



# Laser Safety Checklist

Use this checklist to evaluate the laser safety program in your lab.

This checklist is intended for Class 3B and Class 4 laser users. Note that not all safety items on this checklist will apply to your laser safety program. The OSU Laser Safety Manual provides details on laser safety requirements. For more information see the OSU Laser Safety Webpage:

<http://oregonstate.edu/ehs/laser>

Abbreviations use in this form: **NHZ**=Nominal Hazard Zone; **LCA**=Laser Controlled Area; **SOP**=Standard Operating Procedure

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**PI:** \_\_\_\_\_ **Auditor:** \_\_\_\_\_ **Audit Date:** \_\_\_\_\_

**Contact name during audit:** \_\_\_\_\_

**Building/Room:** \_\_\_\_\_ **Type of Audit:** Annual/New/Self-Assessment/other: \_\_\_\_\_

**Laser Model/Serial #:** \_\_\_\_\_ **Laser Class:** 3B / 4 / other: \_\_\_\_\_

**Laser Registered with EH&S:** Y / N (Class 3B/4 only) **Laser in storage, last use, next planned use?:** \_\_\_\_\_

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## Documents and Security

Each user has completed EH&S online laser safety training for Class 3B and 4 Lasers	Yes / No / NA
Each user has completed laser-specific training	
SOP's available for all Class 3B and 4 lasers	Yes / No / NA
Alignment procedures/type of alignment laser	HeNe / Diode / IR / (NA) / other:
Interlock check sheet available and current	Yes / No / NA
Access door illuminated signs and interlocks functional	Yes / No / NA
Access door signs current format; emergency contact current (include ancillary doors), eyewear req posted	Yes / No / NA

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## Laser Safety Controls

<b>Laser classification labels present for commercial units</b>	Yes / No / NA, explain:
<b>Protective housings in place</b>	Yes / No / NA, explain:
<b>Beam shutters interlocked &amp; functioning as per interlock check sheet</b>	Yes / No / NA
<b>Interlock bypass functioning (=15 seconds)</b>	Yes / No / NA

## Engineering and Administrative Controls

Use the following to ensure the laser beams (direct and reflected beams) are not a hazard to persons sitting or standing, not at eye-level of workers at workstations, or exiting windows or doors

<b>Beam path</b>	Totally open / completely enclosed / combination
<b>Beam path enclosed - method</b>	Tubes / perimeter guards / panels / Class 1 product / fiber
<b>Beam blocks</b>	Secured / loose / NA
<b>Non-essential reflective materials out of beam paths and surroundings</b> (general housekeeping in the NHZ)	Yes / No / NA
<b>Lasers &amp; optics secured to table</b>	Yes / No / NA
<b>Upward directed beams are labeled</b>	Yes / No / NA
<b>Collecting optics used in room with potential to magnify laser light</b> (circle applicable)	Microscopes / binoculars / telescopes / NA

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## Other

<b>Proper eyewear available for all personnel, wavelength and OD ok</b> ( <i>sufficient quantity, in good condition: clean, no observable cracks or scratches</i> )	Yes / No / NA
<b>Proper storage of eyewear</b>	Yes / No / NA
<b>Proper skin protection available and used</b> ( <i>e.g. for open-beam UV lasers</i> )	Yes / No / NA
<b>Unattended laser operation</b> ( <i>Signs posted, emergency contact and procedures included</i> )	Yes / No / NA
<b>HV hazards minimized</b>	Yes / No / NA
<b>Fiber optic used</b>	Yes / No / NA
<b>Sharps container for fiber tools</b>	Yes / No / NA
<b>Fiber ends/connectors labeled</b>	Yes / No / NA
<b>Other non-beam hazards minimized</b>	Yes / No / NA
<b>Are gases, vapors, fumes controlled?</b> ( <i>laser system chemicals, cleaning solvents properly stored</i> )	Yes / No / NA
<b>For Class 3B or 4 laser, describe LCA and NHZ</b>	<p><b>LCA:</b> Entire Room, doors secured, other- explain:</p> <p><b>NHZ:</b> Behind barriers, describe: Other, explain:</p>