UT Herd Laser Worker Registration

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1.0 Purpose

The purpose of this document is to provide general guidance and instruction for the registration of a laser worker to a P.I.'s laser permit within UT Herd.

2.0 Scope

This registration guide should be followed for all personnel who work with, or have unescorted access to, Class 3B and 4 lasers or laser systems operated under The University of Texas at Austin's laser registration.
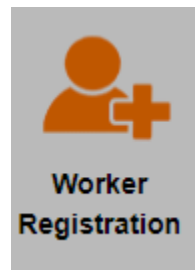
3.0 Roles & Responsibilities

3.1 Principle Investigator – The P.I. is responsible for maintaining an accurate and up to date permit within UT Herd. This includes adding and removing personnel as needed to ensure all employees are assigned Laser Safety training.

3.2 Laser Worker (End User) – The laser worker or end user is responsible for completing the OH-304 Laser Safety training prior to beginning work with a Class 3B or 4 laser. The laser worker shall provide the information necessary to complete their profile with UT Herd.

3.3 Laser Safety Officer – The Laser Safety Officer is responsible for reviewing and approving all laser worker registrations within UT Herd in a timely manner. The LSO shall ensure OH-304 training is properly assigned to personnel.
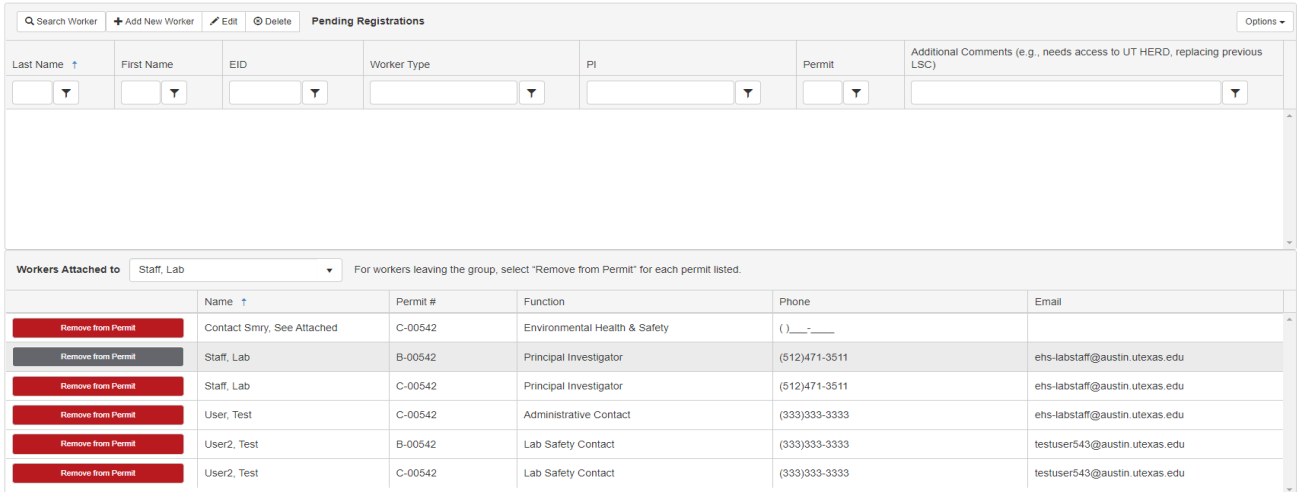
4.0 Laser Worker Registration Procedure

4.1 Attaching Laser Worker to Permit

4.1.1 Login to UT Herd, and from the home screen, select the worker registration icon. This will open the worker registration screen.

4.1.2 From the worker registration screen, a P.I. can view all personnel currently attached to their permit by ensuring the P.I.'s name is populated in the 'Workers Attached to' box.
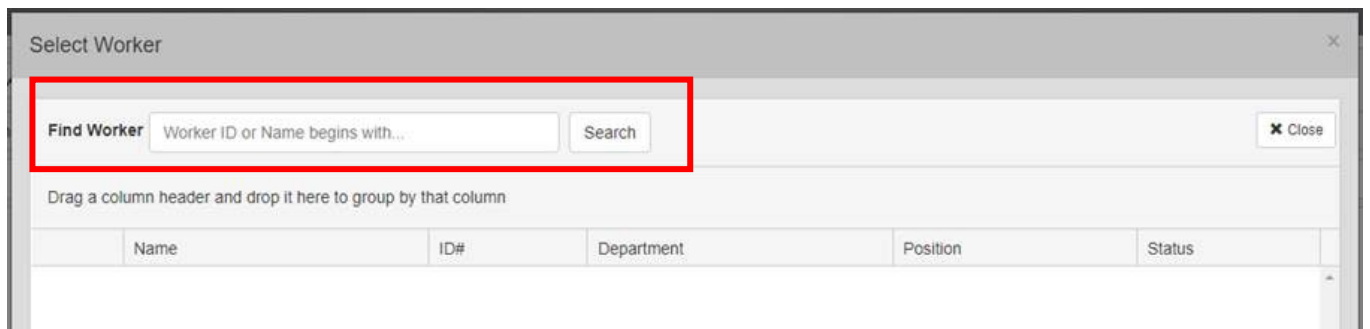
4.1.3   To find personnel to attach to the permit, select the 'Search Worker' button in the upper left corner of the screen.

