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SECTION 1 - INTRODUCTION

PURPOSE
The purpose of this guideline is to ensure that the facility and equipment is maintained in a hygienic manner and that faulty equipment is reported efficiently and repaired by the correct technician/specialist in a timely manner.

SCOPE
These guidelines for safe work instructions apply to tasks associated with facility maintenance including cleaning, equipment servicing and faulty equipment within the MRI facility.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>MRI Facility</td>
<td>Zones I-IV of the MRI Rooms in the basement of Advanced Technologies Centre (ATC), Zone I is the corridor with Public Access. Refer MRI-09 Health and Safety Risk Assessment, 1.6 Floor Plans of MRI Facility</td>
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<tr>
<td>MR SAFE</td>
<td>Means that an object or device, when used in the MR environment, will present no additional risk to the participant but may affect the quality of the diagnostic information.</td>
</tr>
<tr>
<td>MR CONDITIONAL</td>
<td>Means that an object or device, when used in the MR environment, is MR safe and will not significantly affect the quality of the diagnostic information, nor will its operation be significantly affected being in the MR environment.</td>
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CONTEXT

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<tr>
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SECTION 2 - UNIT RULES

1. Keys

1. Four keys are to be issued for the locked doors to Zone IV:
   a. Siemens
   b. The MRI Principal
   c. The MRI Radiographer
   d. One other Senior MRI Staff member
2. Access of the senior MRI staff members will be monitored on a daily basis by the MRI Principal or Radiographer
3. The following personnel may be provided with keys for locked doors to Zone III:
   a. Senior MRI staff
   b. FLSS Laboratory Manager
   c. Security
4. The following personnel may be provided with keys for locked doors to Zones 1 & 2:
   a. Senior MRI staff
   b. Junior MRI staff
   c. Cleaners
   d. Facilities
   e. FLSS Laboratory Manager.

2. Cleaning of MRI Facility

1. All cleaners to be trained in MRI Facility safety procedures before being given cleaning duties in the Facility. Training Records to be completed and filed in reception area.
2. All cleaners must have completed a "PreScan Questionnaire (MRI-14 or MRI-15) and be approved to enter the MRI Facility before being assigned duties in the MRI Facility.
3. At least two cleaners will be trained for safe access to the MRI facility (MRI-03), one primary cleaner and one backup cleaner.
4. Cleaning in the MRI Room (Zone IV) is to consist of a dry mop and dust once a week. It is preferable that cleaners come in when an MRI operator is present at a consistent time each week (eg 9am Monday).
5. The Equipment Room (Zone III) is to be cleaned on request only.
6. The Console Room (Zone III) and Reception area (Zone II) are to be dusted and vacuumed daily.

3. Servicing and Faulty Equipment

1. Servicing of the MR instrument is to be carried out by Siemens quarterly. This is to be pre-arranged. Helium top ups will occur at this time.
2. Transportation of compressed and liquefied gases must be conducted in accordance with existing Swinburne safe handling guidelines.
3. If the MRI is not functioning correctly, Siemens is to be called immediately on 1800 227 587. The serial number of the instrument is 33440, this will need to be quoted.
4. For other faulty equipment, a Faulty Label must be placed on the equipment/instrument, it is NOT to be used under any circumstances. The receptionist must arrange with the appropriate service provider to repair the equipment/instrument. The Faulty Label is to be updated with the maintenance progress in accordance with Swinburne tag policy.
5. Please refer to MRI-11 Service Suppliers and Maintenance Schedule.
6. All service people entering Zone (III and IV) will need to undergo training and scanning before entering the room. Training Records and a PreScan Questionnaire will need to be completed and approved before being given access. For more details, refer MRI-06 Safe
4. **Labelling of MRI safe equipment**

Only equipment items labelled MR SAFE or MR CONDITIONAL may be taken into Zone IV.
SECTION 3 - RELATED MATERIAL

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<tr>
<th>Name</th>
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<tr>
<td>MRI-3 Training Completion Record</td>
<td>MRI Reception</td>
<td>SOP</td>
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<tr>
<td>MRI-14 Pre Scan Questionnaire</td>
<td>MRI Reception &amp; Facilities Office</td>
<td>SOP</td>
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SECTION 4 - GOVERNANCE

RESPONSIBILITY

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<tr>
<th>Owner</th>
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VERSION CONTROL AND CHANGE HISTORY

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<tr>
<td>R1</td>
<td>27/6/2011</td>
<td>Susan Rossell (MRI Principal)</td>
<td>First released version prepared by Vitas Anderson, Angela McKellar &amp; Susan Rossell</td>
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