CAROLINA FAMILY HEALTH CENTERS, INC. **POLICY & PROCEDURE**



MANUAL: Volume I **SUBJECT POLICY:** Required Signage

SUBJECT PROCEDURE:

Page 1 of 4 **EFFECTIVE DATE:** November 2013 **NUMBER:** DTL-02

REVIEWED: 03/16 **SECTION:** Dental

REFERENCE POLICY:

REFERENCE PROCEDURE:

RESPONSIBILITY: Chief Dental Officer **APPROVAL:**

APPROVED DIRECTO **BOARD APPROV** DATE: 3-29-16 DATE:

I. **PURPOSE**

The purpose of this document is to state the process for posting radiation signs in the Dental Department at Carolina Family Health Centers, Inc. (CFHC, Inc.). This signage will ensure that the risk of radiation exposure to the patient, and other persons is minimized.

II. **POLICY**

Radiation signs in the Dental Department must meet the rules of North Carolina Radiation Regulations. They must be of the correct size and color and posted in the approved areas.

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III. PROCEDURE

Once the signs have been reviewed by the Chief Dental Officer, the proposed signs will be printed by Administration and laminated to be returned to the Dental Department for posting.

Signage must be posted in well-visualized areas that include:

- NOTICE TO EMPLOYEES: posting is located on the wall next to the back employee restroom and across from the break room. It is posted in English and Spanish.
- CAUTION RADIATION AREA WHEN X-RAY ENGERIZED: signage located below each x-ray panel, located just outside of each operatory. This sign is in English and Spanish. The symbol prescribed by this part shall use the colors magenta, or purple, or black on yellow background.
- X-RAY EXPOSURE TECHNIQUES: posting located above or just next to the x-ray panels outside each operatory. It is posted in English and Spanish.
- THINK YOU ARE PREGNANT? TELL YOUR DOCTOR: signage is located on the lobby doors in English and Spanish.

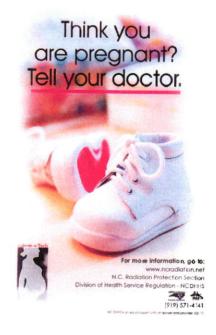
The signs to be posted include but are not limited to:

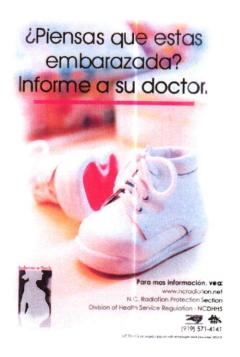
CAROLINA FAMILY HEALTH CENTERS, INC.



Required Signage







CAROLINA FAMILY HEALTH CENTERS, INC.



Required Signage



NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES DIVISION OF ENVIRONMENTAL HEALTH | RADIATION PROTECTION SECTION

NOTICE TO EMPLOYEES





VOUR EMPLOYER'S RESPONSIBILITY

Your employer is required to:

- Apply the North Carolina Regulations for Protection Assists: Radiation (15A NCAC II) to work involving radioactive materials and be sources of industria. Post or otherwise make and blo-to year a copy of the fladuation Protection Commission regulations, contificates, licenses or registrations, and the operating procedures which apply to the work you perform, and explain their provisions to you, and Post Nestons of Violation swofs ing radiological working conditions and orders.

REPORTS ON YOUR RADIATION EXPOSURE HISTORY

- The Radiation Proteomes Commission regulations require that your amplayer give you a written report if you receive an exposure in access of any applicable limit as as thorit in the regulations or in the itemse. The basic britis for exposure to employees are too forth in 15A NCAC II 1864, 1969 and 1901. There rules specify limits on exposure to radiation and to concentrations of radioactive material in
- air. If you work where personnel retinishing it required, and if you request information on your radiation exposures,

 (a) Your employer most give you a written report of your redistions exposures upon termination of your redistions, and

 (b) Your employer must advice you assuably of your exposure to employer.

POSTING REQUIREMENT

WHAT IS CONTRED BY THESE RECULATIONS

- 1. Limits on exposure to radiation and radioactive materials in restricted Limits on exposure to resistant as a resistant resistant and unresistant sizes and unresistant sizes as for accident exposure.

 Measure size to taken after accident exposure.

 Personnel monitoring, sarveys, and equipment,

 Custion is gas, labels and safety interfect equipment;

 Exposure records and exports.

 Opinios for workers regarding agency inspections and

 Raland nutters.

VOUR RESPONSIBILITY AS A WORKER

For your own protection and the protection of your co-workers, you should familiarity yourself with the provisions of the Radiatone Protection Commission regulations and the operating procedures which apply to the work you perform.

All licensed or resistered activities are subject to inspection by representatives of North Carolina Department of Environment and Natural necessities. In addition, any worself or representation or worself when the believes that there is a violation of the N.C. Radiation Protection Act, the believes that there is a violation of the N.C. Radiation Protection Act, the regulations award thereunder, or the terms of the employer's license or regulations with regard to individually working conditions in which the worker is request, may request an imposerted by smiling a rotation for Service Control. Roberts (Natl. Radiotion Protection Section, 1645) Med Service Control. Roberts (Natl. Radiotion Protection Section, 1645) Med Service Control. Roberts (Natl. Radiotion Protection Section, 1645) Med Service Control. Roberts (Natl. Radiotion) Protection Section, 1641,

OTHER EMPLOYEE PROTECTIONS

Federal Law prohibits an employer from firinger otherwise discriminating against you five bringing safety concerns to the attention of your employer or the N.C. Radiation Protection Section. Your employer cancer fire you or discriminate against you with respect to pay, benefits, or working conditions because you help the N.C. Radiation Protection Section or raise: a safety size or otherwise reagage is protected activities. He you feel that you have been discriminated against the identifying violations or safety concerns, you may file a complaint with the Employment Discrimination Bareau of the North Carolina Department of Labor (1901) 635-2261 or https://www.midshargeris.) They will advise you of the proper procedures to file a complaint.

HOW TO CONTACT THE RADIATION PROTECTION SECTION

The Radiation Presention Section is bossed at 3825 Beavet Drive, Radicib, NC 17699-7221. Agency representatives may be matched by telephone of (909) \$11.4141 durant potential work-day work holes. (8 am - 5 p.m.). After normal basiness hours, calls may be directed to the NCL Encourage Management Operations. Center at (800) \$584-856. Representatives may the newhold by Sectionite at (919) \$71.4141, which open this 24 hours per day. You may after creation additional information about the atjency and/or at Management Operations.

X-RAY EXPOSURE TECHNIQUES

Exam Child	$\frac{\text{kVp}}{63}$	<u>mA</u> 8	<u>Time</u> .2032
Adult	63	8	.2032

EMERGENCY AND SAFETY PROCEDURES

- Should this machine malfunction, immediately switch off the electrical power.
- Move the patient if conditions make it advisable.
- Notify the Safety Officer.