

Radiation Safety Program Organizational Structure

The purpose of this document is to apprise all Deans, Department Heads, Directors, and Principal Investigators of the organizational structure of the WKU Radiation Safety Program. This structure is not, like most organizational structures, an indication of the administrative hierarchy of the affected individuals, but is considered to be more a typical flow of information guide for radiation safety information and concerns at WKU.

The WKU Radiation Safety Program encompasses the use of ionizing radiation in the form of radioactive materials and radiation producing machines. The Radiation Health Branch of the Kentucky Cabinet for Health and Family Services is the regulatory agency with oversight of these activities.

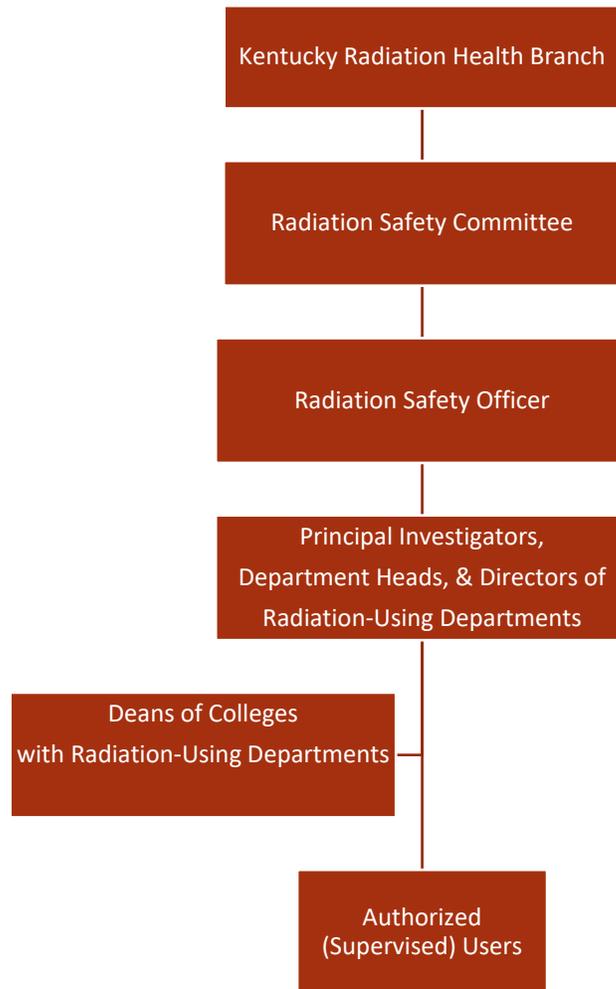
At WKU, the Radiation Safety Committee (RSC) provides local oversight of the program with the Radiation Safety Officer (RSO) handling the day-to-day operations. The RSC receives its local authority from the WKU Office of the President. Above that authority, the RSC exists as a condition of the WKU Radioactive Material License as issued by the Commonwealth of Kentucky. RSC approval is required by the KY Radiation Health Branch as a prerequisite for consideration of requests for amendments to the Radioactive Material License. The intent of the Radiation Safety Committee and the University Administration is to promote a culture of safety and to ensure that all employees and students are provided a safe working and learning environment, free of undue risk.

The WKU Radiation Safety Manual and WKU Radiation Producing Machines Safety Manual are the local documents that set WKU policy with respect to radiation use. The Radiation Safety Manual is part of the Radioactive Material License by reference. These documents can be viewed at <https://www.wku.edu/ehs/radiation/>.

Principal Investigators (PIs) are WKU faculty or staff that have generated a Radiation Work Permit (RWP) which has been given approval by the RSO, RSC and Radiation Health Branch to use specific radioactive materials in specific locations. The Radiation Health Branch also registers radiation producing machines, but local approval for Principal Investigators to use radiation producing machines is granted by the RSO.

Authorized (Supervised) Users are designated by Principal Investigators and use radioactive materials and radiation producing machines under the PI's supervision.

Communication about radiation issues largely takes place between the Principal Investigators and the Radiation Safety Officer. The RSO then brings pertinent issues to the attention of the Radiation Safety Committee. Items that require RSC approval prior to implementation are voted on by the members of the RSC. It is important that Deans, Department Heads, and Directors are apprised of radiation activities by the Principal Investigators under their direction. It is equally important that Deans and Department Heads keep Principal Investigators apprised of activities that may have impact on their radiation areas or activities. The Radiation Safety Committee will not vote on an issue that is not originated by a Principal Investigator or without written consent of the Principal Investigator. A graphical depiction of this communication flow is below.



Radiation Safety Committee Members

- Dr. David Brown (Ogden College of Science and Engineering), Chair
- Ms. Sarah Grant (Environmental Health and Safety), RSO
- Ms. Laura Tomlin (Environmental Health and Safety), Secretary
- Dr. Joseph Evans, DDS (School of Nursing and Allied Health)
- Dr. Ivan Novikov (Applied Physics Institute)
- Ms. Naomi Rowland (Department of Biology)
- Dr. Cathleen Webb (Ogden College of Science and Engineering)