



## Policy

Lasers shall be operated and used in accordance with this policy

### Purpose

To minimise or, wherever possible, eliminate risk to users of lasers, and to protect the wider community from hazards associated with their use.

### Scope

This policy applies to all facilities in which lasers above Class 1 are used or where there is potential exposure; in particular, it covers all teaching and research activities involving such lasers with the University.

### Applicable Legislation

- Health and Safety in Employment Act, 1992.
- The classification of lasers, and the precautions to be followed in the use of lasers in each classification, is those given in the New Zealand/Australian Safety Harmonised Standard NZS/AS2211-91 (the Standard), other than in the matter of medical surveillance.

## Procedure

All sites where lasers above Class 1 are used must meet the following requirements:

- At each entrance, the site must be unambiguously identified using standard labels appropriate to the class of laser as one where such lasers are used, and where access is limited to authorised personnel only;
- The site must be secure against inadvertent entry by unauthorised persons;
- The site must possess appropriate measures for the prevention and control of inadvertent exposure of employees and others to laser radiation, including door interlocks and key controls as required by the Standard;
- Emergency systems, including First Aid facilities and expertise, fire alarms and telephones must be provided;
- Persons responsible for managing areas of the site where lasers are used must possess: knowledge of the requirements of the legislation and the Safety Standard; technical knowledge of the lasers used in that area; and practical skill at operating lasers safely;
- An inventory of lasers at each site must be maintained and the LSO consulted whenever changes are proposed.

### Information and Documentation

The following information and documentation must be readily available to employees, to enable them to use lasers safely:

- Instructions, guidelines, procedures and codes of practice (including the standard) appropriate to the use of lasers at the site;
- Access to other relevant technical information (databases, catalogues, web sites etc);
- Emergency procedure Instructions.

### Training and Supervision

All employees engaged in or associated with the use of lasers are required to receive safety training. Such training should include:

- An understanding of the hazards associated with laser radiation;
  - Information on specific work practices or procedures, and on appropriate control measures;
  - Information on personal health and safety, including the use of personal protective equipment such as safety eyewear;
  - Advice on emergency procedures.
- Supervision should be provided until an employee can demonstrate competence and an understanding of operating procedures involving lasers, and a record of training should be maintained. A list of all users must be given to the LSO at the start of each academic year.

## Monitoring

- Laser Safety Officer (LSO).
  - a) The monitoring of installations, users and safety, and the provision of advice.
  - b) Inspection and approval of installations before use.
  - c) Records of installations and users.
- Annual hazard review

Approved:

Vice Chancellor