Radiation Lab Safety Checklist

Lab/Shop/Classroom:_____

Completed By:_____

Date:_____

Supervisor/Instructor:_____

Radiation Program Governance:

- ☐ Radiation Safety Officer (RSO) designated
- ☐ Written safety program in place
  - Accessible to all participants
- ☐ Roles and responsibilities clearly defined
- ☐ Program reviewed annually at minimum
  - Review logs available
- ☐ Stop-work authority clearly established

Licensing & Regulatory Compliance:

- ☐ Federal licensing requirements current
- ☐ Provincial licensing requirements current
- ☐ Compliance conditions are clear
  - Being adhered to
- ☐ Inspection records are available
- ☐ CNSC Regulatory correspondence on file
- ☐ Operating limits clearly established and documented

Radiation-Producing Equipment:

- ☐ Equipment is certified
- ☐ Equipment is registered
- ☐ Interlocks are functional
- ☐ Warning lights/signals operational
- ☐ Preventative maintenance completed
  - Maintenance logs available
- ☐ No unauthorized modifications
  - Prohibition made clear

Radioactive Source Control:

- ☐ Sources are inventoried
  - Inventory is logged and tracked
- ☐ Secure storage available
  - Locks are functional/working
  - Clearly labeled
- ☐ Restricted access for authorized users enforced
- ☐ Leak testing performed when needed
  - Test logs available for review
- ☐ Source movement documented
  - Logs available for review

Shielding & Area Controls:

- ☐ Structural shielding intact
- ☐ Barriers in place where necessary
- ☐ Signage posted where appropriate
- ☐ Controlled areas clearly marked
- ☐ Dose rates within limits
- ☐ Access controls enforced

Exposure Monitoring (Dosimetry):

- ☐ Personal dosimeters provided
  - Worn correctly by participants
- ☐ Dose reports reviewed
- ☐ Action levels established
  - records retained for review

PPE & Personal Protection:

- ☐ Lead aprons/thyroid shields available
  - Maintained, no rips, tears or unauthorized modifications
- ☐ PPE Inspected regularly
  - Inspection logs available
- ☐ PPE Stored correctly
- ☐ PPE used appropriately
- ☐ Defective PPE identified and removed from service

Emergency & Incident Response:

- ☐ Incident procedures posted
- ☐ Spill/contamination kits available
- ☐ Decontamination procedures defined
- ☐ Emergency Contact list posted
- ☐ Drills conducted
  - Drill logs available for review

Training & Authorization:

- ☐ Safety training completed
  - Documentation available
- ☐ Authorized user list current & maintained
- ☐ Refresher training documented
- ☐ Supervision during exposures
- ☐ SOPs available and accessible

Waste, Storage, Decommissioning:

- ☐ Radioactive waste clearly labelled
- ☐ Waste segregated by isotype/type
- ☐ Decay-in-storage procedures followed
- ☐ Disposal procedures followed
  - Records maintained
- ☐ Decommissioning procedures defined

Findings & Actions:

Issues Identified:

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Required Actions:

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Escalated to: _____

Target Date:_____

Signature: _____

Risk-Rating Safety Checklist Form

(optional tie-in with spreadsheet tracking)

Scoring Guide:

0 – Compliant

1 – Moderate risk

2 – High Risk [immediate action required]

Section Scoring:

Area	0	1	2	Score
Radiation Program Governance				
Licensing & Regulatory Compliance				
Radiation-Producing Equipment				
Radioactive Source Control				
Shielding & Area Controls				
Exposure Monitoring (Dosimetry)				
PPE & Personal Protection				
Emergency & Incident Response				
Training & Authorization				
Waste, Storage, Decommissioning				

Risk Summary:

Total Score: /20

Score	Rating	Action
0-3	Low	Maintain controls
4-7	Moderate	Correct within 30 days
8-12	High	Immediate action
13+	Critical	Stop work

Any risk marked as a "**2**" in the following areas requires *immediate stop work* action:

- ☐ Licensing or authorization gaps
- ☐ Failed interlocks or shielding
- ☐ Missing dosimetry
- ☐ Unsecured radioactive sources
- ☐ Untrained personnel exposure