

**RADIATION SAFETY COMMITTEE
SUGGESTED
QUARTERLY AGENDA / MINUTES**

Date: ____ / ____ / ____

Quarter: _____

Members Present: _____, R.S.O.
_____, Management Rep.

_____, Nursing Rep.

Members Absent: _____

Policy & Procedure Manual Annual Review Date (JCAHO): ____ / ____ / ____

Radiation Safety Program Annual Review Date (NRC): ____ / ____ / ____

Radiation Protection Program Annual Review Date (NRC): ____ / ____ / ____

- I. Old Business
- II. ALARA Program Review – Report from R.S.O.
 - a. Occupational Dose Levels
 - b. Review of Radiation Surveys, Spill Reports, etc.
- III. Misadministrations
- IV. Summary of Discussions, Deliberations, Recommended Actions, and Numerical Ballot Results.
 - a. Suggestions to maintain individual and collective doses ALARA.
 - b. Review of credentials of potential authorized users, R.S.O., etc.
 - c. Proposed minor changes to Radiation Safety Program.
(Ministerial changes – NRC 10 CFR 35.31)

Radiation Safety Officer

Management Representative