

Quick Step Guide for Incident Reporting

Report incidents to the University Radiation Safety Officer (RSO) because

- It is important to review incidents (and near misses) to be sure procedures, the equipment and the training provided to workers provide the highest level of safety and security.
- There are legal reporting requirements that the RSO will ensure are met.
- The permit holder is responsible to review incidents in the lab and take positive corrective action to minimize the potential for possible re-occurrence.

In general, what kind of incidents should be reported to the RSO?

Regulations specifically say the RSO must review any incident in which there may be:

- A significant increase in the risk to the environment or the health and safety of persons
- A threat to the maintenance of security or an incident with respect to security
- A failure to comply with the conditions of the Internal Permit
- An act of sabotage, theft, loss or illegal use of possession of radioactive materials
- A release to the environment above the quantities of radioactive material authorized by the Internal Permit
- A known or suspected radiation exposure or contamination that may exceed established limits

What are some specific examples of incidents that may need to be reported to CNSC by the RSO?

- Fire, explosion, break in, serious personal injury or any instance when first responders (Fire, Police, Paramedics) attend a permitted space. Immediately address the emergency by calling 911 or activating the fire alarm as appropriate. After the emergency response is in progress, contact the RSO.
- Discrepancies between the original order information and the item as received (>10%) should be promptly reported to RSO (as the University possession limit may need to be amended).
- When receiving a radioactive shipment, immediately report any anomalies (tampering, contamination, leakage, missing, short or wrong shipment) to the permit holder/ laboratory radiation supervisor and RSO. Events associated with transport have provincial and federal reporting requirements.
- Contamination in excess of the permissible levels (see column 9 of Appendix D at the end of the Radiation Safety Manual) are be reported to the RSO. In general, *results greater than 6 times background should be reported the RSO as (depending on the radioisotope) it may indicate removable contamination at levels greater than the CNSC reporting criteria.*
- Any theft, loss, spill or leak of radioactive material including an incident related to waste.
- Late leak test.

There is a sample of a report form on the reverse.

The form on the reverse may be used to document the incident, remedial actions taken and assist with assessment of any related radiation exposures to worker, to the public or the environment. File a copy behind this divider.

