

# Laser Safety Policy – Quick Guide to roles and responsibilities

**Key:** ✗ not required   ✓ required   ✓ open beam work or under certain circumstances

	Head of Department	Academic Supervisors, Principal Investigators and Managers <sup>1</sup>	Laser Workers	Departmental Non Ionising Radiation Protection Advisor (DNIRPA)	University Non Ionising Radiation Protection Advisor (UNIRPA)	Laser Class						
						1	1M	2	2M	3R	3B	4
<b>General responsibilities<sup>2</sup></b>	Implement the Laser Safety Standard in their department if lasers are used for research or work activities.  Appoint a DNIRPA where class 3B or 4 lasers are used.	Ensure the day-to-day health and safety laser management of individual research projects or work activities  Implement the Laser Safety Standard in their area of responsibility.	Follow the Laser Safety Standard.  Follow the advice of the 'responsible person' and/or the DNIRPA.	Ensure departmental lasers are used in accordance with the AURPO Guidance.  Carry out routine inspections to ensure compliance with the Laser Safety Standard.	Develops and regularly reviews the Laser Safety Standard.  Carry out laser safety audits.  Update DNIRPA on laser safety topics.	✗	✓	✗	✓	✓	✓	✓
<b>Risk Control Measure</b>												
<b>Risk assessment</b>		Ensure appropriate risk assessments are carried out before work starts and as work changes.	Understand the risk assessment and the risk controls in place to ensure their safety.	Provide advice and support on carrying out the risk assessment.	Provide advice and support on carrying out the risk assessment and the risk assessment process.	Not required	Low risk	Not required	Low risk	High risk	High risk	High risk

<sup>1</sup> 'responsible person'.

<sup>2</sup> General responsibilities in addition to those stated in the University's *Health, Safety and Wellbeing Policy* and *Code of Practice: Managing Health and Safety*  
NIR Standard\_Laser Safety Standard\_Quick Guide\_role\_responsibilities\_V2\_last updated June 2014

		<p>Communicate risk assessment findings to the laser workers and others who may be affected by the work.</p> <p>Ensure the risk assessment is available to the laser workers, the DNIRPA and UNIRPA.</p>										
<b>Laser scheme of work</b>		Develop from the risk assessment.	Follow the laser scheme of work.	Ensure schemes of work are in place before work starts, when required.		x	x	x	x	✓	✓	✓
<b>Departmental laser local rules</b>	Ensure laser local rules are developed and implemented.	Implement laser local rules in their area of responsibility.	Follow the laser local rules that apply to them.	Develop the departmental laser local rules and reviews them regularly.		x	x	x	x	✓	✓	✓
<b>Laser inventory</b>		Identify lasers they are responsible for and notify the DNIRPA		<p>Have systems in place to record when lasers are acquired, stored, used and disposed of in the department.</p> <p>Manage the laser inventory.</p> <p>Make the inventory available to the UNIRPA.</p>	Keeps copy of each departmental inventory.	x	Useful to note	Useful to note	Useful to note	✓	✓	✓

				Notify UNIRPA of significant modifications or new laser operation.								
<b>Hazard labels on lasers</b>		Ensure their lasers have the correct safety labels.		Ensure lasers are correctly labelled (AURPO Appendix 10)		x	✓	✓	✓	✓	✓	✓
<b>Laser controlled area</b>		Manage the laser controlled area they are responsible for.		Ensures adequate facilities are available for the laser class.		x	✓	x	✓	✓	✓	✓
<b>Registration of laser users/records</b>		Identify laser users and others potentially affected by the work through the risk assessment process.  Register laser users with the DNIRPA.  Provide adequate supervision for laser users.		Maintain laser user records.  Identify authorised high risk laser users.  Have the register available to the UNIRPA	Keep copy of each departmental register.	x	✓	x	✓	✓	✓	✓
<b>Training records</b>				Maintain training records.  Have the record available to the UNIRPA		x	✓	x	✓	✓	✓	✓
<b>Training - basic</b>		Ensure training is given to identified personnel.	Attend training before work starts.	Ensure basic training is delivered before work starts.	Provides basic laser safety training materials.	x	✓	x	✓	✓	✓	✓

				Ensures appropriate refresher training is carried out.								
<b>Training - additional training based on laser class</b>		Ensure training is given to identified personnel.  Training includes risk assessment and laser scheme of work	Attend training before work starts.	Ensures training is delivered before work starts.  Ensures appropriate refresher training is carried out.		✗	✓	✗	✓	✓	✓	✓
<b>Training – specific laser training (operating techniques)</b>		Ensure training is given to identified personnel.	Attend training before work starts	Ensures training is delivered before work starts.  Ensures appropriate refresher training is carried out.		✗	✓	✗	✓	✓	✓	✓
<b>Reporting laser safety incidents</b>		Ensure incidents are reported in line with the University's Incident Reporting procedures.	Report laser safety incidents immediately and seeks medical assistance	DNIRPA reports incidents to UNIRPA  Carry out an incident investigation.	Report the incident to RIDOOR if necessary.  Assist the DNIRPA in the investigation	✓	✓	✓	✓	✓	✓	✓
<b>Emergency procedure for exposure to high risk lasers (including an emergency notice card)</b>		Communicate specialist emergency details to laser users and make them available in the laser controlled area.	Understand and follow the emergency advice if exposed.	Communicate the current emergency procedure for laser injuries to the department.	Liaises with OH on emergency procedure and updates the DNIRPA.	✗	✗	✗	✗	✓	✓	✓

<b>Management of contractors</b>		Provide information on the hazards and risk presented by the lasers or laser controlled area		Liaises with the University contact for the contractor in good time before work is carried out.		x	✓	x	✓	✓	✓	✓
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