**Appendix 4**

**LASER USER AUTHORISATION/TRAINING RECORD (LS-4)**

| **LASER USER RECORD (LS-4)** | **Laser Ref. No:** |  |
| --- | --- | --- |
| **Policy Note:** Laser Users must be authorised by their supervisor before operating a laser and an individual training record must be maintained.  |
| ***A copy of each Laser User Registration/Training Record must be appended to the relevant Laser Registration Form (LS-1), Risk Assessment (LS-2) and Local Rules (LS-3)*** |
| **1. Authorisation** |
| **Name** ***(please print):*** |  |
| **Status*****(Circle as appropriate):*** | Principal Investigator / Technician / Research Assistant / Postdoctoral scientist / Postgraduate student / Undergraduate student / Visitor / Other: |
| **Email:** |  |
| **Supervisor:** |  |
| **Department:** |  |
| **User declaration:*** I have read and understood the information provided to me in relation to the above system.
* I agree to abide by the safety requirements as identified within the University Policy Statements, Laser Risk Assessment, and Laser Local Rules.
* I agree to undergo laser safety training as identified by the supervisor.
* I understand the need to inform the supervisor of any known eye condition that I may have, which could increase the risk of using the laser system.
 |
| Supervisor declaration:Prior to any ongoing training detailed below, I declare *(delete as appropriate)* that the person: A – May not begin work without supervision from myself.B – May not begin work without supervision from a nominated person.C – May not start work without additional instruction from myself or the nominee. D – Is competent to begin work without supervision or instruction. |
| **2. Ongoing training (as required)** |
| **Training requirement** | **Supervisor****Declaration****(A, B, C or D)** | **Training completed - date** | **Supervisor -** **signature** | **User -** **signature** |
| Department introduction to laser safety training |  |  |  |  |
| Risk Assessment |  |  |  |  |
| Laser Specific Local Rules – General Operation/Emergency |  |  |  |  |
| Laser Specific Local Rules – Alignment/Maintenance |  |  |  |  |
| *Other:* |  |  |  |  |
| *Other:* |  |  |  |  |