

## ***Radiation Safety Act 1999 – Application and Licence Fees – ‘Use’ Licences***

**Policy Number:** C33 (QH-POL-209)

**Publication date:** August 2021

**Purpose:** To outline the reimbursement/payment of licence application and licence fees for all employees who use radiation sources.

**Application:** This policy applies to relevant Queensland Health employees who use radiation sources. Such employees are entitled to reimbursement/payment of licence application and licence fees.

Employees who are engaged on a full-time, part-time or casual basis and who use radiation sources, including and not limited to:

- diagnostic radiographers
- radiation therapists
- radiation oncologists
- diagnostic radiologists
- cardiologists
- ophthalmologists
- otolaryngologists
- dentists
- dental assistants
- school dental therapists
- nurses and midwives
- certain operational services employees (including dual role employees)
- certain building, engineering and maintenance services employees
- nuclear medicine technologists
- physicists
- nuclear medicine specialists
- endocrinologists
- radiation oncologists.

Visiting medical officers and specialists are entitled to pro-rata reimbursement of the application and ‘use’ licence fees.

People who provide services to Queensland Health who are engaged as an external contractor i.e. on a contractual or fee for service basis are excluded from these arrangements.

This policy does not apply to employees of Queensland Ambulance Service. Instead, Queensland Ambulance Service employees are to refer to their local policy/procedure.

**Delegation:** The ‘delegate’ is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.



**Legislative or other authority:**

- *Radiation Safety Act 1999*
- Radiation Safety Regulation 2010
- *Work Health and Safety Act 2011*
- Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No.3) 2019 (HPDO3)
- Queensland Health Building, Engineering & Maintenance Services Certified Agreement (No.7) 2019 (BEMS7)
- Queensland Public Health Sector Certified Agreement (No.10) 2019 (EB10)
- Visiting medical officers: Employment framework – Health Employment Directive (HED) No. 05/18
- Terms and Conditions of Employment, Queensland Government Visiting Medical Officers 2011

**1 Policy statement**

A 'use' licence is required when specialist skill, knowledge and training are necessary to ensure the radiation source is used safely. For these reasons, a 'use' licence is only granted to an individual. Queensland Health has undertaken to pay the 'use' licence fees of its employees.

Employees must ensure they adhere to the obligations and Guiding Principles as outlined in the *Radiation Safety Act 1999*.

Refer to Attachment One for information regarding applications and reimbursements.

**Definitions:**

Radiation source	A generic term covering both radiation apparatus, e.g. lasers and x-ray machines, and radioactive substances.
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**History:**

August 2020	<ul style="list-style-type: none"> <li>• Policy: <ul style="list-style-type: none"> <li>– formatted as part of the HR Policy review</li> <li>– amended to update references and naming conventions</li> <li>– reviewed in accordance with clause 2.8.1 of the Queensland Health Building, Engineering &amp; Maintenance Services Certified Agreement (No.7) 2019 (BEMS7)</li> <li>– amended to update application process and renewal timeframes, and removal of budget arrangements section (Attachment One)</li> </ul> </li> </ul>
August 2015	<ul style="list-style-type: none"> <li>• Policy version dated October 2009 re-enlivened as a result of the restoration of conditions under the <i>Industrial Relations Act 1999</i>.</li> </ul>
June 2014	<ul style="list-style-type: none"> <li>• Policy repealed as provisions incorporated into Reimbursements HR Policy C22.</li> </ul>
October 2009	<ul style="list-style-type: none"> <li>• Protected IRM 2.6-7 reformatted as part of the HR policy consolidation project in accordance with EB7.</li> </ul>
August 2007	<ul style="list-style-type: none"> <li>• IRM 2.6-7 <i>Radiation Safety Act 1999</i> – Application and Licence Fees – 'Use' Licences (clause 1.8 of the Queensland Health Sector Certified Agreement (No.6) 2005 and clause 6.6 Terms and Conditions of Employment, Queensland Government Visiting Medical Officers 2005) amended.</li> </ul>
September 2002	<ul style="list-style-type: none"> <li>• IRM 2.6-7 <i>Radiation Safety Act 1999</i> – Application and Licence Fees – 'Use' Licences (clause 14.17 of the Queensland Public Health Sector Certified Agreement (No.4) 2000).</li> </ul>
Previous	<ul style="list-style-type: none"> <li>• IRM 2.6-7 <i>Radiation Safety Act 1999</i> – Application and Licence Fees - 'Use' Licences</li> </ul>

# Attachment One – *Radiation Safety Act 1999* – Applications and reimbursements

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and standard practice and ensure employee entitlements continue to be met.

## 1 Application and renewal requirements

Information regarding radiation licensing and regulation and access to application forms is available via: <https://www.health.qld.gov.au/system-governance/licences/radiation-licensing>

It is a requirement for radiation 'use' licence application renewals to be made to the Health Protection Branch prior to the expiry date of the current licence.

## 2 Fixed term temporary and casual employees engaged for periods of less than 12 months

Reimbursement of the fees is to occur on production of a receipt. Hospital and Health Services (HHSs)/divisions are to directly undertake and administer this element of the arrangement.

Reimbursement of licence fees is limited to the 12-month renewal fee for employees engaged for 12 months or less.

## 3 Application and licence fees, including renewals payable by employees and already paid by the employee

Reimbursement of the fees is to occur on production of a receipt. Hospital and Health Services (HHSs)/divisions are to directly undertake and administer this element of the arrangement.

The delegate may approve reimbursement for a licence of up to three years.

## 4 Application and licence fees including renewals payable by employees but yet to be paid by the employee

The relevant application for a licence form is to be completed by the employee and submitted to the delegate for completion of payment details, e.g. corporate card.

The application is to be processed in the usual manner i.e. in accordance with the procedures outlined on the Queensland Health Radiation Use Licence website (hyperlink: <https://www.health.qld.gov.au/system-governance/licences/radiation-licensing/apply/licences/other/use>).

It is at the delegate's discretion to approve payment of a licence application of up to three years for an employee (excludes temporary and casual employees engaged for periods of less than 12 months).