

Checklist for Non-ionizing Radiation Use by Contractors (e.g., Magnets, Lasers, Microwaves)

Instructions: *The Facilities Management Project Manager completes this checklist before allowing a contractor to use non-ionizing radiation on campus*

- Project manager obtains safety plan for non-ionizing radiation work from contractor and sends to EHS office for review
- Contractor work may not begin until EHS review and acceptance of non-ionizing radiation work plan
- Contractor provides emergency contact information which is given to EHS and University Police dispatcher (may be same as project information)
- Project manager notifies the following areas of the date and time of non-ionizing radiation activity with instructions to stay out of the building or away from the area:
 - Environmental Health and Safety
 - University Police dispatcher
 - Facilities Management dispatcher
 - Facilities Management trades and maintenance shops
 - Custodians for facility
 - Departmental contacts within the facility or near the area with instructions to notify all personnel who might be entering the facility within the time frame
- Contractor posts all exterior entry doors to the building. Minimum size of posting is 8 x 10 inches. Language must be a warning sign against entry during time of non-ionizing radiation activity
- If the area is grounds, contractor cordons off the area and posts watches to keep people away
- Contractor sweeps and confirms the building or area is clear of people
- Contractor calls University Police dispatcher at 650-3555 and notifies of non-ionizing radiation activity just before unit is operated
- After non-ionizing radiation work is completed, Contractor calls University Police dispatcher to notify of completion.
- Contractor removes all postings after work is completed.