

# I. Guide to the Radiation Safety Education Course

## I-1. Schedule

Type (Japanese・English)	Venue	Date	Capacity	Application Period
Lecture-1 (Japanese)	Higashiyama Campus Sakata & Hirata Hall (Science South Building)	May 17	150	April 10 ~ April 24
Lecture-2 (Japanese)	Higashiyama Campus Sakata & Hirata Hall (Science South Building)	May 18	150	
Lecture-3 (English)	Higashiyama Campus Radioisotope Research Center	May 19	20	
Practice-1	Higashiyama Campus Radioisotope Research Center	May 22	20	
Practice-2		May 23	20	
Practice-3		May 24	20	
Practice-4		May 25	20	
Lecture-4 (Japanese)	Tsurumai Campus Radioisotope Research Center Medical Branch	June 14	20	May 15 ~ May 29
Practice-5		June 15	8	
Practice-6		June 16	8	
Lecture-5 (Japanese・English)	Higashiyama Campus Radioisotope Research Center	July 11	Japanese:30 English:5	June 9 ~ June 23
Practice-7		July 12	20	
Practice-8		July 13	20	
Lecture-6 (Japanese・English)	Higashiyama Campus Radioisotope Research Center	October 20	Japanese:30 English:5	September 19 ~October 3
Practice-9		October 23	20	
Lecture-7 (Japanese)	Tsurumai Campus Radioisotope Research Center Medical Branch	November 14	20	October 13 ~October 27
Practice-10		November 15	8	
Lecture-8 (Japanese・English)	Higashiyama Campus Radioisotope Research Center	January 22	Japanese:30 English:5	December 15 ~January 5
Practice-11		January 23	20	
Lecture-9 (Japanese)	Tsurumai Campus Radioisotope Research Center Medical Branch	February 20	20	January 19 ~February 2
Practice-12		February 21	8	

### For:

Undergraduates, graduate students, staff  
(Persons who are under 18 cannot take the Practice.)

### Time:

[Lecture]

Registration 9:00-9:20

Lecture 9:30-16:30

[Practice]

Registration 9:00-9:20

Practice 9:30-17:00

**For whatever reason, if you arrive late or leave early, you will not fulfill the statutory time requirements and will thus not be eligible for qualification.**

\* The lecture room of Tsurumai is small, so we give priority to the member of Medical School, when the safety education course is held at Tsurumai Campus.

\* Many people apply every year for the Safety Education Courses in May, which generally reach full capacity soon after the application period begins. Applicants are assigned on a first-come-first-served basis, so **you may be scheduled to take the Safety Education Course on your second- or third-choice date, or on a date other than those you specified.** Please **be sure to check the date on the e-mail message** which will be sent to you from the Center.

\* **You cannot change the date once you have applied.** Please apply after ascertaining the best date for you. Completion Certificates for Safety Education Courses within the same application period will all be issued around the same time.

## I-2. Do I need to take the Practice?

- If engaged in work at Nagoya University

You must take both the Lecture and the Practice. However, if you are to have a "trainee period" for a reasonable period of time, work as a Trainee may be substituted for the Practice. If this applies, any solo, unassisted work will be restricted during the "trainee period" and you must perform all work under the guidance of a faculty member etc. who has a thorough knowledge of work involving radiation. Further, some facilities/places of work do not accept a trainee, and so you may be obliged to take the Practice. Please check this in advance when determining whether you take the Practice.

- If engaged in work at an external radiation facility etc.

If you will not engage in work involving radiation at Nagoya University, you can obtain the necessary certification by taking the Lecture only. The necessary Safety Education is different among the facilities, so ask in advance the Radiation Safety Office whether you need to take the Practice.

## I-3. The "Radiation Safety Education Practice (Radiation Practice)"

The Lecture and the Practice for the Radiation Safety Education Course are held on different days. The "Radiation Practice" can only be taken by persons who have already taken the Lecture. If applying for the Lecture and the Practice at the same time, **please be aware that you cannot take the Practice before taking the Lecture.**

## I-4. Application Method

**Where to apply:** Radiation Safety Office, Radioisotope Research Center, Higashiyama Campus

\* Application will not be accepted at the Radioisotope Research Center Medical Branch on Tsurumai Campus.

**How to apply:** Submit your application in person or by NU internal mail. Application by e-mail or telephone will not be accepted.

\* Application is processed on a first-come-first-served basis during the application period. In particular, the Safety Education Courses in May have many applicants, so please apply early if you have a limited choice of dates.

**Application documents:** Please submit all the necessary documents (see box below), following the application pattern.

\* The documents will not be returned to you. Please carefully follow the instructions about sending originals or copies.

