

APPENDIX IV

Radiation Safety Program

Template

Dental Radiation Safety Program

This template provides the basic framework of a required radiation safety program. The program must be evaluated and expanded as needed to include any other aspects of radiation safety pertinent to the scope and unique dental practices of each dentist. Italicized text provides instruction and information to assist you in completing the required written documentation.

Check one box and provide facility's legal name and fictitious name, if applicable.

☐ Yes _____
Facility Registrant Name and DBA

hereby adopts the California Dental Association's (CDA) Radiation Safety in Dental Practice guidance document into our Radiation Safety Program.

☐ No _____
Facility Registrant Name and DBA

does not want to use the California Dental Association's (CDA) Radiation Safety in Dental Practice guidance document into our Radiation Safety Program. We will write our own documents.

1. Organization and Administration

(Insert name of individual) _____ is responsible for the facility's radiation program and the provisions for ensuring enforcement of radiation safety policies and procedures. This individual is licensed by the Dental Board of California and is responsible for supervising staff use of X-ray equipment. The individual's responsibilities are outlined in Section 1 of the CDA guidance document.

Additional responsibilities related to the radiation program and not previously identified include:

2. ALARA Program

Each facility should identify and document any items or practices that it uses to reduce or control exposure to radiation, such as patient positioning aids, lead aprons or mobile shields, leaded gloves, etc.

We will use, to the extent practicable, procedures and engineering controls based upon sound radiation protection principles to achieve occupational doses and doses to members of the public that are as low as is reasonably achievable (ALARA). Many such practices are included throughout the CDA guidance document and in relevant portions of the regulations that are appended to the guidance document. Exceptions and additional information related to our practice are listed below.

These items do not apply to this practice:

These are additional procedures or controls used in this practice:

3. Dosimetry Program

All registrants are responsible to protect from radiation the people who enter areas near operational X-ray machines. Each facility must evaluate whether or not personnel monitoring for occupational exposures is required. If a facility has determined that individual monitoring is not required, documentation of how that decision was reached must be available for inspection. Refer to Section I-F of "Radiation Safety in Dental Practice," the CDA guidance document and to the regulations for more information.

If a facility chooses to or is required to monitor, then those who are occupationally exposed to radiation should be instructed in the following:

- Types of individual monitoring devices used and exchange frequency.
- What control badges are for and how to use them.
- How to properly use individual monitoring devices, including consequences for intentional exposure of the device.

Whether the facility monitors individual dose or not, those who are occupationally exposed to radiation should be instructed in the following:

- How the employer will ensure that the occupational dose to any employee, and the combined occupational dose of any employee who has multiple employers, does not exceed 5 rems (0.05 mSv) per year.
- How the employee can report concurrent occupational doses at other employers.
- How the employer will ensure that if minors are employed, their occupational does not exceed 500 millirem per year.
- How and when to formally declare a pregnancy. A pregnant employee will be provided with the form, "Pregnancy Declaration for Radiation Safety," available on cda.org.
- How the employer will monitor the dose to the embryo/fetus and to the declared pregnant worker.

Check the applicable box

☐ This facility is not currently monitoring personnel because we determined annual exposure to staff is less than 10 percent of the annual limit. Documentation is available for inspection.

☐ This facility is utilizing personnel monitoring.

The type of individual monitoring device used is: _____

The devices will be exchanged at this interval :

☐ monthly ☐ quarterly ☐ other: _____

Records of instruction provided on personnel monitoring devices are available for inspection.

4. Radiological Controls

Maintenance

Maintenance information may be provided in the operator's manual from the manufacturer. Also check the manufacturer's Web site.

X-ray machines are maintained as follows:

Records of machine maintenance and maintenance requirements are available for inspection.

Name of the X-ray machine service/maintenance provider:

Name of the processor or electronic image receptor/computer service/maintenance provider(s):

Posting

Areas that are required to be posted should be identified in the Radiation Protection Program, in addition to procedures for ensuring that such areas are properly posted with a sign or signs that read "CAUTION X-RAY".

