You need a Radiation Management Plan (RMP) for your radiation licence to be valid.

The purpose of the RMP is to explain all the radiation safety features specific to your IPL /Cosmetic Laser practices, and help you meet legislation requirements (such as Codes of Practice, Radiation licence conditions, and Radiation Protection Regulation 2016).

All staff dealing with IPL and / or Cosmetic Lasers must read and understand your RMP.

From time to time, an authorised officer will visit your practice to check on compliance with your RMP (penalties may apply for non-compliance).

Internal documents (such as practice procedures, protocols) supporting your RMP should be attached as an Appendix.

Your RMP must be reviewed periodically (usually every 12 months) and approved by the   
Radiation Protection Unit.

You must update your RMP if there are significant changes to your practice (new equipment, new floor plan, new type of cosmetic procedure).

Use your business letterhead, or any document header you have that establishes that this RMP belongs to your business.

Edit the pre-filled text to reflect your practice circumstances.

If you require more information to assist you in completing your RMP contact the:

**Radiation Protection Unit**

03 6166 7256

radiation.protection@health.tas.gov.au

# Radiation Management Plan

## IPL/Cosmetic Laser

|  |  |
| --- | --- |
| Type of information required | Your response |
| Name of licence holder or business holding the licence |  |
| Licence number |  |
| Physical address where the apparatus will be stored and used |  |
| Approved Premise Number |  |
| Business phone number |  |
| Business email address |  |
| Date the RMP was prepared |  |
| Date of review (usually in 12 months) |  |
| Name of licensee or person authorised to sign on behalf of the business who hereby agrees to adhere toa all requirements of the plan |  |
| Signature |  |

This Plan has been prepared in accordance with Regulation 9 of the *Radiation Protection Regulations 2016.* The purpose of this plan is to ensure that the practice of cosmetic use of Intense Pulsed Light (IPL) and Laser is conducted as safely as possible and in compliance with the *Radiation Protection Act of 2005* and the R*adiation Protection Regulations 2016*.

Compliance with this radiation management plan will help ensure that the radiation exposure to users, other persons involved in the treatment, members of the public and the environment are as low as reasonably achievable. It will also help ensure that the number of people exposed to radiation and the likelihood of unexpected exposure to radiation are minimised.

The plan is to be read by all staff who participate in radiation work at this business.

### Information Required by Regulation 9, *Radiation Protection Regulations 2016*

1. Describe the type and scope of the radiation practice.

*List the specific cosmetic/beauty treatments involving the IPL/Cosmetic Laser Apparatus (e.g., hair removal, non-ablative skin treatment, tattoo removal), and who is giving the treatment (e.g., trained aestheticians, beauty therapists, laser therapist, nurse).*

1. List of the radiation sources dealt with at your practice.

*As per Schedule 1 Part A of the licence.*

*Add inventory here or in appendix, showing make, model and RAIN (Radiation Apparatus Identity Number) for all your IPL / Cosmetic Laser apparatus (including apparatus that are no longer working).*

1. What are the potential hazards from the radiation apparatus.

*IPL and Class 3 B / 4 Cosmetic Lasers can cause eye and skin injury to client and operator by exposure to the direct beam or by reflection of the beam from a reflective surface.*

1. Describe the room/workspace likely to be exposed to radiation during the procedure.

*Treatment room where the apparatus may be in operation, and into adjacent areas through windows (see precautions for covering windows in part e).*

1. The radiation principles, work practices (including quality assurance procedures) and equipment (including PPE) used to ensure that the radiation exposure of persons or the environment is as low as is reasonably achievable during typical work

*The operator performs the following routine check and pre-use test of the apparatus:*

*For each apparatus, describe the daily pre-use check (usually as per the manufacturer’s recommendation).*

*These could include Protective eyewear clean and unscratched, auto-calibration, laser fibre and power cables are in good condition, emergency stop switches are working.*

*Clients wishing to have cosmetic treatments are assessed for suitability against the criteria outlined in the client consultation forms (see template in appendix). Amongst other things the client’s skin type is assessed against the Fitzpatrick scale and contraindications to treatment are assessed.*

*As per standard ASNZ 4173:2018 ‘Safe use of lasers and Intense light sources in Healthcare’, to give time for any adverse reaction to potentially develop, test patches are performed with a waiting period of several days before commencing a treatment program.*