### <Application pattern>

◆ If applying for both the Lecture and the Practice

Submit documents ①, ② and ③

◆ If applying for the Lecture only

Submit documents ① and ②

◆ If applying for the Practice only (This option is available only after taking the Lecture, or if you have received approval to waive the Lecture)

Submit documents ①, ②, ③ and ④

① **Application Form** (submit the original, stamped with the seal of your supervisor / the person responsible for you in your laboratory)

② **Proof of identity** (paste a photocopy, on the reverse of the Application Form):

A document stating that you are a member of Nagoya University, with the seal of the head of a department or higher

Ex.) Copy of your student/staff/research student ID card

Certificate of Enrollment (copy OK)

③ **Results of the Special Medical Examination** [consultation + tests (blood/skin/eyes)] (submit copies of all)

Staff results (within 6 months):

a) Special Medical Examination Questionnaire for Radiation-related workers

b) Test results for blood/skin/eyes

c) Hemogram results data

Students results (within 1 year):

a) Medical Interview Examination Form for Radiation-related Workers

b) Test results for blood/skin/eyes

c) Hemogram results data

☆ For details of the Special Medical Examination, refer to RI-3 "I-5. Special Medical Examination".

④ **Document showing that you have taken the Lecture or that you have a waiver** (submit a copy)

If you have taken the Lecture: Type 1 or Type 2 Completion Certificate etc.

\* You do not need to submit this if you took the Lecture by the Nagoya University Radioisotope Research Center

If you have a waiver: Application document for waiver status and approval certificate (submit both)

\* Submitted to/issued by the Nagoya University Safety Committee

\* **For documents not submitted during the application period, please check the "To be Submitted at a Later Date" box on the Application Form and make a note in the brackets. These documents must be submitted according to the instructions on the e-mail message that will be sent to each applicant after the application deadline.**

\* **Problems would arise if another person submits your application documents in your stead. We strongly recommend that the applicant prepares and submits the documents him/herself.**

## I-5. Special Medical Examination

Before engaging in radiation work, you are obliged by law to undergo the "Special Medical Examination for Persons Engaged in Radiation Work" (hereafter "Special Medical Examination"). Persons taking the "Radiation Practice" or "X-ray Practice" held must undergo this "Special Medical Examination" beforehand.

### "Special Medical Examination"

- a) "Special Medical Examination Sheet for Persons Engaged in Radiation Work" (hereafter "Consultation Sheet") must include comprehensive findings by a physician from the Health Administration Office or by an industrial physician (survey and evaluation of presence/absence of past radiation exposure), physician's name, seal, and date
- b) Test results for blood/skin/eyes (must include date of examination and physician's name)
  - Tests for white blood cell count, white blood cell differential, and red blood cell count , as well as hemoglobin count or hematocrit value
  - Eye test for cataracts
  - Skin test

The examination method and documents are different for students and staff. Please inquire at the section in charge before undergoing the examination.

	Students	Staff
Examination location	- Health Administration Office (consultation/blood/skin/eyes: free of charge) To be held in May, Jun, Oct, Dec. Schedule will be posted in advance. For details, inquire at the Health Administration Office (Higashiyama Ext. 3969). - General hospital (blood/skin/eyes: fee charged) & Health Administration Office (consultation: free of charge)	- Health Administration Office Consultation (To be held in April & Oct: free of charge) Blood/skin/eyes (To be held in Spring & Autumn semesters: free of charge) - General hospital (blood/skin/eyes: fee charged) & Health Administration Office (consultation: free of charge)
Section in charge	Your department's Student Affairs Section, or your department's Radiation Safety Office	Your department's section in charge of Personnel Affairs and Labor, or your department's Radiation Safety Office
Designated forms	"Medical Interview Examination Form for Radiation-related Workers" (Consultation Sheet)	"Special Medical Examination Questionnaire for Radiation-related workers" (Consultation Sheet) and "Notice of Undergoing Medical Examination" (Notice)
Examination Method	<ol style="list-style-type: none"> <li>1) Obtain "Consultation Sheet" from the section in charge.</li> <li>2) Fill in the necessary items on the "Consultation Sheet".</li> <li>3) Undergo the consultation and blood/skin/eye tests at the Health Administration Office. (If undergoing at a general hospital, refer to the box below.)</li> <li>4) Obtain a "Duplicate Copy" from the place where you underwent the examination upon completion thereof.</li> <li>5) You must keep the "Duplicate Copy" yourself. When applying for the Radiation Practice, submit a <u>copy</u> of it instead.</li> <li>6) <u>You will be given your blood test results</u> at a later date by the section in charge. <u>You must keep the original yourself.</u> When applying for the Radiation Practice, submit a <u>copy</u> instead. If you do not receive the data in time for your application, please state in the Notes box of the Application Form that you will submit it at a later date, and then submit as soon as you receive it.</li> </ol>	<p><b>[Consultation]</b></p> <ol style="list-style-type: none"> <li>1) During early April, the section in charge will distribute the "Notification of Details Pertaining to Specific Hazardous Operation". Fill in the Radiation Work box (Ionization 10-23), and submit to the appropriate section.</li> <li>2) The section in charge will distribute the "Consultation Sheet". If you have not completed the procedures in 1), please inform the appropriate section and complete them.</li> <li>3) Fill in the necessary items on the "Consultation Sheet", and submit to the appropriate section.  Check the "Handling of unsealed Radioisotopes" box if you will apply for "Radiation Practice".</li> <li>4) The "Consultation Sheet" you submitted <u>will be returned to you</u> at a later date via the section in charge, with the physician's findings and seal attached; <u>you must keep this original yourself.</u> When applying for the Radiation Practice, submit a <u>copy</u> instead.</li> </ol>

