

Delegation of Radiation Safety Officer Authority

Memo To: Radiation Safety Officer

From: Chief Executive Officer

Subject: Delegation of Authority

You, _____, have been appointed Radiation Safety Officer and are responsible for ensuring the safe use of radiation. You are responsible for managing the radiation protection program; identifying radiation protection problems; initiating, recommending, or providing corrective actions; verifying implementation of corrective actions; stopping unsafe activities; and ensuring compliance with regulations. You are hereby delegated the authority necessary to meet those responsibilities, including prohibiting the use of radioactive materials by employees who do not meet the necessary requirements and shutting down operations, where justified by radiation safety. You are required to notify management if staff does not cooperate and does not address radiation safety issues. In addition, you are free to raise issues with the Radioactive Materials Program of the Arkansas Department of Health at any time. It is estimated that you will spend _____ hours per week conducting radiation protection activities.

I accept the above responsibilities.

Signature of Management Representative

Signature of Radiation Safety Officer

cc: Affected Department Heads