

Example Outline Written Safety Instructions or Local Rules

The example presented here is for guidance only. You may need to add extra sections for your specific application. The information in the square brackets will need to be considered and completed.

Local Rules for the Use of the Laser Thingy

Location: [Department, Building and Room Number]

Laser Safety Officer	[Name] [Contact Details]
Laser Protection Adviser	[Name] [Contact Details]
Issued under the authority of	[Name] [Signature] [Position]
Reference Number	[Optional]
Version and Date	[Version Number] [Date]

Scope

These local rules cover the use of the [description] laser located in [location]. They cover the [normal use and user maintenance operations only/service operations]. They implement the University's laser safety policy at a practical level and form part of the University's duties under Section 2(3) of the Health and Safety at Work etc Act 1974.

Description

[It is often useful to describe the laser and the laser product. This may include the classification, type of laser system, wavelength(s), etc]

Authorised Users

Only persons who are adequately trained [state how] and authorised as listed in the appendix to these local rules may [work with the laser/carry out user maintenance on the laser].

Laser Controlled Area

[Describe the extent of any Laser Controlled Area and the conditions under which one exists. Any signs to indicate the extent of the Area could be described here.]

Procedures

[The intention here is not to reproduce the operating manual – more to identify certain potentially safety critical operations that need to be carried out. Examples may be connecting interlock systems to the laser, output checks, etc.]

Protection Measures

[These may be identified in the “Procedures” section, but specifically here would be a description of any control measures, especially administrative or personal, which need to be actioned. It may include “how” the user ensures that the protection measure is adequate for the task to be completed.]

Summary of Hazards

[It is useful to summarise the nature of the hazards associated with the laser product – and these may extend beyond the laser beam itself. It can also help to describe the risk and how this is managed, although reference may be made to a documented risk assessment.]

Contingency Plan

[Essentially, the adverse incident procedure. What to do if something goes wrong.]

Appendix

[List of authorised users]

User Declaration

[Some Universities find it useful to have a declaration that authorised users sign to say that they have understood and agree to work to the WSI/local rules. These have to be managed – perhaps by the LSO.]