

LASER SAFETY SELF-INSPECTION CHECKLIST

Lab Supervisor _____ Inspected By: _____

Building & Room _____ Date: _____

This checklist should be used in conjunction with the more general Laboratory Self-Inspection checklist. PIs/LSCs are responsible for ensuring that inspections are conducted annually and that completed checklists, including any corrective actions taken, are maintained for a minimum of one year.

Annual Inspection Items

1. All authorized users and training dates listed in SOP?	yes	no
2. Are written standard operating, maintenance, and alignment procedures kept with laser equipment?	yes	no
3. Have all commercially produced Class 3b and 4 lasers and all lasers made or modified on campus been registered with the University's Laser Safety Officer (LSO)?	yes	no
4. Are class 3b and 4 lasers posted to indicate that the use of eyewear is required to operate the device?	yes	no
5. Protective housing intact and interlocks tested or alternative controls reviewed by LSO and in SOP?	yes	no
6. Access to laser controlled to prevent persons being accidentally exposed to the laser beams by posting or controlling the entrance?	yes	no
7. Laser controlled areas posted and equipment labeled with approved signs and labels?	yes	no
8. Are windows and ports, which could allow a laser beam to stray into uncontrolled areas covered or protected during laser operation?	yes	no
9. No exposed wiring or circuits?	yes	no
10. Beam stops present at end of all beam paths & non-combustible?	yes	no
11. Barriers/screens (if present) non-combustible & no burn holes?	yes	no
12. Is an inspection covering the items listed below performed prior to each operation?	yes	no
a. Protective eyewear is appropriate for laser operation and is clean/ free of damage?		
b. All beams traced and dumped?		
c. Mirror backs covered?		
d. Beam path enclosed where possible?		
e. Optical bench free of unnecessary reflective items?		
f. If beam crosses walkway, are there posted barriers, is a rope or chain placed across path during operation?		

13. List any other safety deficiencies found.

List corrective actions taken for any identified deficiencies.