

Laser Safety Inspection Checklist

Date:	Department:	
Supervisor:	Building/Room:	
Laser Types:		
Laser Classes:		
Laser Modes:		
Wavelengths:		
Power:		
Internal Responsibility System		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Do Employees know what to do (and who to contact) in an emergency?		
Are employees familiar with the evacuation protocols including the safe evacuation sites?		
Is H&S discussed regularly during team meetings?		
Is the workplace inspected regularly by the supervisor and occupants?		
Do Employees have any H&S concerns?		
Notes?		
Posting, Labeling and Security Measures		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Are entrances properly signed?		
Is the room adequately secured?		
Is the door interlocked?		
Is there a laser status indicator outside the room?		
Laser class label?		
Laser hazard label?		
Laser aperture label?		
Notes?		
Laser Unit Safety Controls		
Issue	Yes/No/NA	Comments/Follow-up Actions
Is the protective housing in place?		
Is there an interlock on the housing?		
Is the housing interlock functioning?		
Is there a beam shutter?		
Is the beam shutter functioning?		
Is there a key operation?		
Is there a laser activation indicator?		
Is there an emergency shutoff available?		
Notes?		
Engineering Safety Controls		
Issue	Yes/No/NA	Comments/ Follow-up Actions

Is the laser secured to the table?		
Are laser optics secured to prevent stray beams?		
Are lasers at eye level?		
Is the beam enclosed?		
Are beam barriers in place?		
Are beam stops in place?		
Is there remote viewing of beam?		
Is the beam focused?		
Is the beam intensity reduced through filtration?		
Are fibre optics used?		
Are windows covered?		
Are reflective materials kept out of beam path?		
Is there evidence of stray beams?		
Is there a Class 4 diffuse reflection hazard?		
Notes?		
Administrative Safety Controls		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Is the laser registered with EHS?		
Is the laser SOP up to date?		
Is the laser SOP posted?		
Are emergency contacts posted?		
Is the laser operating manual available?		
Have personnel read the Laser Safety Program?		
Have personnel attended CU Laser Safety Training?		
Is proper personal protective equipment available?		
Notes?		
Non-Beam Hazards		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Is toxic laser media used?		
Is there a fume hood for dye mixing?		
Are cryogenics in use?		
Are compressed gases in use?		
Is there potential for the following hazards?		
• High voltage		
• Collateral Radiation		
• Fire		
• Explosion		
Are optical tables properly grounded?		
Are there possible Laser Generated Air Contaminants produced?		
Notes?		