

**NOTICES, INSTRUCTIONS AND REPORTS TO
RADIATION WORKERS**

ADDRESSEES:

All holders of PNRI radioactive materials licenses.

PURPOSE:

This bulletin is issued to inform licensees of their responsibilities to notify, instruct and send reports to individuals and employees involved in the use of licensed radioactive materials. It is expected that all licensees will review this bulletin and provide copies to concerned individuals and employees, and consider actions as appropriate, to ensure compliance with the requirements in CPR Part 3.

DESCRIPTION OF CIRCUMSTANCES:

CPR Part 3, Standards for Protection Against Radiation, requires that licensees shall instruct their personnel on safety problems associated with radiation exposure and post notices and reports of employees' exposure to radiation. It also specifies that a "**Notice to Employees**" form prepared by PNRI shall be posted at conveniently visible locations in the facility. This bulletin will reiterate these requirements of the CPR. Ignoring the importance of these requirements could present a substantial hazard to the health and safety of the workers.

DISCUSSION:

The requirements in CPR Part 3 which are addressed in the bulletin are:

A. Posting of Notices to Workers.

- (a) Each licensee shall post and make available current copies of the following documents:
 - (1) The regulations in Part 3 of the Code, and the specific Parts of the Code which covers the license;
 - (2) The license, license conditions, or documents incorporated into a license by reference, and amendment thereto;
 - (3) The operating procedures applicable to the licensed activities;

- (4) Any notices of violation involving radiological working conditions, orders, or proposed imposition of administrative sanctions issued pursuant to the Code and any response from the licensee.
- (b) If posting of a document specified in paragraphs (a)(1), (a)(2) or (a)(3) is not practicable, the licensee may post a notice which describes the document and states where it may be examined.
- (c) Each licensee shall post the **"Notice to Employees"** form issued by PNRI at a conveniently visible location.
- (d) Documents, notices, or forms posted shall appear in a number of conspicuous places to permit individuals engaged in licensed activities to observe them on the way to or from any particular location of licensed activity to which the document applies, shall be conspicuous, and shall be replaced if defaced or altered.
- (e) Documents provided by the Institute which shall be posted pursuant to paragraph (a)(4) shall be posted within two (2) working days after receipt of the documents from the Institute. The licensee's response, if any, shall be posted within two (2) working days after dispatch by the licensee. Such documents shall remain posted for a minimum of five (5) working days or until the corrective action on violation has been completed, whichever is later.

B. Instructions to Workers.

- (a) All individuals authorize to work in or frequenting any portion of a controlled area shall be:
 - (1) Instructed in the health protection problems associated with exposure to such radioactive material or radiation, in precautions or procedures to minimize exposure, and in the purposes and functions of protective devices employed;
 - (2) Instructed on, and instructed to observe, to the extent within the worker's control, the applicable provisions of the regulations and license conditions for the protection of personnel from exposures to radioactive materials and radiation occurring in such areas;
 - (3) Instructed of their responsibility to report promptly to the Radiological Health and Safety Officer (RHSO) and the licensee any condition which may lead to or cause a violation of the regulations and license conditions, or unnecessary exposure to radiation or to radioactive material;

- (4) Instructed in the appropriate response to warnings made in the event of any unusual occurrence or malfunction that may involve exposure to radiation or radioactive material;
 - (5) Advised as to the radiation exposure reports which workers may request.
- (b) The extent of these instructions shall be commensurate with potential radiological health protection problems in the restricted area.

C. Notifications and Reports to Individuals.

- (a) Radiation exposure data for an individual, and the results of any measurements, analysis, and calculations of radiation dose from radioactive material shall be reported to the individual. The information reported shall include data and results obtained pursuant to the regulations, orders issued by the Institute, or license conditions, as shown in the records maintained by the licensee. Each notification and report shall:
- (1) Be in writing;
 - (2) Include appropriate identifying data about the licensee and the individual or individuals concerned;
 - (3) Include the individual's exposure information;
 - (4) Contain the following statement:
"This report is furnished to you under the provisions of Part 3 of the Code of PAEC Regulations*. You should preserve this report for future reference".
- (b) At the request of any worker, each licensee shall advise such worker annually of the worker's exposure to radiation or radioactive material intake/ingested as shown in records maintained by the licensee pursuant to CPR Part 3.
- (c) At the request of a worker formerly engaged in licensed activities controlled by the licensee, each licensee shall furnish to the worker a report of the worker's exposure to radiation or radioactive material intake/ingested for each year the worker was requested to be monitored pursuant to Part 3 of the Code. Such report shall:

* Also to be known as Code of PNRI Regulations

- (1) Be furnished within thirty (30) days from the time the request is made, or within thirty (30) days after the exposure of the individual has been determined by the licensee, whichever is later;
 - (2) Cover within the period of time specified in the request, each calendar quarter in which the worker's activities involved exposure to radiation from radioactive materials licensed by the Institute;
 - (3) Include the dates and locations of licensed activities in which the worker participated during this period.
- (d) When a licensee is required pursuant to Part 3 of the Code to report to the Institute any exposure of an individual to radiation or radioactive material, the licensee shall also provide to a individual a report on his exposure data included therein.
- (e) At the request of the worker who is terminating employment with the licensee in a given calendar quarter involving radiation dose or of a worker who, while employed by another person, is terminating assignment to work involving radiation in that licensee's facility in that calendar quarter, the licensee shall:
- (1) Provide to each such worker, or to the worker's designee, at termination, a written report regarding the radiation dose received by that worker from operations with the licensee during that specifically identified calendar quarter or fraction thereof;
 - (2) Provide a written estimate of that dose if the finally determined personnel monitoring results are not available at that time. Estimated doses shall be clearly indicated as such.

Attachment I is a copy of the "**Notice to Employees**" form. The licensee may reproduce several copies of this form for distribution to its employees or for posting in conspicuous locations. Licensee should be able to implement these requirements immediately and such compliance shall be subject to regulatory inspection and enforcement action. This bulletin does not require any written response. If you have any question about this matter, please contact the person listed below.

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NRLSD
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and 96-73-43
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CODE OF PNRI REGULATIONS

NUMBER	TITLE	APPLICABILITY
2	Licensing of Radioactive Materials	All licensees
3	Standards for Protection Against Radiation	All licensees
4	Rules and Regulations on the Safe Transport of Radioactive Materials in the Philippines	All licensees
11	Licenses for Industrial Radiography and Radiation Safety Requirements for Radiographic Operations	Licensees in Radiography
12	Licenses for Medical Use of Sealed Radioactive Sources in Teletherapy	Licensees in Radiotherapy
13	Licenses for Medical Use of Radiopharmaceuticals	Licensees in Nuclear Medicine
14	Licenses for Medical Use of Sealed Radioactive Sources in Brachytherapy	Licensees in Radiotherapy
15	Licenses for Large Irradiators	Licensees in Medicine, Agriculture, Industry and Research

Attachment:

1. **"Notice To Employees"** Form