4.1.4   A pop-up window will appear so that you can search by UT EID or name.

4.1.5   Type in the employee's name or UT EID and press enter. Once the search results are populated, click 'Select' next to the employee's name. If the employee is not located in the search results, they will need to be added to the UT Herd system by following section 4.2.

4.1.6   After selecting the employee, under the 'Worker Link' select the P.I. from the dropdown, and add the appropriate permit. Laser permits will begin with a Z.

4.1.7   Select save. This action will forward the addition of the employee to the P.I.'s permit for approval by EHS. EHS will review the submission and assign the required OH-304 Laser Safety Training.

4.2   Adding Employee to UT Herd

4.2.1.   If an employee does not populate in the 'Select Worker' screen shown in 4.1.5 the employee will need to be added to the UT Herd system.

4.2.2   From the 'Select Worker' screen, close the entry box and return to the 'Search Worker' screen. Select the '+Add New Worker' button.

4.2.3 All items with a red asterisk will be required fields. We ask that you fill in as much as possible. For UT Herd to communicate directly to the employee (e.g. for training due, assigned corrective actions) an UT email must be provided.
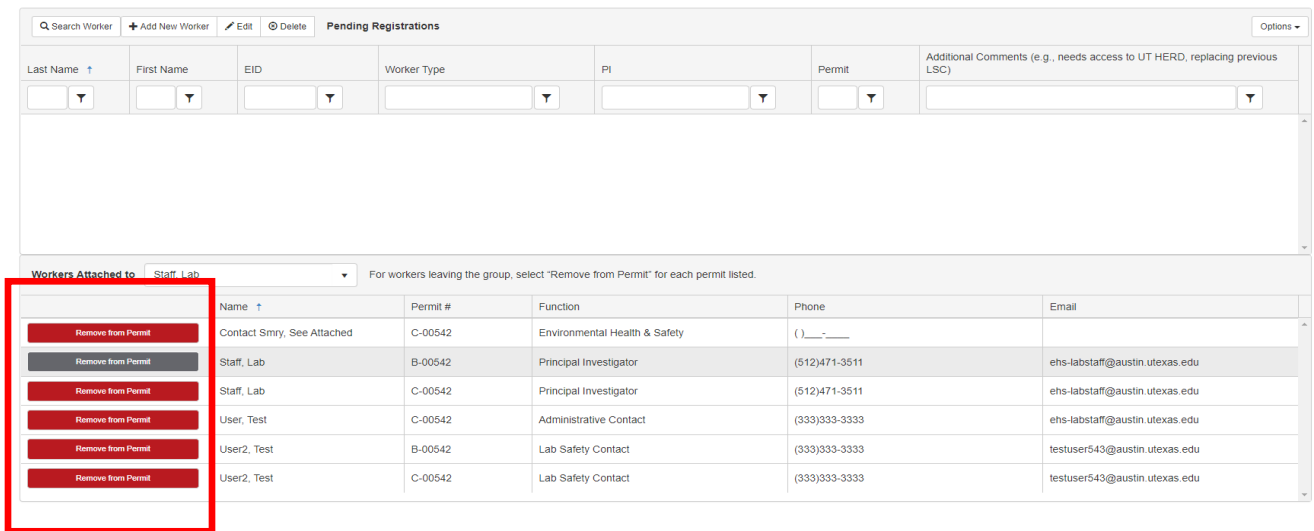
4.2.4   Select save and complete the process shown in section 4.1 to add the employee to the permit.

4.3   Removing an Employee from Permit

4.3.1   From the worker registration screen, a P.I. can view all personnel currently attached to their permit. By clicking the red box next to an employee's name, the worker will be detached from the permit upon EHS' approval.

4.3.2   Save your changes and exit.