Radiation Safety Officer

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

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Professional and Managerial Group

Radiation Safety Officer

Environmental Health & Safety, Human Resources

Hiring #: 2016-0189

Please read the Application Instructions [2] before applying

Reporting to the Manager, Research Risk the incumbent will be working closely with the current radiation safety professional and will be responsible for the oversight and administration of the University Radiation Safety Program. This includes ensuring compliance with the CNSC held licenses, regulatory requirements for x-ray emitting equipment and lasers and University policies and procedures. Additional the RSO will promote occupational health and safety and environmental protection through the development and management of policies and programs, consultations, workplace assessments, training, and regulatory compliance focusing in the specialized area of Radiation Safety.

The incumbent advises the University community (faculty, staff, students, etc.) and provides technical guidance to consultants and contractors on health and safety matters related to radiation safety, and evaluates potentially hazardous situations involving radioactive stressors, utilizes sophisticated sampling and analytical instruments/techniques (as required), implements hazard control measures and codes of practice for safe working, prepares reports and recommendations using professional judgment, audits, and investigates workplace incidents. The incumbent provides guidance on the Nuclear Safety and Control Act and Regulations, liaises with regulatory bodies, and with consultation from the Radiation Safety Committee formulates and implements related University policies, programs, guidelines, procedures and codes in the area of radiation safety. The University’s health and safety policies and endeavors, establish additional procedural framework for this position.

Duties include but are not limited to:

- Manage a Radiation Safety program that provides effective control of ionizing radiation (nuclear, x-ray) and non-ionizing radiation (e.g. laser) activities in accordance with applicable legislation.
- Plan, coordinate and execute audits/inspection of the Radiation Safety program as per legislative and University requirements and follow up with the audits and assessments with corrective action plans
- Minimize radiation exposure risk to the environment and personnel working with or around ionizing and non-ionizing radiation sources
- Act as the subject matter expert in relation to radiation safety issues including risk assessment and containment and related legislation under regulators such as the Canadian...
Nuclear Safety Commission (CNSC) and Ministry of Labour

- Advise the University community regarding issues related to the use of radioisotopes and radiation emitting devices
- Develop, review and maintain procedures to ensure compliance with radiation safety program and regulatory requirements
- Prepare annual compliance reports (ACR) as required of CNSC held licenses, license renewal applications, amendments, audit responses and other regulatory reports as necessary
- Represent the Radiation Safety Program on committees and maintain communication with CNSC and MOL regulators and inspectors
- Ensure all licenses held by the University (including but not limited to Class II facilities, Consolidated, Development and Testing and Nuclear Medicine) are properly maintained and conditions stipulated are implemented.
- Ensure that the work practices reflect the safe use of radioactive material, protection of the public and follow the principles to keep exposures as low as reasonable achievable
- Facilitate and manage registrations of x-ray machines
- Oversee and manage the personnel dosimetry program
- Develop and deliver training related to radiation safety
- Serve on the Radiation Safety committee
- Serve as consultant to emergency responders for incidents involving radioactive materials
- Investigate incidents involving radiation

Requirements of this position include: University Master’s degree or higher in Engineering, Nuclear Physics, Health Physics or related field and minimum of 4+ years of relevant experience with radiation safety. Additional requirements include: demonstrated working knowledge of the Nuclear Safety and Control Act and Regulations, as well as the Occupational Health and Safety Act (OHSA) and all related legislations; excellent verbal, written and interpersonal skills and the proven ability to interact effectively with internal stakeholders in a diverse population at all levels as well as with external stakeholders with various regulatory agencies and other institutions. Demonstrated excellent communication and organizational skills with the ability to manage time effectively, set priorities, ability to manage a high volume of work with competing demands, strong judgment, analytical and problem solving skills; solid computer competency including word processing, spreadsheet, database, web applications, social media, internet search engines.

The incumbent will maintain or be expected to obtain CNSC certification in Class II facilities.

In addition, due to the types of radiation licenses held by the University, it is a regulatory requirement that a comprehensive background check will be required. Offers will be pending a successful background check has been completed as prescribed by the Federal Controlled Goods Program.

Position Number   851-015
Classification        P06*

Posting Date:  2016 05 11
Closing Date:  2016 06 10

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