*Clients presenting with skin lesions which are outside the scope of treatments are advised to see their own doctor.*

*Or name a nominated doctor who has a formal association with your practice. Attach the letter from your nominated doctor acknowledging this association in Appendix.*

*Appropriate safety goggles/ glasses are worn by all operators and clients in the treatment room when the apparatus is in operation.*

*Safety signs are displayed on every access to the treatment room. Access is restricted to the operator and client during treatments. Windows blinds are drawn in the treatment room during treatment. Reflective surfaces (mirror, screen,…) are covered during treatment.*

1. Details of the classes of persons likely to be exposed to radiation during the radiation practice, including:
2. Children

*People under (indicate age) are not treated.   
People under (indicate age) are treated with guardian approval only.   
Children are not permitted in room whilst parents are receiving IPL/Cosmetic Laser treatment.*

1. Pregnant women

*Pregnant clients are not treated. Pregnant operators may safely operate the apparatus (using eye protection) as it doesn’t produce ionising radiation.*

1. **Volunteers in biomedical research**

*Not applicable*

1. Persons exempt from requiring an authorization to use laser equipment

*Either:*

*Not applicable*

**OR**

*Staff enrolled in a Nationally Accredited Certificate IV in Beauty Therapy and working under supervision are exempt until they have successfully completed the course.*

1. Other persons

*Carers and assistant workers, if required to be present, will wear protective eye wear during the treatment.   
People using apparatus licensed in the practice whilst delivering training on behalf of a supplier are exempt.*

1. The maximum dose of radiation it is anticipated a person specified in paragraph (f) will receive while the radiation principles, work practices and equipment referred to in paragraph (e) are being used, and the action to be taken if those doses are exceeded

*Non-ionising radiation only.*

*Apparatus maximum output (in J or W):*

*Wavelength (in nm):*

1. Details of a course of study or training that is
2. being undertaken or will be undertaken by a person who is expected to deal with a radiation source; and
3. requires, as part of that course of study or training, the person to deal with the radiation source in the radiation practice-

*If some of your staff are enrolled in a course and required to use the apparatus as part of their training, indicate the name of the course and the code of the units specific to IPL / Cosmetic laser training.  
Note that this is only applicable for nationally accredited courses.   
Indicate ‘not applicable’ in h) and i) if you don’t have staff in training.*

1. The name, qualifications, and experience of the supervisor of a person referred to in paragraph h) (i) while undertaking that part of a course of study or training referred to in paragraph h) (ii)

*Indicate name and experience of the person providing direct supervision to staff while in training.*

1. The training and information to be provided to the operator

All operators must have completed:

* An IPL/Cosmetic Laser Safety Course,

**and**

* *Specific training from the supplier of the apparatus* ***or*** *with a nominated senior staff member (must be documented)*

*New operators will work under supervision from a senior operator until they are deemed able to work independently. The Director of Public Health will be informed via the Radiation Protection Unit in writing when the new operator starts to work independently. Please provide evidence of client treatment records including test patch, skin assessment, client consent, equipment setting, and any adverse reaction.*

1. The name and contact details of the Radiation Safety Officer (RSO) for the radiation practice

*The RSO may be:*

*• Licence owner; or a senior staff member who has the knowledge and experience of the apparatus and safe working practices when operating an IPL/Cosmetic Lasers*

*RSO name:*

*Email address:*

*Work phone:*

1. A brief description of the role of the RSO

See appendix.

1. A brief description of the resources available to the RSO to enable them to perform their role under this RMP

*Budget includes:*

* *Funding for replacement of protective eyewear as necessary*
* *IPL / Cosmetic Laser safety training for relevant staff*
* *Apparatus servicing and maintenance as required by supplier*
* *Compliance testing every 4 years (laser only).*

1. A description of the roles and responsibilities for all people dealing with the apparatus at your practice

*An internal document is available that details the roles and responsibilities of all individuals involved in the practice, including:*

* *The licence holder (or the responsible person) has the ultimate responsibility to ensure safe operation of the laser*
* *All staff are responsible for following the radiation practices specified in this plan, and obey warning signs placed at the entrance of the treatment area*
* *All staff are to report to the RSO any matter that may compromise radiation safety*

1. The methods used to ensure that the persons referred to in paragraph n) are aware of their obligations under the Act and the licence

* Onsite induction for new staff covers radiation safety awareness.
* All operators have completed appropriate training and refresher.
* The Radiation Management Plan is available to all staff.

