

Policy Title:	X-ray Safety		
Category:	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input checked="" type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	August 31, 2017	Effective date:	August 31, 2017
Policy Sponsor:	Dean, Clinics	Date last reviewed:	August 31, 2017
Date of Mandatory Review (expiry date)	August 2022	Date of last revision of Procedures	August 31, 2017

1 POLICY

In accordance with the *Occupational Health and Safety Act (OH&S Act)*, CMCC shall ensure the safety of all employees working with X-ray equipment.

1. Safety Precautions:

- a. All X-ray equipment shall have proper labels and warning signs posted/installed in conspicuous locations.
- b. Access to X-ray areas that exceed allowable exposures shall be controlled.
- c. Installation of appropriate structural and/or shielding devices shall be provided to limit the dimension of the X-ray beam.

2. Personal Protective Equipment:

- a. Each employee who works with the X-ray equipment shall be provided with a suitable personal dosimeter that will provide an accurate measure of the *dose equivalent* received by the X-ray employee.
- b. The employee is required to use the personal dosimeter as instructed by their supervisor.
- c. The employee's supervisor shall ensure that the personal dosimeter provided to an X-ray employee is read accurately to measure the *dose equivalent* received by the employee and shall furnish to the employee a record of their radiation exposure.
- d. The employee's supervisor shall verify that the *dose equivalent* is reasonable and appropriate in the circumstances, and shall notify an inspector of any *dose equivalent* that does not appear reasonable and appropriate.
- e. The Department of Imaging and the Division of Clinical Education shall retain an X-ray employee's personal dosimeter records for a period of at least three years.

3. Accidental Overexposure:

- a. At the time that an overexposure has been determined, the employee shall be removed from the area of risk to another area of responsibility where the employee shall no longer be at risk of further exposure. When the employee's exposure has returned to within the acceptable annual limits, they may return to their former area of responsibility.
- b. Where, within a period of three months, an employee receives a dose in excess of the annual limits, the supervisor shall investigate the cause of the exposure and shall provide a written report of the findings of the investigation and of the corrective action taken to the Health and Safety Committee or Health and Safety representative and will send a copy to the Ministry of Labour as outlined in the *OH&S Act*.
- c. Where an accident, failure of any equipment, or other incident occurs that may have resulted in an employee receiving a dose in excess of the annual limits, the supervisor shall notify immediately (i.e., telephone, fax, email) the Health and Safety Committee or Health and Safety representative and the Ministry of Labour, as outlined in the *OH&S Act*.
- d. All incidents of this nature must also be reported internally within 24 hours through a General Incident Report.
- e. CMCC shall, within 48 hours of the accident or failure, send to the Ministry of Labour (Director) a written report of the circumstances of the accident or failure.

2 PURPOSE

To ensure X-ray safety.

3 SCOPE

All employees working with X-ray equipment.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Federation of Canadian Chiropractic Standards for Doctor of Chiropractic Programmes, Section III Criteria for Accreditation: Program Objectives Standard D, 2.b.v. (Quality Patient Care)
- Healing Arts Radiation Protection Act, 1990 (H.A.R.P.)
- Occupational Health and Safety Act, 1990, Regulation 861
- Owners' Instructions for equipment used at CMCC

5 RELATED POLICIES (not a comprehensive list)

- Occupational Health and Safety Statement

6 DEFINITIONS

N/A

New Policy Approved (date):

Policy Revision History (dates):

December 2006

August 2017

-----**END OF POLICY**-----

7 PROCEDURES

1. All new employees working in the X-ray room and/or with the Faxitron shall be informed in writing that they will be working with X-ray equipment.
2. New employees will be required to complete an orientation of the X-ray equipment which includes the following:
 - a. work procedures in using the X-ray equipment;
 - b. limits of the dose equivalent that may be received by the employee;
 - c. If the employee is female, limits of the *dose equivalent* for pregnant X-ray employees.
3. A current list of all employees working with X-ray equipment is to be maintained by Human Resources.

New Procedure Approved (date):

Procedure Revision History (dates):

8 ATTACHMENTS

None