

CAROLINA FAMILY HEALTH CENTERS, INC.
POLICY & PROCEDURE



MANUAL: Volume I

SUBJECT POLICY: Required Signage
SUBJECT PROCEDURE:

NUMBER: DTL-02

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EFFECTIVE DATE: November 2013

SECTION: Dental

REVIEWED: 03/16

REFERENCE POLICY:

REFERENCE PROCEDURE:

RESPONSIBILITY: Chief Dental Officer

APPROVAL:

DIRECTOR APPROVAL:
DATE: 3-29-16

BOARD APPROVAL:
DATE: 3-29-16

APPROVED

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 ENERGIZED:** 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:



Required Signage



Think you
are pregnant?
Tell your doctor.



For more information, go to:
www.ncradiation.net
N.C. Radiation Protection Section
Division of Health Service Regulation - NCDHHS
(919) 571-4141
N.C. DHHS is an equal opportunity employer and provider. 4013

¿Piensas que estas
embarazada?
Informe a su doctor.



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Required Signage



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



NOTICE TO EMPLOYEES

Standards for Protection Against Radiation (Section 1600); Notices, Instructions and Reports to Workers (Section 1600); Employee Protection

YOUR EMPLOYER'S RESPONSIBILITY

Your employer is required to:

1. Apply the North Carolina Regulations for Protection Against Radiation (15A NCAC 11) to work involving radioactive materials and/or sources of radiation.
2. Post or otherwise make available to you a copy of the Radiation Protection Commission regulations, certificates, licenses or registrations, and the operating procedures which apply to the work you perform, and explain their provisions to you; and
3. Post Notice of Violation involving radiological working conditions and orders.

REPORTS ON YOUR RADIATION EXPOSURE HISTORY

1. The Radiation Protection Commission regulations require that your employer give you a written report if you receive an exposure in excess of any applicable limit as set forth in the regulations or in the license. The basic limits for exposure to employees are set forth in 15A NCAC 11.1604, .1609 and .1610. These rules specify limits on exposure to radiation and to concentrations of radioactive material in air.
2. If you work where personnel monitoring is required, and if you request information on your radiation exposure,
 - (a) Your employer must give you a written report of your radiation exposures upon termination of your employment, and
 - (b) Your employer must advise you annually of your exposure to radiation.

POSTING REQUIREMENT

Copies of this notice must be posted in a sufficient number of places in every establishment where employees are employed in activities licensed or regulated, pursuant to 15A NCAC 11.1600 and 1600A, by the N.C. Department of Environment and Natural Resources, to permit employees working in or frequenting any portion of a restricted area to read and observe on the way to or from any particular work location to which the document applies.

WHAT IS COVERED BY THESE REGULATIONS

1. Limits on exposure to radiation and radioactive materials in restricted and unrestricted areas;
2. Measures to be taken after accident exposure;
3. Personnel monitoring, surveys, and equipment;
4. Control of gas, labels and safety interlock equipment;
5. Exposure records and reports;
6. Options for workers regarding agency inspections; and
7. Related matters.

YOUR RESPONSIBILITY AS A WORKER

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

INSPECTIONS

All licensed or restricted activities are subject to inspection by representatives of North Carolina Department of Environment and Natural Resources. In addition, any worker or representative or workers who believes that there is a violation of the N.C. Radiation Protection Act, the regulations issued thereunder, or the terms of the employer's license or registration with regard to radiological working conditions in which the worker is engaged, may request an inspection by sending a notice of the alleged violation to: Section Chief, Radiation Protection Section, 1647 Alex Service Center, Raleigh, NC 27699-1647. The request must set forth the specific grounds for the notice and signed by the employee or the representative of the employee. The agency will make all reasonable efforts to protect your identity where appropriate and possible. During inspections, agency inspectors may confer privately with workers; any worker may bring to the attention of the inspectors any past or present condition which he or she believes contributed to or caused any violation as described above.

OTHER EMPLOYEE PROTECTIONS

Federal Law prohibits an employer from firing or otherwise discriminating against you for bringing safety concerns to the attention of your employer or the N.C. Radiation Protection Section. Your employer cannot 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 issue or otherwise engage in protected activities. If you feel that you have been discriminated against for identifying violations or safety concerns, you may file a complaint with the Employment Discriminations Bureau of the North Carolina Department of Labor (800) 625-2267 or <http://www.ncdohhs.com>. They will advise you of the proper procedures to file a complaint.

HOW TO CONTACT THE RADIATION PROTECTION SECTION

The Radiation Protection Section is located at 3025 Barrett Drive, Raleigh, NC 27699-1228. Agency representatives may be reached by telephone at (919) 571-4141 during 80 normal workday work hours (8 a.m. - 5 p.m.). After normal business hours, calls may be directed to the N.C. Emergency Management Operations Center at (800) 838-6368. Representatives may also be reached by facsimile at (919) 571-4140, which operates 24 hours per day. You may also obtain additional information about the agency online at <http://www.ncdohhs.com>.

Rev 06/2007

10,000 copies of this document were printed at a cost of \$0.001 or \$1.00 per copy 10/07

X-RAY EXPOSURE TECHNIQUES

Exam	kVp	mA	Time
Child	63	8	.20-.32
Adult	63	8	.20-.32

EMERGENCY AND SAFETY PROCEDURES

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