

Laser Safety Standard – Quick guide to what you have to do¹

Key: ✘ not required ✔ required ✔ required for open beam work or under certain circumstances

Risk Control Measure	Who takes action and briefly what they need to do	Laser Class						
		1	1M	2	2M	3R	3B	4
Identification of Lasers/ Laser Inventory	Responsible person– identify the lasers they responsible for and inform the DNIRPA, as well as any significant changes in equipment for the departmental laser inventory DNIRPA ² – maintain an up to date laser inventory for the department and informs the UNIRPA of any change concerning 3R, 3B and 4 lasers. UNIRPA - maintain an up to date high risk laser inventory for the University	✘	Useful to note	✘	Useful to note	✔	✔	✔
Risk assessment	Responsible person - ensure risk assessments are carried out before laser work starts, as the work changes and communicate findings to the people at risk	Not required	Low risk	Not required	Low risk	Low risk	High risk	High risk
Laser scheme of work	Responsible person – ensure laser scheme of works are developed from the risk assessments and communicate the scheme to the people at risk Laser user – understand and the follow laser scheme of work(s)	✘	✘	✘	✘	✔	✔	✔

¹ Refer to the Laser Safety Standard for clarification, additional details and resources.

² Where there is no appointed DNIRPA the DHSO or HSLO may need to keep records.

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Laser local rules	<p>Head of department - ensure laser local rules are developed, implemented and reviewed regularly.</p> <p>Responsible person³ – assist the DNIRPA in developing departmental laser local rules and implements the rules in their area of responsibility</p> <p>DNIRPA – develop laser local rules in conjunction with the responsible person(s) in the department and review them regularly</p> <p>Laser users and others⁴ – understand and follow the departmental laser local rules</p>	✘	✘	✘	✘	✔	✔	✔
Record/Registration of Users of Lasers	<p>Responsible person – identify who is a laser user through the risk assessment and inform the DNIRPA for the departmental laser user register</p> <p>DNIRPA – maintain an up to date record of registered laser users in the department and informs the UNIRPA on high risk users</p> <p>UNIRPA - maintain a record of registered laser high risk users in the University</p>	✘	✔	✘	✔	✔	✔	✔
Laser controlled area	<p>Responsible person – identify laser control areas under their responsibility and manage the laser risks in that area. Ensure correct hazard signs are on the entrance to laser control area.</p> <p>Laser user - know and follow the local arrangements for the laser control area(s)</p>	✘	✔	✘	✔	✔	✔	✔

³ Managers, principal investigators and academic supervisors will be referred to *responsible persons* in this Standard

⁴ Cleaners, maintenance, serving contractors, members of staff not directly involved with the laser work are *others* in this Standard

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Labelling of Lasers	Responsible person - ensure lasers have the correct hazard labels	✘	✔	✔	✔	✔	✔	✔
Training - basic laser safety	Responsible person – ensure basic laser safety training is given to the identified people at risk and keep records Laser user and others – attend training	✘	✔	✘	✔	✔	✔	✔
Training - additional laser safety (based on risk)	Responsible person – ensure training is given to the identified people at risk and keep records of the training Laser user and others – attend training	✘	✘	✘	✘	✔	✔	✔
Training – specific laser equipment training	Responsible person – ensure training is given to the identified people at risk and keep records of the training Laser user – attend specific laser training	✘	✔	✘	✔	✔	✔	✔
Training records	DNIRPA – maintain departmental training records	✘	✔	✘	✔	✔	✔	✔
Emergency procedure for exposure to high risk lasers (including an emergency notice card)	Responsible person – communicate emergency procedure for exposure to high risk lasers (including an emergency notice card) to people at risk Laser user – understand the emergency procedure for exposure to high risk lasers (including an emergency notice card) and follow the emergency advice given if exposed DNIRPA – communicates current emergency procedure for exposure to high risk lasers (including an emergency notice card) and information to responsible person	✘	✘	✘	✘	✔	✔	✔

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Reporting laser safety incidents	Responsible person - ensure laser users know how to report laser incidents Laser user and others – know how to seek medical assistance and report a laser incident DNIRPA - ensure laser incidents are reported immediately to the UNIRPA and carry out an investigation	✔	✔	✔	✔	✔	✔	✔
Management of contractors	DNIRPA and responsible person – plan and communicate with the contractor before work takes place to ensure risk assessment are carried out. DNIRPA and responsible person– approve the contractor’s risk assessment and method statement DNIRPA – record transfer of responsibility over to the contractor, where necessary Contractor – submit a risk assessment and method statement to DNIRPA and responsible person for approval before work starts and be the responsible person in charge of the laser controlled area when required Estate Management Section – provide advice on Permits to Work, where necessary	✘	✔	✘	✔	✔	✔	✔
Off site laser work	Head of Department – give permission to the responsible person to work off site Responsible person – provide risk assessment, scheme of work and HoD permission to the DNIRPA and UNIRPA for approval DNIRPA and UNIRPA – review risk assessment and scheme of work and give approval.	✘	✘	✘	✘	✔	✔	✔