

Safety Note 03

1st Edition, July 2004

Duties of a SCHOOL LASER SUPERVISOR

1 INTRODUCTION

School Laser Supervisors (SLS) must be appointed by the Heads of Schools that use lasers, in consultation with their Area Health and Safety Co-ordinators and the University Laser Safety Officer (ULSO), to be responsible for the local implementation of safety procedures following guidance from the ULSO. It is not necessary, however, to appoint a SLS in areas where the use of lasers is restricted to use of laser printers, CD-ROM drives, CD-players and similar devices according to the Manufacturer's instructions.

Note: Where one or more Deputies are appointed, they should co-ordinate their activities with the appointed SLS, who retains overall responsibility for laser safety matters in the School.

Appointment forms should clearly identify the nature of an individual appointment, i.e., either SRPS or Deputy SRPS. Deputies may be allocated responsibility for laser safety matters within a particular building within a School. Each Deputy SLS should be familiar with whichever duties of the SLS as are applicable to their particular circumstances.

2 DUTIES

The main duties of a SLS are:

- Being fully familiar with the relevant statutory provisions, the University's Safety Policy relating to lasers (Safety Guide 21), and the local area/school health and safety policy regarding laser safety so far as these matters affect the School.
- Providing advice to members of the area/school on matters of laser safety and in particular advising the Head of School on the formulation and revision of its school safety policy and procedures regarding laser safety matters.
- Acting with the delegated authority of the Head of School in matters of urgency and referring promptly to the Head of School or University Laser Safety Officer any laser safety problems which cannot be resolved locally on a time scale commensurate with the risk.

Safety Note 03: Duties of a School Laser Supervisor

- Liaising with the University Laser Safety Officer, University Head of Health & Safety Services and other central Officers and Advisers for Safety Matters.
- Ensuring that a suitable and sufficient risk assessment is undertaken for any planned new activity involving the use of lasers (except Class 1 or Class 2 devices), and for maintaining records of all such risk assessments within the School;
- Attending (*ex officio*) meetings of the area safety committee when required.
- Conducting or co-ordinating systematic inspections and accident investigations (with Safety Representatives of the recognised Trade Unions having employees working in the area/school), to identify unsafe or unhealthy conditions or work practices which may lead to excessive exposure to laser radiation, and monitoring that preventative action is recommended and pursued.
- Ensuring that accidents and unplanned incidents involving lasers are reported and investigated.
- Disseminating laser safety information and reports to appropriate members of area/school staff and students.
- Ensuring that new members of the area/school receive adequate information with respect to laser safety matters on induction.
- Identifying members of the area/school for appropriate:
 - laser safety training events;
 - occupational health medical surveillance; and
 - liaison with other internal or external laser safety specialists.
- Ensuring that all lasers (except Class 1 or Class 2) are registered with the Health and Safety Services office and that no unregistered lasers are brought into the school.
- Monitoring in the area/school that:
 - adequate precautions are taken regarding any laser hazards;
 - an adequate risk assessment is undertaken regarding any changes to be made, and ensuring that appropriate precautions are taken;
 - plant, equipment and processes are being maintained as required by any relevant statutory provisions;
 - staff and students are suitably informed, instructed and trained;
 - adequate records of lasers are being maintained where appropriate, ie as required by relevant statutory provisions or by University or area/school health and safety policy;
 - safe working practices and procedures, together with any necessary risk assessments for project work (especially for postgraduate students), are complied with;
 - personal protective equipment (PPE) needs are assessed and that sufficient suitable PPE is available and used;
 - systems are set-up and maintained to check that laser safety facilities such as monitors, shielding, beam stops, interlocks, etc, are provided and maintained in a readily usable condition; and
 - other laser safety aspects that legislation or university/area/school policy may dictate are catered for.
- Co-ordinating the implementation and dissemination of advice from the University Laser Safety Officer within the School;
- Periodically reviewing laser safety procedures within the area/school.
- Such other laser safety duties that may be assigned by the Head of School.

Health and Safety Services

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