LASER SAFETY CODE OF PRACTICE

- The University of Liverpool will ensure, as far as reasonably practicable, the health and safety of its employees and students, of contractors working on the premises, and of members of the public who may be exposed to laser radiation or who may come into contact with laser emitting equipment.

- The University of Liverpool will take all necessary steps to ensure compliance with the relevant British Standard [1] and the AURPO Guidance on the Safe Use of Lasers in Education and Research [2].

- An individual Head of Department is ultimately responsible for the safe use of all lasers within their own department.

- Responsibility for advising managers, departmental heads, staff, students and the general public on laser safety matters will lie with the Laser Protection Adviser (LPA) appointed by University of Liverpool.

- For Lasers above Class 2:
  - Each Laser must be registered with the Radiation Protection Office.
  - The Head of Department shall appoint, in writing, a suitable trained Departmental Laser Protection Supervisor (DLPS) who will be responsible for supervising laser work and ensuring that any local laser safety rules are adhered to. Full duties of the DLPS are detailed in separate information sheet (Duties of the Departmental Laser Supervisor).
  - The DLPS shall ensure that a suitable and sufficient risk assessment is completed prior to the use of a new, or significantly altered, laser system or procedure. This risk assessment shall not only address the laser beam hazards, but also other hazards associated with the laser equipment and process e.g. electrical and chemical. Any control measures identified as necessary must be in place prior to operating the laser system.
  - The DLPS, in consultation with the LPA, shall ensure that local laser safety rules are drawn up, particularly if a Laser Controlled Area (LCA) has been established. The rules should contain names and contact details of duty holders, description of laser system, description of LCA, safe operating procedures and contingency plans. They should also contain any special procedures for beam alignment or maintenance.
  - A list of all adequately trained users who are authorised to use the laser system must be established. This should detail their training with respect to the laser system. The individual users should sign the list to indicate that they have read and understood both the local rules and the risk assessment.
  - If identified as required by the Risk Assessment, appropriate Personal Protective Equipment (PPE) must be provided e.g. goggles, and these must be compliant with the relevant British Standards [3,4].
  - Any safety instructions supplied by the manufacturer and/or installer of the laser system must be adhered to.

- Individual laser workers are required to work with their laser system in such a way that they:
  a) exercise reasonable care
  b) use any PPE provided
  c) report any defect in such equipment
  d) undertake any training deemed necessary
  e) immediately report to the DLPS of any incident with the laser and/or associated equipment.

- References
  2. AURPO Guidance Note No.7 2006 edition
  3. BS EN207:1999. Filters and Eye Protection against Laser Radiation