RADIATION SAFETY PROCEDURES MANUAL

Equipment Service Provider

New England Medrepair

9 Kidder Rd Unit D
Chelmsford, MA. 01824
800-597-2296
info@nemedrepair.com
www.nemedrepair.com

For Service
Scan The QR Code

RADIATION SAFETY
STANDARD OPERATING PROCEDURE

Facility	RSO
	P.H.#
	Contact
	Registration #

Purpose:

The purpose of this guide is to establish a standard operating procedure for the safe operation of the x-ray imaging equipment and to insure all radiation safety procedures are clearly defined and understood by all employees.

Policy:

All employees and operators of the x-ray imaging equipment are required to read all sections of this Radiation Safety Procedure Manual as directed by the Massachusetts Department of Radiation Control. The intent of this policy is to insure that all employees and operators are following safe operating procedures to minimize radiation exposure of operators and patients.

Radiation Safety Officer (RSO): _____

The radiation safety officer is responsible for implementation, review and enforcement of all radiation safety procedures and policies contained in this manual.

ALARA: As Low As Reasonably Achievable

Always follow good safety practices each day with every study to keep your radiation dose as low as possible.

Training:

Radiation safety training shall include at least facility specific operational requirements, physics of radiation safety, biological effects of radiation, proper use of personnel monitoring devices, rights and responsibilities of operators, response to warnings and alarms, ALARA principles, specific risks for women of child bearing age, and other subjects deemed necessary by the RSO. A power point presentation is included for all employees to read.

Radiation Safety Procedure:

This procedure is to be followed during all radiograph exams:

1. Only essential personnel will be in the x-ray area during x-ray exams
2. All persons involved with the x-ray exam procedure will be wearing suitable, tested and approved items including but not limited to apron that adequately covers the torso.
3. Thyroid collar
4. Lead gloves
5. Lead glasses (if available)
6. Radiation monitor badges will be attached to the collar of the apron as close to the thyroid without being covered by the thyroid collar.
7. Any person that is not essential for the execution of the x-ray procedure must leave the room.
8. An x-ray technique appropriate for the size, weight and exam shall be selected an exposure technique chart should be utilized to insure the lowest possible exposure dose.
9. If a person or persons are necessary to restrain the patient during the exam they will position themselves in a manner as to limit exposure. Lead safety gloves are to be used at all times and positioned in a manner as to cover the entire hand.
10. The x-ray collimator will be closed to the appropriate image field to minimize over exposure and the field will never extend past the size of the image receptor.
11. During all x-ray exams a (Caution X-Ray In Use) sign will be visible so to minimize the risk of un-necessary exposure to non-essential personnel.
12. If you are pregnant or think you may be pregnant you must leave the x-ray exam area prior to any x-ray exposure.

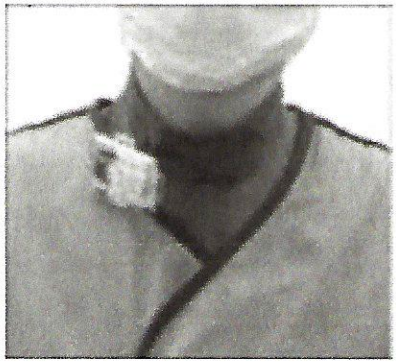
This Radiation Safety Procedure should be posted and followed by all employees during all x-ray exams to minimize the risk of exposure to harmful radiation.

Personnel Radiation Monitoring Badges:

Badges are to be worn by all employees and operators of the x-ray machines during any and all x-ray exams and procedures.

Badges are to be attached to the collar close to the thyroid without being cover by the apron or thyroid collar.

Badges are sent in for testing as described by the badge supplier and a copy of the report will be posted in this Radiation Safety Procedures Manual.



Lead Safety Apparel Testing:

All lead aprons, gloves, thyroid collars etc. shall be tested annually during the x-ray calibration and preventative maintenance service by New England Medrepair at an exposure technique recommended by the manufacturer if manufacturer recommendations are not available a standard exposure technique of 80kVp @ 20mAs will be used.

Lead safety items will be removed immediately if they are

- Visibly damaged or torn
- Have been tested and found to be damaged
- Have signs of excessive bends, creases or folds

An appropriate exposure test will be conducted of the item prior to return to use.

Lead Safety Test Data

Date	Item #	Description	Visual Inspection	Exposure @ 80kV @ 20mAs	Pass	Fail	Tested By

Acknowledgement:

I have reviewed and fully understand the content of this Radiation Safety Procedure Policy:

Date	Employee Name	Employee Signature

A copy of all current State Radiation Control Regulations can be obtained by contacting the following state agencies.

Connecticut Department of
Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106-5127
860-424-3000

NH Department of Health and Human Services
40 Terrill Park Drive
Concord, NH 03301
(800) 852-3345

Center for Environmental Health NY
Bureau of Environmental Radiation Protection
Empire State Plaza-Corning Tower, Room 1201
Albany, New York 12237
518-402-7550

Massachusetts Department of Public Health
Radiation Control Program
Schrafft Center, Suite 1M2A
529 Main Street, Charlestown, MA, 02129
(617) 242-3035

Radiation Control Program ME
Division of Environmental Health
286 Water Street, 4th floor
11 State House Station
Augusta, Maine 04333-0011
Phone: 207-287-5676 or 207-287-4770

Rhode Island
Department of Health
3 Capitol HillProvidence, RI 02908
401-222-5960