**Appendix 3**

**LASER LOCAL RULES (LS-3)**

| **LASER LOCAL RULES (LS-3)** | **Laser Ref. No:** |  |
| --- | --- | --- |
| **Policy Note:** Laser Local Rules are required when engineering controls are not adequate to fully control any significant risk from a laser beam. |
| ***A copy of these Local Rules must be appended to the relevant Laser Registration Form*** ***(LS-1) and Risk Assessment (LS-2)*** |

1. **TRAINING REQUIREMENTS FOR AUTHORISED USERS**

All persons present during operation of the lasers must be trained as follows:

* Attendance on the ‘Introduction to laser safety’ seminar by the Departmental Laser Supervisor or University Laser Safety Officer.
* Group laser training regarding local rules, protocols and the specific laser systems to be used. This will include:
	+ Understanding of every single component, beam path, wavelengths, pulse energies and pulse durations on the laser table
	+ General operation of the laser system and accompanying experimental equipment.
	+ Understanding of the hazards associated with the laser system.
	+ Laser start-up and shutdown procedures.
	+ The correct use and limitations of control systems (enclosures, interlocks, warning lights, curtains, ventilation)
	+ Selection, use, storage and limitations of personal protective equipment.
	+ Supervisory arrangements, specifically any activity that requires close supervision.
	+ Entry requirements for non-authorised users into the Laser Controlled Area.
	+ Emergency procedures and accident reporting arrangements.

Those persons authorised to use the laser are named and listed in individual Laser User Training Records.

1. **LASER CONTROLLED AREA**
2. **PROCEDURES**
3. **PROTECTION MEASURES - SUMMARY**
	1. **Engineering controls:**
	2. **Administrative controls:**
	3. **Personal protective equipment (In addition to normal laboratory procedures):**

|  |  |
| --- | --- |
| Make: |  |
| Model: |  |
| Serial no: |  |
| General eyewear - EN207 L scale |  |
| Make/Model (As per EN207 requirements) |  |

* 1. **Monitoring:**
1. **EMERGENCY PLAN**
* In case of emergency, all beams must be safely isolated or the power to the laser switched off using the emergency stop at the lasermet interlock system or the mains switch on the east wall next to the Laser.
* If necessary, switch off the laser power by pressing the Lasermet emergency stop button.
* The laboratory may be accessed in an emergency via the break glass point located next to the keypad. The laser power is automatically switched off when the break glass point is used.
* In addition to the beam, all other potential hazards must be made safe, electrical supply (as necessary).
* First Aid assistance must be obtained for anyone who is injured. If a Laser eye strike is suspected, the person must be sent to the John Radcliffe Eye Hospital:
* Note: Eye Casualty, John Radcliffe Hospital, Oxford. Tel: 01865 234800.
* The hospital should, ideally, be notified before the person arrives
* The laser registration form and these local rules must be sent with the individual, to help the hospital assess the injury.
* Following any laser injury, the University Occupational Health Service and Safety Office must be contacted and/or an accident form submitted. This must be done as soon as possible or at least within 24hrs. Once the area has been made safe, the state of the room should be maintained, in case a follow-up inspection is required.