



Laser Self-Audit

Building Name:	Lab/Room Number:
Department:	PI:
Audited By:	Date:

Posting(s)

	Yes	No	N/A
Entry and Ancillary Doors Posted:			
Emergency Contact Information Correct:			

Inventory

The purchase of new lasers, the reinstallation of old lasers, and the significant reconfiguration of current lasers must be discussed with the Laser Safety Officer and a laser registration form completed. Safety issues associated with such installations, including, but not restricted to: laser type, power, arrival and installation dates, safety signage and proposed safety procedures will be discussed. The new laser will not be commissioned until the Laser Safety Officer has inspected it and approved it for use.

	Yes	No	N/A
Registered with EHS? If "No", register at https://ehs.unm.edu/research-safety/laser-safety.html			
Inspected by Laser Safety Officer?			
Total Number of Lasers:			

Hazard Controls

	Yes	No	N/A
Are lasers, beam steering optics and sample housings fixed firmly in position so that the beam cannot be accidentally knocked out of alignment? Mirrors mounted on horizontal rods via clamps on vertical posts can be easily misaligned, increasing the probability of the beam being deflected into the operator's eyes.			

Comments:

	Yes	No	N/A
As far as is reasonably practicable, are all laser beams tubed/boxed/shielded/dumped, to prevent accidental exposure to personnel? Shielding must be suitable for the wavelength and the power of the laser. Always attempt to arrange laser beams in a single horizontal plane configuration. All stray beams must be terminated.			

Comments:

	Yes	No	N/A
Are all laser beams travelling upwards in the vertical plane terminated safely at a height that prevents accidental beam exposure to personnel leaning across the optical table? Vertical beam configurations, especially periscope arrangements, are a high risk to personnel and must be avoided where possible.			

Comments:

	Yes	No	N/A
Is it a normal practice, at the start of work and other appropriate times, for the user to ensure the experimental configuration is as it was left at the previous session?			
Comments:			
Are remote methods used wherever possible to aid laser beam alignment?			
Comments:			
If it is necessary to transmit a laser beam from the optical table to a remote experimental site, has the use of optical fibers been considered? If in use, are they connected?			
Comments:			
Are seating arrangements such that the laser operator's eye level is above the laser beam height?			
Comments:			
Is all required signage available and current?			
Comments:			
Are all reflecting hand and wrist jewelry removed during use (including alignment)?			
Comments:			
Does the user check for stray reflections as part of routine work practice?			
Comments:			
Are curtains and barriers physically compromised; for example, holes and dents?			
Comments:			
Are illuminated warning signs and lights operable and utilized outside the entrance?			
Comments:			
Are the laser protective eyewear for this area the approved type for the laser wavelength and power, including those instances where procedures involve significant adjustment work on lasers?			
Comments:			
Is the laser protective eyewear in good physical condition?			
Comments:			
Are all electrical and other non-beam hazards addressed? If not, list below items to be addressed.			
Comments:			

	Yes	No	N/A
If necessary, is a sharps container in use?			
Comments:			
Are there written alignment procedures, and are they accurate?			
Comments:			
Are there barriers separating workstations? Are they in good condition? Are they used?			
Comments:			
Is the system routinely used by non-laser users?			
Comments:			
Are optical tables and associated metal structures properly grounded?			
Comments:			
Is training current for all users?			
Comments:			
Is skin protection appropriate for the laser; for example, gloves and clothing, available and being used?			
Comments:			
Is there a SOP for each laser/system, and is the information still accurate?			
Comments:			
Have all engineering controls required for this laser experiment been listed above?			
Comments:			
If there is a risk of exposure associated with any of the above questions, please indicate the control measures that are or need to be put in place to reduce the associated risk, as well as any further comments regarding the reviewed area in the space below.			