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| Radiation incident report |
| Management Licences  *Radiation Act 2005* |
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Management licences issued under the Radiation Act 2005 require radiation incidents to be reported in accordance with the guidance provided in ‘Mandatory reporting of radiation incidents’. Please complete this form in conjunction with this guidance.

Please attach additional sheets and information if required and seek advice from the Radiation Team if you have any difficulties or questions when completing this document.

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| Brief description of the incident. This description must include the following information:  - a radiation dose estimate  - the method used to estimate the radiation dose  - the age or date of birth of the person about whom the radiation dose estimate is being provided  - the sex of the person about whom the radiation dose estimate is being provided | |
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| Details of person submitting the report | |
| Name |  |
| Position |  |
| Organisation |  |
| Date of report |  |
| Telephone |  |
| Email |  |

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| --- | --- |
| Details of the radiation source | |
| DH Reference Number[[1]](#footnote-1) of the radiation source that was involved in the incident |  |
| Confirm the type of source involved[[2]](#footnote-2) |  |
| Details of the incident | |
| Management licence holder’s name |  |
| Management licence number[[3]](#footnote-3) |  |
| Address of the site of the incident |  |
| Date and time of the incident |  |
| In the case of medical incidents involving patients, has the patient been notified? |  |
| Has the organisations OHS/risk management committee been notified? |  |
| What actions could have been taken to prevent the incident? |  |
| What changes have been implemented since the incident? |  |

# Submitting the completed incident report

Email the completed report together with any other relevant attachments such as a detailed investigation report to [Radiation.Safety@health.vic.gov.au](mailto:Radiation.Safety@health.vic.gov.au)

# Need more information?

If you have questions about the incident reporting process, please contact the department on 1300 767 469.

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| To receive this document in another format, phone 1300 767 469, using the National Relay Service 13 36 77 if required, or [email Radiation Team](mailto:Radiation.Safety@health.vic.gov.au) < Radiation.Safety@health.vic.gov.au>.  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Health, January 2022.)  Available at [Radiation website, incident reporting page](https://www.health.vic.gov.au/radiation/incident-reporting) < https://www.health.vic.gov.au/radiation/incident-reporting> |

1. Refer to the management licence to find this number [↑](#footnote-ref-1)
2. For example, CT, linear accelerator, industrial radiography source, sealed radioactive source, unsealed radioactive material [↑](#footnote-ref-2)
3. Refer to the Management licence issued by the Department to find this number [↑](#footnote-ref-3)