Caution X-ray signs are posted at these locations:

The individual responsible for maintaining those signs and/or labels is:

In addition, the following documents are conspicuously posted. *(This requirement is found in the regulations, section 30255(b).)*

1. A current copy of the California Code of Regulations, title 17, incorporated sections of 10 CFR 20, and a copy of operating and emergency procedures applicable to work with sources of radiation. *(If posting of documents specified above is not practicable the user may post a notice which describes the document and states where it may be examined. Posting the CDA Radiation Safety in Dental Practice guidance document satisfies this requirement.)*
2. A current copy of department form RH-2364 (Notice to Employees) in a sufficient number of places to permit individuals working in or frequenting any portion of a restricted area to observe a copy on the way to or from such area. *This is available on the website: cdph.ca.gov/rhb.*
3. Any notice of violation involving radiological working conditions or any order issued pursuant to the Radiation Control Law and any required response from this facility.

Acquisition and Disposal of X-ray Machines

All X-ray machines are registered by this facility with the state. The sale, transfer, or discontinued use of any reportable source of radiation is reported to the state. *(Registration/reporting form (RH 2261C) is available on the website: cdph.ca.gov/rhb.)*

5. Emergency Exposure Situations

Identify any possible emergency exposure situations and what should be done in these situations. This scenario should explain what would happen in the event of an X-ray machine malfunction such as if the machine failed to terminate the exposure.

The following actions are taken in an emergency situation when the X-ray machine fails to terminate the exposure:

6. Record Keeping and Reporting

All record keeping and reporting requirements are specified in CCR, title 17 subchapter 4. (See the regulations portion of the CDA guidance document.) Document the applicable requirements and commitments to compliance. The facility must maintain all records of the radiation protection program, including annual program audits and program content review.

(Insert name of individual) _____ is responsible for maintaining all required records.

Records are maintained at this location: _____

Records and documentation are kept in the following format(s):

Following are the procedures for record keeping with regard to additional authorized sites (applicable to mobile providers).

☐ Not Applicable

7. Reports to Individuals

The Registrant shall provide employees with a report of individual exposure. Document how you meet this requirement.

Employees are provided with a report of individual exposure in the following manner:

8. Training

Operating and Safety Procedures

Regulations require registrants have a written operating and safety procedure manual, and to train employees on those procedures. The written manual may be the operating manual that comes with the X-ray machine if it includes safety procedures. If safety procedures are not included in the manual, they must be developed. These safety procedures must be posted on the machine or where the operator can observe them while using the machine.

All employees, both occupationally exposed and non-occupationally exposed workers, have been trained on the safety procedures and the required content below before using or working around radiation machines. We:

1. Inform all individuals working in or frequenting any portion of a controlled area of the use of radiation in such portions of the controlled area;
2. Instruct such individuals in the health protection problems associated with exposure to radiation, in precautions or procedures to minimize exposure, instruct such individuals in, and instruct them to observe, to the extent within their control, the applicable provisions of Department regulations for the protection of personnel from exposures to radiation occurring in such areas;
3. Instruct such individuals of their responsibility to report promptly to the registrant any condition which may lead to or cause a violation of department regulations or unnecessary exposure to radiation, and of the inspection provisions of section 30254;
4. Instruct such individuals in the appropriate response to warnings made in the event of any unusual occurrence or malfunction that may involve exposure to radiation and advise such individuals as to the radiation exposure reports which they may request pursuant to section 30255.

Employees and other individuals working in the facility have received other training related to radiation safety during safety meetings, formal classroom training, continuing education, etc.

Training documentation is available for inspection.

9. Quality Assurance Programs

Document quality efforts or tasks for your radiation machine(s) and processors to ensure that the machine is functioning properly and that all safety controls are in effect. [Some of these are included in the CDA guidance document and in regulation.] **Document and attach any items not included previously. Retain all results of QA for inspection.**

Following is a description of the QA checks that are performed and the intervals at which they are performed:

These checks are performed by:

If problems are identified, the following actions are taken:

10. Internal Audit Procedures

We review our Radiation Protection Program on an annual basis. The review covers these items:

- That the program information is current and applicable.
- That required tests have been performed in a timely manner.
- That test results are satisfactory and corrective action taken when needed.
- That training been provided on time and as needed.
- That all of these above have been documented and kept for inspection.

Audit was performed by the individual identified below on the associated date:

Name	Title	Date
Name	Title	Date
Name	Title	Date
Name	Title	Date
Name	Title	Date