**Scope**

This procedure applies to all users of Class 3B or 4 lasers or laser systems.

**Competency Requirement**

All Class 3B and 4 laser users are required to take Laser Safety Training OH-304 within UT Learn prior to beginning use of the laser or laser system. While this class is important to the general understanding of hazards, it is site-specific training that will prevent most laboratory incidents. This training shall allow a new user to obtain and demonstrate competency in the skills required for laser alignment and beam manipulation. The new user shall also be responsible for understanding and adhering to the laboratories engineering and administrative controls, laser SOPs, PPE requirements, and emergency response protocols. Only upon completion and documentation of this training the new laser worker should be granted permission to operate the laser system.

**Training Agenda & Topics**

Agenda:

* 1. Provide trainee with written Standard Operating Procedures
  2. Instruct trainee on work process and safety steps
  3. Demonstrate hands-on skills to trainee
  4. Trainee performs the activity to demonstrate competency
  5. Trainee provides feedback

Topics:

1. Reading SOP and becoming familiar with the required engineering, administrative, and procedural controls.
2. Lab setup including beam path and engineering controls
3. Familiarization with equipment and facility safety features
4. Communication with others prior to turning on laser
5. Checking condition and selection of proper eyewear
6. Demonstrating beam detection methods
7. Checking for, and blocking stray reflections
8. Understanding controls for different intensity levels and the typical operating conditions
9. Review lab emergency response procedures and contact information

**Laboratory Information:**

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| --- | --- | --- | --- |
| PI Name: |  | PI UT EID: |  |
| PI Email: |  | Office Bldg: |  |
| PI Phone: |  | Office Room: |  |

**Laser Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Make:** | **Model:** | **Serial Number:** | **Type:** | **Class:** |
|  |  |  |  |  |

\*Note: Laser workers are only permitted to use the lasers/laser systems for which they were specifically trained on. These lasers must be listed above or attached in a separate document.

**Laser Worker Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | **UT EID:** | **Signature** | **Date:** |
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By signing below, the OJT Trainer affirms that the trainees listed above have completed the lab specific laser on the job training, and successfully demonstrated understanding of the skills required to perform laser work.

|  |  |  |  |
| --- | --- | --- | --- |
| **OJT Trainer Name:** | **Trainer UT EID:** | **Signature:** | **Date:** |
|  |  |  |  |