

UNIVERSITY OF KANSAS - LAWRENCE CAMPUS LABORATORY SAFETY MANUAL PART V - LASER SAFETY PLAN

Appendix 8.4 - Standard Operating Procedures for Laser Systems

- 1) One should never look directly into any laser beam, and the beam should never be pointed at an individual.
- 2) Approved eyewear should be worn as specified for the type/class of laser whenever it is in operation.
- 3) Lasers should not be operated at eye level.
- 4) Only authorized users shall operate the laser system.
- 5) Individual's present shall be warned when the beam is operating, and all required safety measures shall be satisfied.
- 6) An active laser should not be left unattended unless it is part of an approved and controlled environment and designed for such an operation.
- 7) Extreme care should be exercised in all procedures which might result in inadvertent reflections of the laser beam. Individuals should not wear bright, reflective jewelry or other objects.
- 8) Beam stops (diffuse/non-reflective), collimators, and barriers should be used whenever feasible.
- 9) The lowest possible beam power should be used for alignments.
- 10) Occupancy should be kept as low as possible, and all occupants should be authorized users/occupants.
- 11) The protective housings of the laser system should not be removed.
- 12) The laser shall be secured against unauthorized use.
- 13) The EHS-Laser Safety Officer shall be informed of any new, modified, relocated, disposal or transfer of a laser system.
- 14) Laser safety system interlocks should never be by-passed or over-ridden.
- 15) All accidents or suspected eye injuries are to be reported to the EHS-Laser Safety Officer.