

Operations Council: SRNL Radiological Work Practices Committee Charter

PURPOSE: The SRNL Radiological Work Practices Committee is responsible for providing a cohesive approach to the policies and practices governing radiological work within SRNL.

SCOPE: The committee is chartered through the SRNL Operations Council and has responsibility in the following areas:

- Oversight/guidance for the L1 procedures 2.32 (Radiological Work Practices), 2.26 (Work in Radiation, High Radiation, and Very High Radiation Areas) and 2.28 (ALARA Implementation Procedure).
- Recommend to Operations Council SRNL policies on radiological work and training for radiological workers.
- Recommend to Operations Council SRNL response to proposed site policy changes and for any internal or external audit findings or observations.
- Clarify issues or proposed changes in SRNL radiological work policies, procedures, or practices (including work practices and PPE).
- Develop and manage the overall plan for training on radiological work issues in SRNL. This will include the ARW and RW Refresher training and any special training on specific new topics.
- Develop and review LOI's / LOK's for radiological work self-assessments/knowledge assessments.

MEMBERSHIP: The SRNL Radiological Work Practices Committee is composed of the following:

- The Chair
- The Vice-Chair
- The Manager, SRNL Safety & Health
- The SRNL Radiological Worker Training Lead
- The SRNL ALARA Coordinator
- Representatives from SRNL department/sections performing radiological work (as identified by the Operations Council Executive Committee).
 - Actinide Technology
 - Process Science & Technology
 - Materials Science & Technology
 - Analytical Development
- The chair may appoint additional members with consultation from the Operations Council Executive Committee.

Members are expected to attend the monthly meetings to ensure the success of the committee.

OFFICERS: The committee shall have an appointed chair and vice-chair. The chair and

vice-chair shall receive approval from the Operations Council Executive Committee of the SRNL Operations Council. The chair and vice-chair shall serve annual terms, and the vice-chair will assume the chair position at the end of the chair's annual term.

ROLES AND RESPONSIBILITIES: The Chair of the Radiological Work Practices Committee is responsible for:

- Setting the agenda and leading committee meetings
- Calling special Committee meetings as needed
- Presenting issues to the Committee for action and decisions
- Communicating results and recommendations to the SRNL Operations Council Executive Committee

The Vice-Chair is responsible for:

- Assisting the Chair in setting the agenda for Committee meetings
- Acting for the Chair as directed.

Committee members are responsible for:

- Participating in Committee deliberations and discussions of issues important to SRNL
- Representing their organization, program or committee in Committee meetings
- Communicating Committee decisions and actions to their organizations
- Bringing issues from their organization, program or committee to the Committee
- Performing other tasks as directed by the Chair

PRACTICES: SRNL Radiological Work Practices Committee decisions shall require a majority vote of the assembled members constituting a quorum. A simple majority of the Committee membership constitutes a quorum. The Committee will normally meet monthly, though the Committee may change the meeting frequency as necessary to meet needs. Additional special meetings may be called by the Chair, as necessary, to address critical issues.

The Committee may amend this charter through the approval of a simple majority of the assembled members, constituting a quorum. The amended charter must also be approved by the Operations Council Executive Committee.

SPONSORSHIP: The SRNL Radiological Work Practices Committee is sponsored by the SRNL Operations Council Executive Committee.