Microbiology
  - e. One member from the Department of Biology
  - f. One member from the Department of Electrical and Computer Engineering
2. Ex officio Members
  - a. The Occupational Health, Safety & Environment Consultant designated as the Radiation Safety Officer (non-voting)
  - b. The Director, Occupational Health, Safety & Environment, or designate (non-voting)
  - c. The Director, Research Services (voting)
3. Other Members
  - a. The Chair may appoint consultants or external members to the Committee, as required.

The members listed above must collectively have expertise with open and sealed source radioactive materials, X-ray devices and Class 3B and 4 lasers.

**C. METHOD OF APPOINTMENT**

Faculty members shall be appointed by the Vice-President Finance and Operations after consultation with the Chair of the Committee and the appropriate department Chair and Dean.

**D. TERMS OF OFFICE**

1. Faculty members shall be appointed for staggered three-year terms beginning October 1 of each year.
2. Faculty members whose terms are completed are eligible for re-appointment.

**E. OFFICERS**

1. The Committee shall have a Chair and administrative support. The Chair shall be assigned to a faculty member on a rotational basis.
2. The Chair shall serve for a 2 year term on a rotational basis.
3. The Department of Occupational Health, Safety & Environment shall provide administrative support.

**F. PROCEDURES**

1. The Committee, through the Chair, shall report at least annually, to the Vice-President Finance and Operations and the Vice-President Research, on the work of the Committee during the previous year.
2. Meetings will be held twice a year in the spring and the fall.
3. A quorum will be at least half of the members of the Radiation Committee and must include 3 Faculty members and a representative from Occupational Health, Safety and Environment.
4. The allocation of membership is based on departments working with radiation, x-rays and lasers and will be reviewed every 2 years.
5. The Radiation Committee conflict of interest policy precludes discussion by the committee member when it pertains to their own research projects or affiliated projects. The committee member(s) involved in the project must exit the meeting room while discussion occurs.
6. The Committee will not approve any new radioisotope, x-ray or laser permits unless all proposed work is conducted in accordance with UVic Policies and Procedures as well as all Federal, Provincial, Local and Granting Agency requirements.

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7. At the semi-annual Committee meetings, following deliberation, the Committee will reach consensus on approval and/or recommendation for changes and/or rejection of the applications. If consensus cannot be reached, the decision is made by a two-thirds majority vote with dissenting votes noted in the minutes.
  8. Between Committee meetings, the applications will be circulated for review via email by the OHSE Radiation Safety Officer (RSO) who will establish a set period for review and comments to be submitted by the committee members. Following the review period, OHSE RSO will collate the comments, contact the applicant for their response to any requested changes and then convey the revisions to the Committee with a request for their approval. The Committee will reach consensus on approval and/or recommendation for changes and/or rejection of the applications, based on response from at least half the voting members. If consensus cannot be reached, the decision is made by a two-thirds majority vote with dissenting votes noted in the minutes.
  9. Any applications approved during the interim period between meetings will be summarized for information at the next committee meeting.
  10. The Committee will review and amend the terms of reference as required at the spring meeting.

#### **G. APPEAL PROCESS**

1. Applicants for a permit or protocol may appeal a decision of the Radiation Safety Committee if the applicant believes there has been a procedural error.
2. The appeal must be filed in writing to the Chair of the Radiation Safety Committee outlining the perceived process error within 30 days of receipt of notification of decision from the Radiation Safety Committee. The Chair of the Radiation Safety Committee will respond to the applicant in writing with a decision within 30 days of receipt of the appeal.
3. If the applicant is not satisfied with the decision of the Chair of the Radiation Safety Committee, the applicant will indicate this in writing to the Vice-President Finance and Operations (VPFO) within 30 days of receiving the Chair's decision. The VPFO will consider the submission and respond to the applicant with a decision within 30 days. The VPFO's decision shall be final.
4. Decisions of the Radiation Safety Committee relating to operational, regulatory, and health and safety considerations of the application or protocol may not be appealed and are final, subject to any orders or directives from CNSC or other regulatory agency.