



Notice to Employees

The New Hampshire Department of Health & Human Services' Radiological Health Section ("agency") has established standards for your protection against radiation hazards and certain options for individuals engaged in work under an agency license or registration. These standards and options are contained in the New Hampshire Rules for the Control of Radiation, ("rules").

Your employer's responsibility -

Your employer is required to:

- Apply the Rules to work involving sources of radiation.
- Post copies of certain parts of the Rules, any licenses any registration certificates, and operating procedures which apply to your work, or a notice describing them and their location.
- Develop, document, and implement a radiation protection program and instruct you accordingly.
- Post any Notice of Violation involving radiological working conditions, proposed imposition of civil penalties, and orders.

Your responsibility as a worker -

You should familiarize yourself with those provisions of the rules and the operating procedures that apply to your work. You should observe the rules for your own protection and protection of your co-workers. You should report to your employer conditions or activities that are unsafe or could cause accidents or violations of the rules.

What the Rules cover -

- Limits on exposure to radiation and radioactive material of adults and minors, declared pregnant women and their fetuses, and individual members of the public;
- Measures to be taken after an accidental exposure;
- Personnel monitoring, surveys, and equipment;
- Caution signs, labels, and safety equipment;
- Exposure records and reports;
- Options for workers regarding agency inspections; and
- Related matters.

Posting Requirement

Copies of this notice must be posted in a sufficient number of places to permit individuals working under a agency license or registration to observe it on the way to or from any work location to which it applies, be conspicuous, and be replaced if defaced or altered. (Rev. 9, 06/2005)

Reports on your radiation exposure history -

Your employer must give you a written report:

- If you receive an exposure in excess of any applicable limit as set out in the Part He-P 4020 of the rules or in a license issued by the agency.
- If you work where personnel monitoring is required by the rules. Your employer must advise you annually of your exposure to radiation and intakes of radioactive material and give you a written report of your radiation exposures upon termination of your employment.

Inspections -

- The Radiological Health Section has the authority under state law and the rules to inspect sources of radiation, activities and records involving sources, and the facilities and premises where they are used or stored.
- You or your representative have a right to accompany inspectors, to speak privately with them, and to bring to an inspector's attention any past or present condition which you believe caused or may cause any overexposure or violation of the rules.
- You or your representative may file with the agency a signed, written request for an inspection. The request must give specific grounds for believing that a violation of the law, these rules, or a condition of a license exists or has occurred.

Inquiries -

Questions about the matters outlined above may be addressed to:

Department of Health and Human Services
Radiological Health Section
29 Hazen Drive
Concord, NH 03301-6504
Tel. 603-271-4588
Fax: 603-225-2325

New Hampshire BRH Form 5 – UNH Supplement

The following documents are available from the Office of Environmental Health & Safety, located in Perpetuity Hall at 11 Leavitt Lane.

- A complete current copy of the "New Hampshire Rules for the Control of Radiation" (NHRCR) including Parts He-P 4019 (Notices, Instructions to Workers: Inspections), 4020 (Standards for Protection Against Radiation), 4021 (Records, Reports & Additional Requirements, 4022 (Surveys & Monitoring), and 4023 (Waste Disposal). Many sections of the NHRCR are also available on-line at <http://www.unh.edu/ehs/radsafety/NHRCR.htm>
- The University of New Hampshire's "License for the Use of Radioactive Materials" and all amendments and documents incorporated into the license by reference
- The University of New Hampshire's Certificate of Registration for all X-ray machines.
- Reports of all inspections of the University by the NH Bureau of Radiological Health including any notice of violation plus the University's reply documenting corrective actions.

Authorized User's name: _____

Documents pertaining to this area are located as follows:

- Radioactive Materials Users Permit: _____
- UNH Radiation Protection Program Handbook: _____
- Protocols for Procedures using radioactive materials: _____
- (Other): _____

If you have any questions concerning radiation safety or compliance, or would like to view any of the documents referenced in this notice please contact the Radiation Safety Officer at 862-3607