Environmental Health & Safety

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?:**

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

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

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

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Other

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