University of St. Andrews

Guidelines For Commencing Work With X-ray Generators

Research Worker or Student

Consult project supervisor about the scope of the work activity

Member of Staff

Meet the DRPS to discuss the following aspects of the project:
1. Where the work can be carried out;
2. The equipment that will be used
3. The procedures that will be carried out using the equipment

Check the X-ray equipment complies with the Health and Safety Executive's 'Prior Authorisation for the Use of Electrical Equipment Intended to produce X-rays'.

YES

NO

If **NO**, then **WORK CANNOT PROCEED.** You **must** then consult the URPA.

Have you worked with Ionising radiation before ?

YES

NO

You should provide the URPA with evidence of:
1. Suitable training in Radiation Protection;
2. If requested, the dose records from your previous employer.

Then you must attend the School/Unit training course on the use of X-ray equipment **OR** obtain permission from the URPA.

The following forms should now be completed:
- Personal Registration Form (Form Number URPS1)

AND
- Appropriate 'Application For Approval of Project' Form (Form Numbers URPS2 / X)

These forms should be checked and signed by the Worker/Supervisor/DRPS and then sent to the Safety Office for ratification by the URPA.

Project Supervisors/Workers/DRPS will be notified when the URPA ratifies their project and advised that the project can commence.

If deemed necessary by the URPA/DRPS, an appropriate personal dosimeter will be supplied to the worker.

Training in the School/Unit procedures for the use of X-ray equipment will be provided locally. Workers should familiarise themselves with the School/Unit Rules for Working with Ionising Radiation.

The University undertakes an annual review of all ratified ionising radiation projects.