LASER SAFETY SELF-INSPECTION CHECKLIST

Lab Supervisor		**Inspected by**	
Building & Room		**Date**	

This checklist should be used in conjunction with the more general Laboratory Self-Inspection checklist. PIs/LSCs are responsible for ensuring that inspections are conducted annually and that completed checklists, including any corrective actions taken, are submitted to the LSO, LeAnne Amoroso, leannew@stanford.edu, no later than the end of the month in which it is due. A copy must also be maintained in the Lab for a minimum of one year.

Annual Inspection Items

Documentation & Training	Yes	No	N/A
Are all authorized users registered with the laser safety program and listed in the SOP?	☐	☐	☐
Are all authorized users current with their training?	☐	☐	☐
Have the lasers listed as authorized on the SOP been changed (new Class 3b or 4 laser added, laser removed from service, etc.)?	☐	☐	☐
Have the operations and configuration of any authorized lasers changed in a significant manner (e.g., change in layout, configuration, wavelength, etc.)?	☐	☐	☐
Are written standard operating, maintenance, and alignment procedures kept with laser equipment?	☐	☐	☐
Have all laser accidents, incidents, or near misses been documented?	☐	☐	☐
Postings and Communication			
Are class 3b and 4 lasers posted to indicate that the use of eyewear is required to operate the device?	☐	☐	☐
Is protective eyewear available and correct for wavelengths in lab use and marked with wavelength and optical density?	☐	☐	☐
Are laser controlled areas posted and equipment labeled with approved signs and labels?	☐	☐	☐
Is access to laser controlled to prevent persons being accidentally exposed to the laser beams by posting or controlling the entrance?	☐	☐	☐
Safety Conditions			
Are protective housing intact and interlocks tested or are alternative controls reviewed by LSO and in SOP in place and operational?	☐	☐	☐
Are windows and ports, which could allow a laser beam to stray into uncontrolled areas covered or protected during laser operation?	☐	☐	☐
Are beam stops or dumps present at end of all beam paths & constructed of non-combustible materials?	☐	☐	☐
Are barriers/screens (if present) non-combustible & no burn holes?	☐	☐	☐
Is there no exposed wiring or circuits and are wires routed so as not to pose a tripping hazard?	☐	☐	☐
Are outlets not overloaded (including no daisy chaining of power strips)?	☐	☐	☐
Is an inspection covering the items listed below performed prior to each operation? a. Protective eyewear is appropriate for laser operation and is clean/ free of damage? b. All beams traced and dumped? c. Mirror backs covered? d. Beam path enclosed where possible? e. Optical bench free of unnecessary reflective items? f. If beam crosses walkway, are there posted barriers, is a rope or chain placed across path during operation?	☐	☐	☐

List any other safety deficiencies found
List corrective actions taken for any identified deficiencies