

2nd Quarter 2014 PBE

Radiation Worker/ Ancillary Worker Training

All **Radiation Workers** are required to obtain initial radiation safety training prior to beginning work with radioactive materials and to update their formal training at least every 3 years.

The Authorized User (AU) or their designee needs to lab specific training to the radiation worker. EHS provides a **Training Guide for Radiation Workers** for lab specific training in the radiation safety manual.

The Authorized User (AU) or their designee also needs to provide training to any staff that require access to radioactive material locations but who do not handle radioactive materials as part of their duties. These staff are called **ancillary workers** and need training to make them aware of existing hazards, warnings and postings and security. EHS provides a **Training Guide for Ancillary workers** in the radiation safety manual.

Ancillary workers can include research staff, students, office staff or housekeeping/trades.

Radiation Safety Manual: <https://ehs.missouri.edu/rad/manuals/radsafety.pdf>

Register for training

To register for an Introduction to Radiation Safety, Radiation Safety Refresher, or related training workers may go to the EHS website at:

<http://ehs.missouri.edu/train/rad.html>

Classroom training is provided by EHS at the Research Park Development Building.

Online Refresher training for RadWorkers is also available via Blackboard.

1. Visit the link: <https://courses.missouri.edu/>
2. Select Blackboard login and login with your pawprint and password.
3. The course "Radiation Safety Awareness & Radiation Worker Update/Refresher Training" should be available under Course List.
 - a. If the course is not listed please contact aldrichm@missouri.edu for assistance
4. Once you select the course you will see a left hand menu with button titled "Course Documents"
5. Select "Course Documents" and follow the instructions to take and complete the online Refresher training.

General information

Who should be trained as a Rad Worker?

- Anyone working with radioactive materials under an Authorized Users authority.

What should a Rad Worker be able to demonstrate?

- Basic radiation principles, protection and units of measure?
- Describe ALARA concept as well as 10 CFR Part 19, NRC form 3 and where they can find these regulations?
- Radiation dosimetry, who wears dosimetry and how should it be worn. What is CEDE & TEDE?
- Emergency response procedures involving radioactivity.
- How are surveys performed and how frequently?
- Laboratory specific information such as what isotopes are used, how are they handled and how is waste minimized?
- What are procedures for ordering, receiving and inventorying radioactive isotope?

What is the difference between a Rad Worker and an Ancillary Worker?

An Ancillary Worker should be aware of:

- Where radioactive materials may be stored and how to identify if radioactive materials are in a lab.
- How to identify other hazards in the laboratory.
- Normal working conditions in the laboratory in order to identify possible problems if they arise.
- Who to report a spill or other unusual occurrence to in case of emergency.
- How to maintain lab security.

Please feel free to contact EHS at 573-882-7018 if you have any questions about radiation safety issues or if you need assistance registering for related training courses.

TRAINING GUIDE FOR ANCILLARY PERSONNEL

The following checklist of training items is a suggested format for the required training for all ancillary personnel under the Authorized User's (AU's) authority *prior* to working, without direct supervision, in an area where radioisotopes are used. The training should be performed by the AU but can be delegated to laboratory supervisors approved as RW's. Training records must be documented, signed, dated and retained in the AU's records for a minimum of 3 years.

The following items should be covered for all personnel frequenting area where radioactive materials are used (students, secretaries, custodians, radiation workers, etc.):

DATE	TOPIC
___	Demonstration of the types of radioactive materials used in the lab; this can be done by using survey meters or other suitable measuring equipment.
___	Show personnel where radioactive materials are used, stored and disposed.
___	Instructions regarding the requirement of no eating, drinking and other hygienic use issues while in lab.
___	Show some examples of various signages they might encounter and explain the meaning of these signs.
___	Explain the actions and use of the procedures necessary in the event of a spill or other unusual occurrence. Who to notify and how to control access.

1. Circle the radiation symbol.      
2. Is it alright to eat your lunch at your desk in a radiation laboratory? _____
3. Who should be notified in the event of a spill in this area? _____

The above items have been described and understood by me.

Print Name: _____ Employee/Student Id: _____

Signature: _____ Date: _____

Print Trainer's Name: _____ Employee/Student Id: _____

Trainer's Signature: _____ Date: _____

Authorized User Name: _____ Au #: _____

Course Id: _____ Course Hx: _____ Date Entered: ___/___/___ Initials: _____

