

SAFE WORK PROCEDURE (SWP)

Workplace: NeuRA Imaging Centre

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TASK/OPERATION:	Magnetic Resonance Safety – Incidents (SWP03)		
Operating Procedure Developed by:	Facilities Manager, with MRI Facility Committee		
Approved:	COO	Date:	7th December 2021
Reviewed by:	WHS & Clinical Consultant		
Version:	1.1		

Purpose:

The purpose of this document is to outline the procedures that NeuRA Magnetic Resonance Imaging (MRI) Facility users and staff must adhere to when accidents, including near misses and safety incidents occur.

Rationale:

The facility staff need to report and respond to accidents or safety incidents in a timely fashion and also comply with the necessary workplace safety legislation, as well as NeuRA's policies and guidelines. These procedures need to be read in conjunction with all NeuRA's Procedures policies and guidelines.

Procedures:

1. Any incident or accident causing injury to an individual in the Magnetic Resonance Imaging Facility must be reported to the Director NeuRA Imaging, the NeuRA Compliance Manager and the NeuRA Facility Manager and also entered as an incident on the NeuRA Intranet [Injury & Incidents - Operations - NeuRA Intranet](#). Notification must also be made to the Principal Investigator of the study. Reporting of any incident or accident should be reported as soon as reasonably practicable and within 48 hours.

2. MR scanner equipment breakdowns and breakages need to be notified to the NeuRA Radiographer and the Director NeuRA Imaging within the allocated scan time so that the issues can be managed and reported to Philips immediately on 1800251400 and quote the equipment number 78775875. A log of these incidents must be kept by the NeuRA Radiographer.
3. For all incidents whereby an unknown non-MRI compatible material enters the Magnet room but does not cause damage or injury, an Incident Form needs to be completed as a near miss including a detailed description of the event(s). Any incident or accident for near misses should be reported within the allocated scan time to the radiographer.
4. Any incidents that can be classed as a near miss (potential to do harm to participants, staff and equipment) must be reported on an Incident Form located on the Intranet within 48 hours.
5. The NeuRA Incident Report and Investigation Procedure should be followed to review any incidents, accidents or near misses. A panel made up of the Director of Imaging or, if unavailable the Research Radiographer, the NeuRA Compliance Manager, the Facility Manager and a member of the NeuRA WHS Committee should investigate each event with the person involved in the incident as soon as possible after the event and within 7 days. The initial investigation of notifiable incidents or other high-risk events must commence immediately after the incident is reported and include the COO on the investigation panel.
6. Recommendations should be made to eliminate any hazards or potential risks immediately and remedial action noted in the review meeting. A copy of the incident investigation report is to be uploaded to the incident file on the intranet.
7. All safety events must be reported to the appropriate HREC and site governance as per the researcher's approval letter.
8. All medical device safety reports will be reported to the Therapeutic Goods Administration, via Medial device incident reporting & investigation scheme (IRIS) and a copy given to the NeuRA Administration and Compliance Manager.

Relevant Personnel:

- MRI Radiographer – Brendan Moran – Ext. 1110 – Mobile: 0478493698
- NeuRA Imaging Director – Caroline Rae – Ext. 1211 – Mobile: 0407467677
- NeuRA Facilities Manager – Matt Grenfell – Ext. 1821
- Research Governance and Compliance Manager – Deborah McKay – Ext. 1676
- Philips Customer Support – 1800251400

Codes of Practice/Standards:

The Royal Australian and New Zealand College of Radiologists:

- [RANZCR MRI Safety Guidelines | RANZCR](#)
- [Quality and Standards | RANZCR](#)

IRIS (incident reporting & investigation scheme):

[Report a medical device adverse event \(medical device user\) | Therapeutic Goods Administration \(TGA\)](#)

Emergency Procedures:

- Magnetic Resonance Safety – Emergencies (SWP04) <https://imaging.neura.edu.au/forms-policies/>
- NeuRA Incident Report & Investigation Procedure (WHS31)
[Work, Health & Safety - Policies - NeuRA Intranet WHS31](#)
- NeuRA Online Accident & Reporting Tool
[Injury & Incidents - Operations - NeuRA Intranet](#)
- NeuRA First Aid Procedure (WHS20)
[Work, Health & Safety - Policies - NeuRA Intranet WHS20](#)
- Follow NeuRA Emergency Procedures Flipchart 2018 located near the MRI control room phone or on NeuRA Intranet
[Emergency Procedures Guide](#)