1. Details of how the apparatus will be prepared for use, repaired, maintained, transported, stored, and disposed of

* *Daily pre-use checking by operators, as per section e).*
* *Maintenance arrangements with the supplier are in place for the apparatus.*
* *The RSO will inform RPU via email when an apparatus is no longer in use, for sale or placed in storage.*
* *The RSO will submit a Deletion Amendment Application to RPU before disposing of the unit.*

*The apparatus will be disposed of in accordance with the Act,*

1. *such that it cannot be reassembled for use, or*
2. *sold, or*
3. *traded in when no longer required.*
4. Details of any emergency response plans for the radiation practice including reporting to the Director of Public Health (DPH)

*The apparatus will be switched off and unplugged immediately if a problem is suspected.*

*DPH will be informed via the Radiation Protection Unit of:*

* *any incident that could have resulted in unexpected exposure to a person, or*
* *any situation where a person could have been exposed inadvertently.*

1. Details of procedures that are designed to minimise the radiation hazard arising from a radiation incident

* *The apparatus will be switched off and unplugged*
* *‘Do not use’ tag is to be placed on the apparatus*
* *All staff are notified to stop using the apparatus*

*The Radiation Protection Unit will be notified by phone immediately and followed up with a written incident report, within 7 days of the incident.*

*Guidelines for reporting radiation incident in Tasmania is available from the Department of Health - Radiation Protection Unit (www.health.tas.gov.au/health-topics/radiation-protection).*

1. Details of reporting procedures for incidents adversely affecting, or likely to adversely affect
2. equipment used in the radiation practice; or
3. the environment; or
4. the health and safety of any person

*Staff are required to report any malfunction of the apparatus and any observed damage (e.g., frayed cords, dents) to the RSO.*

*Refer to your practice “WHS Procedures and Incident Reporting” for Incident Reporting Process and Standard Forms.*

1. **Details of record keeping requirements including details of the records that will be kept of** **movement of any mobile radiation source in the radiation practice**

*The following records are kept and available for inspection:*

* *Radiation Protection Licence*
* *Registered Premise Certificate*
* *Regulatory emails sent by the Radiation Protection Unit*
* *Radiation Management Plan*
* *Operators training records*
* *Client consent forms*
* *Apparatus maintenance records*
* *Incident reports*
* *Procedure for managing adverse effects from treatment*

1. Details of the use of radiation warning signs and labels in your practice

*Warning labels are displayed at the entrance of treatment rooms, as per the Registered Premises Certificate.*

*Warning labels are displayed on the apparatus.*

### Referenced Documents:

* Tasmanian *Radiation Protection Act 2005*  
  ([www.legislation.tas.gov.au/view/html/inforce/current/act-2005-048](http://www.legislation.tas.gov.au/view/html/inforce/current/act-2005-048))
* Tasmanian *Radiation Protection Regulations 2016* (www.legislation.tas.gov.au/view/html/inforce/current/sr-2016-032)
* Procedures and Incident Reporting from your practice.

### Attached Documents:

* Duties of Radiation Safety Officer.
* List of radiation apparatus (as per licence schedule/application form).
* List of authorised users (as per licence schedule/application form).
* Practice WHS Procedures and Incident Reporting Form
* Letter from nominated Doctor acknowledging they are available to provide advice on treatment and help manage adverse treatment outcomes for your clients. If this is not available, provide details of how you will manage any adverse treatment outcome.

### Attachment A

Role of the Radiation Safety Officer

The RSO is the first point of contact between your practice and the Radiation Protection Unit for all radiation safety matters.

They supervise the implementation of this Radiation Management Plan, and helps the licence holder with the following duties:

1. Maintain Register of authorised operators
2. Supervise the radiation protection aspects as specified in Radiation Management Plan
3. Ensure that any planned maintenance and servicing of the apparatus are kept on schedule, and records are maintained
4. Ensure a system is in place for recording of client name, procedure, and details of apparatus settings
5. Investigate all incidents and accidents involving the apparatus