

**Laser Safety Program Implementation Steps**

* Register Lasers
* Take EHS Laser Fundamentals and Safety Training and Quiz On-line.
* Write laser safety SOP for laser (see SOP template & Example) The completed SOP is to be e-mailed to the laser safety officer for approval at [yxg14@psu.edu](mailto:yxg14@psu.edu)
* Receive Laser Specific Training (operation of laser and on the laser safety SOP) Document this training on the "Laser Specific Training Documentation Form"
* Conduct laser self-inspection using the "Laser Inspection Form" and print it out and put it in the laser binder. The laser safety officer will conduct audits of the self-inspections.

Notes: The laser safety SOP, all user EHS laser fundamentals and safety training certificates, laser specific training documentation form, and the annual self-inspection form must be kept together in a binder in the general vicinity of the laser. Although not required it would be a good practice to have a print out of the laser safety policy SY17 in the binder also.

The EHS laser fundamentals and safety certificates are not available for those who have taken the training prior to February 2010 so are not required to be in the binder.

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