

Delegation of Authority

Memo To: Radiation Safety Officer

From: Administrator

Subject: Delegation of Authority

You, _____, have been appointed Radiation Safety Officer and are responsible for ensuring the safe use of radioactive materials. 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 material by employees who do not meet the necessary requirements and termination operations where justified by radiation safety. You are required to notify management if staff do not cooperate and do not address radiation safety issues. In addition, you are free to raise issues with the Minnesota Department of Health at any time.

It is estimated that you will spend _____ hours per week conducting radiation protection activities.

Your signature below indicates acceptance of the above responsibilities.

Signature of Radiation Safety Officer

Signature of Management
Representative

Date

Date

cc: Effected Department Heads