**Budget Unit:**   **Store location #:**  U\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_U **Radiation Safety Officer:**  U\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this store for:**

**□** (Unsealed) Radioactive Material

**□** Sealed sources

**□** Waste radioactive material awaiting disposal

All radioactive stores are considered “Hazardous Locations” under the ANU procedure [31TUControl of access to restricted locations](https://policies.anu.edu.au/ppl/document/ANUP_000582)U31T.

# **HOW TO USE THESE CHECKLIST**

1. Complete checklist by placing a tick in the appropriate box next to each checklist item (**C**=**C**ompliant, **NC**=**N**ot **C**ompliant, **NA**=**N**ot **A**pplicable).
2. Sign and date the page.
3. Forward a completed copy to the radiation safety officer.
4. Forward a completed copy to the WEG.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **C** | **NC** | **NA** | **Comment** |
| **General** |  |  |
| The log book of store visitor is maintained. |  |  |  |  |
| Spill kit and decontamination material are available for the hazards present. |  |  |  |  |
| Lighting levels are sufficient and not excessive for general tasks. |  |  |  |  |
| Electrical equipment tested and tagged are up to date. |  |  |  |  |
| ‘Out of service’ tags for faulty electrical equipment are available and used. |  |  |  |  |
| The Store:* Is protected from natural hazards
* Is protected from man- made hazards
* Is fire resistant
* Interior is easily decontaminated
* Exterior dose rate is less than 20 µSv/hr.
 |  |  |  |  |
| Precautions shall be taken to protect occupationally exposed and non- occupational exposed persons from direct and scattered ionising radiations. This may include time, distance and shielding considerations, and/ or personal and area monitoring. |  |  |  |  |
| **Housekeeping** |  |  |  |  |
| Floors and aisles are clear of obstruction, rubbish, material, equipment, etc. |  |  |  |  |
| **Access/ Security** |  |  |  |  |
| Storage and access keys for the store are limited to “Authorised persons”  |  |  |  |  |
| “Authorised” access to the store. Authorise people are:* Radiation Safety Office and
* Research leader or designated staff member

**Note**: Students are not generally considered “Authorised.” |  |  |  |  |
| Store is secure against break-in, theft and unauthorized tampering. |  |  |  |  |
| Store kept locked at all-time unless transferring material |  |  |  |  |
| **Storage**  |  |  |  |  |
| Radioactive substances must be used and stored so that they do not present a hazard to person in the vicinity. |  |  |  |  |
| Non-radioactive substances stored separately. |  |  |  |  |
| Incompatible classes of chemicals are segregated (generally by D.G Class). |  |  |  |  |
| **Labelling** |  |  |  |  |
| A radiation warning sign must be displayed at the entrances to the designated radiation area. The warning sign must show the radiation trefoil symbol in black against a yellow background. Suitable wording must be chosen to give adequate warning of the hazard concerned. |  |  |  |  |
| **Inventory/ Radiation register** |  |  |  |  |
| Radiation register for the designated area, documenting:* receipt of sources/material
* location of sources/material
* accessor details
* disposal of sources/material
* chemical inventory system is updated and
* appropriate barcoding done
 |  |  |  |  |
| Inventory is reviewed periodically to confirm designated material is in its location and packages are in good condition. |  |  |  |  |
| **Emergency procedures** |  |  |  |  |
| The store location indicated in documentation at the fire panel. |  |  |  |  |
| Updated emergency contact details (name and phone numbers) available on the:* access path/door and
* in the emergency documentation
 |  |  |  |  |
| Emergency exits are clear and unobstructed. |  |  |  |  |
| Fire extinguisher is available, and inspected/tagged within last 6 months. |  |  |  |  |
| Emergency lighting is provided, if needed. |  |  |  |  |

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Auditor’s name: Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_