<p>Examination Method</p>		<p><b>[Blood/skin/eyes]</b></p> <p>1) The section in charge will distribute the "Notice".</p> <p>2) Undergo blood/skin/eye testing at the Health Administration Office according to the "Notice".</p> <p>3) You will be given your results (including blood data) at a later date by the section in charge. <u>You must keep the original yourself.</u></p> <p>When applying for the Radiation Practice, submit a <u>copy</u> instead.</p> <p><b>[If the schedule for the Special Medical Examination for staff is inconvenient for you]</b></p> <p>If the examination schedule for staff does not leave you sufficient time to apply the Radiation Practice, you can follow the instructions below.</p> <p>1) Obtain the "Consultation Sheet for Staff" from the section in charge.</p> <p>2) Take the "Consultation Sheet for Staff" with you and undergo the Special Medical Examination for students. Follow examination instructions for students 3) - 6).</p>
	<p><b>◆If undergoing blood/skin/eye testing at a general hospital [for both staff &amp; students]</b></p> <p>If you suddenly need to start radiation work or engage in unscheduled radiation work, you can undergo the Special Medical Examination at a general hospital (you must bear any fees yourself).</p> <p>1) Take the Consultation Sheet form designated by NU with you and undergo the examination, requesting that the hospital fill in the form. You may also use a different form, if it satisfies all points specified by the law; however, it is convenient for you to take the NU form, as it is statutorily valid. For a list of hospitals at which you can undergo the examination, please contact the Health Administration Office.</p> <p>2) Fill in the necessary boxes on the "Consultation Sheet ", attach your test results [blood (red blood cell count, hemoglobin count or hematocrit value, white blood cell count and white blood cell differential)/skin/eyes (cataracts), and submit to the Health Administration Office <u>through the section in charge.</u></p> <p>3) Your results will be evaluated at the Health Administration Office, and returned to you along with the "Consultation Sheet". <u>You must keep originals of these documents yourself</u> (you may need it for other purposes). When applying for the Radiation Practice, submit a <u>copy</u> of both the test results and "Consultation Sheet" instead.</p> <p><b>* Step 2) is not the final step. Be sure to follow step 3) and submit the copy to the Radioisotope Research Center (Higashiyama campus).</b></p>	

## 1-6. Notes

1. **Be sure to read the e-mail which will be sent to you after applying. If you have not received the e-mail by three days prior to the Safety Education date, please contact us.**

The e-mail which contains information on the date and the venue of the Safety Education, and notifications regarding any missing documents etc. will be sent to each applicant after the application deadline (to the e-mail address you specified in your application or to your office/affiliated lab, etc.). Allocation of Safety Education dates will be on a first-come-first-served basis, so if the maximum capacity is exceeded, **you may not get your first choice of date**. The venue may also be different depending on the date.

**If you come on the wrong day or are late because you went to the wrong venue, you will not be able to take the Safety Education**, so be sure to check the date and the venue beforehand.

2. **If you are late or leave early from the Safety Education, you will not be able to receive the qualification.**

The length of the Safety Education is specified by law, so if you are late or leave early for any reason, you will not be able to receive the qualification. Further, if you did not fully attend the Safety Education Course on one day, you cannot take any other Safety Education Courses in the same application period. Please be aware that you must apply again **during the next application period or later**.

3. **All materials must be submitted by 16:30 on the deadline day (strictly enforced).**

- 1) If submitting in person, please be sure to submit the materials to the Radioisotope Research Center during its opening hours.
- 2) The deadline for submission by internal mail is also strictly enforced.

4. **Documents which are to be "submitted as copy" must be submitted as a photocopy. Don't submit the original.**

- 1) The original of documents which are to be submitted as copy is important, and may be required for purposes other than the Safety Education. Submitted documents will not be returned. Please keep the original yourself, and submit a copy only.
- 2) **There are no photocopiers in the application site or Safety Education venues**. Please prepare your copies in advance.

5. **You cannot change your preferred date after applying. If you are unable to take the Safety Education Course, please contact us.**

**You cannot change the date of the Safety Education to another day within the same application period.**

You must apply again during the next application period or later. Please consider carefully when selecting your preferred date. Further, if you are absent from the Safety Education Course without prior notice, you will not be permitted to take the next one. If you become unable to take the Safety Education Course, please contact us beforehand.

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Applications for / inquiries regarding the Safety Education Course should be sent to: **Radiation Safety Office, Radioisotope Research Center (Higashiyama Campus)**

Furo-cho, Chikusa-ku, Nagoya 〒464-8602

HP [<http://www.ric.nagoya-u.ac.jp/licence>]

e-mail: [[kanric@cc.nagoya-u.ac.jp](mailto:kanric@cc.nagoya-u.ac.jp)]

TEL: 789-2565 FAX 789-2567

Ext.: TEL 2565 FAX 2567

\* Extensions from Tsurumai/Daiko campuses:

TEL 85-2565 FAX 85-2567

**Opening hours: 9:00-12:00, 13:00-16:30**