NOTICE TO EMPLOYEES

The Virginia Department of Health (VDH) has established standards to protect you from hazards associated with radioactive materials and radiation emitting machines and has established certain provisions for the options of workers engaged in work under a VDH license or registration. In particular, the following information is available for your review:

Virginia Radiation Protection Regulations 12VAC5-481; Part IV - Standards for Protection Against Radiation;
Virginia Radiation Protection Regulations 12VAC5-481; Part X - Notices, Instructions and Reports to Workers; Inspections; and
Any other documents your employer must provide, as listed in "Your Employer's Responsibility" below.

A copy of the documents listed in Item 2 of "Your Employer's Responsibility" may be found at the following locations:

YOUR EMPLOYER'S RESPONSIBILITY

1. **Apply the provisions of Virginia Radiation Protection Regulations to work involving radiation sources.**
2. **Post or otherwise make available to you: 12VAC5-481, a copy of the license, certificate of registration, conditions or documents incorporated into the license by reference and amendments thereto, and the operating procedures applicable to activities under the license or registration.**
3. **Post any notice of violation involving radiological working conditions, proposed imposition of civil penalty, or order issued pursuant to the Virginia Radiation Protection Regulations, and any response from the licensee or registrant.**

YOUR RESPONSIBILITY AS A WORKER

1. **Know the provisions of the Virginia Radiation Protection Regulations and the precautions, operating procedures, and emergency procedures applicable to the work in which you are engaged.**
2. **Observe the provisions for your own protection and protection of your co-workers.**
3. **Report unsafe working conditions or violations of the license or registration conditions or regulations to your employer or VDH.**

WHAT IS COVERED BY THESE REGULATIONS

1. **Limits on exposure to radiation in restricted and unrestricted areas;**
2. **Measures to be taken after accidental exposure;**
3. **Personnel monitoring, surveys, and equipment;**
4. **Caution signs, labels, and safety interlock equipment;**
5. **Exposure records and reports;**
6. **Options for workers regarding VDH inspections; and**
7. **Related matters.**

REPORTS ON YOUR OCCUPATIONAL RADIATION DOSE HISTORY

1. **12VAC5-481 Sections 640, 700, and 710 establish limits for occupational dose resulting from exposure to radiation. 12VAC5-481-2280 requires your employer to provide you a written report if you receive a dose in excess of those limits. While these are your maximum allowable limits, your employer is required to take steps to keep your radiation dose as far below limits as is reasonably achievable.**
2. **If the monitoring of your radiation dose is required by 12VAC5-481-760, your employer must provide a written report of your radiation dose:**
   a. **Annually if your TEDE exceeds 1mSv (100 mrem), or;**
   b. **At your request, for the current year of employment in work involving radiation or radioactive material, or;**
   c. **At your request upon termination of activities controlled by the licensee or registrant.**

INSPECTIONS

All licensed or registered activities are subject to inspection by VDH. Any worker or representative of workers who believes that a violation of Virginia Radiation Protection Regulations or conditions under a license or registration has occurred, may request an inspection. The request must be in writing and sent to the address listed below. The request must describe the alleged violation in detail and must be signed by the worker or representative of workers. During inspections, VDH inspectors may confer privately with workers, and any worker may bring to the attention of the inspectors any past or present condition believed to have contributed to or to have caused a violation. Refer to 12VAC5-481-2310.

Direct all inquiries on matters outlined above to:

Virginia Division of Radiological Health, 109 Governor Street, Room 730, Richmond, VA 23219. Phone: (804) 864-8150

POSTING REQUIREMENTS

Copies of this notice must be posted in a sufficient number of places to permit individuals engaged in work under the license or registration to observe them on the way to or from the work location. Each posted copy must be conspicuous and replaced if defaced or altered. Refer to 12VAC5-481-2260.

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