	McMaster University Risk Management Manual	RMM 107 Health Physics Advisory Committee		Revision: R0 Date: 2003 Nov Page: 1 of 5
	Submitted: Senior Health Physicist	Approved: Chair, HPAC	Approved: Vice President, Administration	Authorized: President and Vice-Chancellor

1 PURPOSE


- 1.1 Under the Radiation Protection Regulations of the Canadian Nuclear Safety Commission (CNSC), every licensee is required to implement a Radiation Safety Program that meets specified requirements. Additional requirements for radiation safety programs arise from legislation promulgated by provincial and municipal authorities. At McMaster University, the responsibility for establishing and continually reviewing the radiation safety program is delegated by the Office of the President to the Health Physics Advisory Committee (HPAC). This entry in the McMaster University Risk Management Manual documents the Terms of Reference for the HPAC.
- 1.2 The Radiation Protection Program is submitted as a part of the application for CNSC licences and, as such, becomes legally binding on the University and those working under the Licences. Compliance with the radiation safety program and policies and procedures established by the HPAC is a legal requirement under the Canadian Nuclear Safety and Control Act and its Regulations.

2 SCOPE

- 2.1 The authority of the HPAC applies to all persons working with or in proximity to nuclear substances and radiation devices under University licences, and with devices emitting X-Rays and other ionizing radiations. This includes, but is not limited to, faculty, staff, undergraduate students, graduate students, post-doctoral fellows, visiting professors, volunteers and contractors.

3 RELATED DOCUMENTS

- 3.1 The Canadian Nuclear Safety and Control Act
 - 3.2 The General Nuclear Safety and Control Regulations
 - 3.3 The Radiation Protection Regulations
 - 3.4 The Nuclear Substances and Radiation Devices Regulations
 - 3.5 The Nuclear Security Regulations
 - 3.6 The Packaging and Transport of Nuclear Substances Regulations
 - 3.7 The Radiation Safety Procedures Manual
 - 3.8 The Occupational Health and Safety Act of Ontario
 - 3.9 X-Ray Safety, Ontario Regulation 861
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4 DEFINITIONS

- 4.1 CNSC The Canadian Nuclear Safety Commission as established by Section 8 of the Canadian Nuclear Safety and Control Act. The regulatory body governing the use of nuclear substances, radiation devices, and nuclear facilities in Canada and its territorial waters
- 4.2 HPAC The Health Physics Advisory Committee.

5 RESPONSIBILITIES

5.1 The President and Vice Chancellor


The President and Vice Chancellor is responsible for:

- Monitoring the effectiveness of the HPAC in executing its delegated authority and responsibilities.
- Appointing members to the HPAC

5.2 The Health Physics Advisory Committee (HPAC):

The HPAC receives its authority from the President and Vice Chancellor of McMaster University. The HPAC is charged with the following responsibilities:

- Informing the President and Senior Management of the hazards related to the use of nuclear substances and radiation devices and to regulate their use as requested by the President.
 - Establishing and continually reviewing an adequate radiation safety program at McMaster University.
 - Create and implement policies, programs and systems required to establish, maintain and verify the University's compliance with radiation protection regulations promulgated by federal, provincial and municipal authorities.
 - Granting authorizations and restricting use of nuclear substances and radiation devices within the limits prescribed in the applicable CNSC licences for the work, taking into consideration the risks and benefits to the University of the work.
 - Suspending, if necessary, the use at McMaster University of radioactive material or equipment that emits ionizing radiation, regardless of the source of authorization.
 - Providing radiation protection services on a contractual basis at McMaster University locations to non-McMaster University organizations. Such organizations must obtain a separate CNSC licence specifying that they will conform to this radiation safety program and the requirements of the HPAC.
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Note: The HPAC has no authority with respect to patient safety in medical diagnostic or therapeutic procedures.

5.3 The Health Physics Department (Health Physics)

Under the direction of the Senior Health Physicist, the Health Physics Department is responsible for

- Facilitating the implementation of the Radiation Safety Programs established by the HPAC.
- Providing services that may be required to meet the objectives of the radiation safety programs established by the HPAC.
- Providing administrative support and a Committee Secretary to the HPAC.
- Providing, annually and on demand, a report on the status of the University's Radiation Safety Programs to the HPAC, Senior Management and the McMaster University Board of Governors.

6 TERMS OF REFERENCE

6.1 Membership

6.1.1 The Health Physics Advisory Committee shall consist of:

- at least seven members,
- at least four of the members shall hold faculty appointments, including at least one physicist, at least one life scientist, at least one chemist and at least one representative of the Faculty of Health Sciences as voting members.
- the Director of Nuclear Facilities and Operations as a voting member
- at least one Dean, as an ex-officio member
- the Vice-President of Research and International affairs as an ex-officio member
- the Senior Health Physicist, as an ex-officio member
- one additional representative of Health Physics as the HPAC Secretary


6.1.2 Ex-officio members and the Secretary may propose and second motions but shall not participate in voting.

6.1.3 Membership shall be without term.

6.1.4 Recommendations for membership and appointment of new members shall be made to the President and Vice Chancellor by the existing committee.

6.2 Selection of the Chair

The Chair of the Committee shall be selected by the Committee from amongst the members of the Committee holding Faculty appointments.

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6.3 Quorum

6.3.1 A quorum shall consist of four voting members and the Senior Health Physicist or his designated alternate.

6.4 Meetings

6.5 Meetings of the HPAC shall be called when deemed necessary by any member and, in any event, the Committee shall meet at least twice per calendar year. Meetings may also be called at the request of Users who wish to dispute the interpretation or application of the HPAC's radiation safety programs by Health Physics

7 **RECORDS**

7.1 Minutes of meetings shall be maintained by Health Physics as permanent records.

7.2 Copies of minutes of meetings shall be distributed as follows:

- The members of the Committee
- The President and Vice Chancellor
- The Vice President (Administration)
- The designated CNSC representative(s) for McMaster University
- The designated representative from the Ontario Ministry of Labour
- The Central Health and Safety Committee

Appendices:

A. Current Membership of the HPAC



Composition of the Health Physics Advisory Committee as of 2003 June 30

Dr. D.R. Boreham, Assistant Professor of Medical Physics and Radiation Sciences

Mr. C.J. Heysel, Director of Nuclear Facilities and Operations

Dr. H. Schellhorn, Associate Professor of Biology

Dr. W. Sheffield, Associate Professor of Pathology and Molecular Medicine

Mr. J.W. Stark, Consultant on Accelerator Operations

Dr. R.H. Tomlinson, Professor Emeritus of Chemistry

Dr. J.F. Valliant, Assistant Professor of Chemistry and Medical Physics and Radiation Sciences (Chair)

Dr. C.E. Webber, HSC Radioisotope Safety Officer

ex-officio

Dr. M. Shoukri, Vice President of Research and International Affairs

Mr. S.P. Staniek, Health Physics Coordinator (Secretary)

Dr. P.G. Sutherland, Dean of Science

Mr. D.M. Tucker, Senior Health Physicist
