



Guidance Note GN-002

Guidance for documenting a company RF policy



MATS Group Guidance Note

Guidance for documenting a company RF policy

1 Introduction

Sometimes a company may be asked to demonstrate what measures it takes to anticipate and manage Radio Frequency (RF) hazards. What follows is a high-level checklist of points that should be addressed. It is not an exhaustive list – other points may be relevant to a particular circumstance – and the detail included will vary depending on the type of work the company undertakes. It will however act as an aide-memoire for the type of information that should be covered in a policy on RF Safety.

2 Legislation and guidelines

Demonstrate full awareness of the requirements of the Control of Electro-Magnetic Fields at Work Regulations (CEMFAWR). How does that work for you in practice? What are your default working limits? How do you manage any exceptions, if you have any?

3 Risk Assessment

Detail how you will undertake a suitable and sufficient assessment of the risks to employees.

arising from their exposure to electromagnetic fields including indirect effects and any effects on employees at particular risk.

4 Equipment at each site

Are you able to identify all the users of each tower, mast or structure and do you know how to contact them?

Do you know what is currently active on each structure and the emergency closedown procedure?

What is your process to inform site visitors of other equipment that you are aware of on the site, to assist them in their risk assessment and task planning?

5 Training

What training is your staff given in RF safety awareness? Who is providing it and what is the syllabus and course duration? What is the refresher period?

6 Provision of safety equipment

What type of personal monitors (make and model) do you use? What threshold do they alarm at?

What are the calibration arrangements (how often and by whom), what is the process for calibration, and who is responsible for ensuring the units are regularly calibrated?

What is your policy for monitor use, for example for people climbing or working on rooftops (e.g. one each or one per team)?

What do you expect people to do when their monitors alarm and how are they informed? What action is to be taken, and what are the escalation routes?

7 Signage

What is the RF signage policy for your sites, and where is it documented?

What procedures do you have in place to ensure that the signage policy is endorsed and followed on all new sites and existing sites?

8 Overexposure and contra-indications

What action is to be taken if RF overexposure is suspected? Where is it documented?

Do you know the full postal address with postcode in the event that you need to call the emergency services and are these clearly displayed and visible to staff working at the site?

What is the screening procedure you use to identify persons at particular risk including those with implanted medical devices or other contra-indications for working with RF (for example via a climbers' medical)?

9 Safety Surveys

If your company carries out RF safety surveys or RF safety measurements, what type of equipment is used for this (make, model and calibration arrangements)? Is there a list of people who are approved RF surveyors? How is their competence assessed?

10 Policy Ownership and Review

Who is responsible for drafting and approving the RF Safety policy? What is the document review period?

11 Related Documents

- MATS Group Guidance Note GN-004 – Guidance for Doctors in the Assessment and Acute Treatment of a Patient Suspected of Over-exposure to Radio Frequency Radiation
- MATS Group Guidance Note GN006 – Principles for Access to Radio Sites
- MATS Group Guidance Note GN-007 – Lifting Equipment onto Roof Tops
- The Control of Electromagnetic Fields at Work (CEMFAW) regulations <http://www.legislation.gov.uk/ukxi/2016/588/contents/made>
- HSE guidance to CEMFAW regulations <http://www.hse.gov.uk/pubns/books/hsg281.htm>

The information in this document does not absolve contractors or suppliers from their responsibility to identify and comply with all relevant legislation, regulations and legal standards nor does it take precedence over laws, regulations and external standards.