Laser Standard Operating Procedure Template

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1. PURPOSE
1.1 The purpose of this procedure is to outline the process for safe use of class 3b and 4 infrared lasers in XXXXXXXXX.
2. SCOPE
2.1 This procedure applies to all users of class 3b and 4 lasers in XXXXXXXXX.
3. DEFINITIONS
3.1 Laser: Any class 3b and 4 laser used in XXXXXXXXX
3.2 SOP: Standard Operating Procedure
3.3 Laser Owner/Operator: The person who purchased or owns the laser. This individual is responsible for the operation and management of the laser.
3.4 Laser User: Anyone who will use a class 3b and 4 laser
3.5 PPE: Personal Protective Equipment
3.6 Critical Deficiency: Failure to comply with a safety requirement that puts any person in a situation that is immediately dangerous to life or health.
3.7 Non-compliant Deficiency: Failure to comply with a safety requirement that does not put any person in a situation that is immediately dangerous to life or health.
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4. RESPONSIBILITIES
4.1 Laser Owner/Operator
4.1.1 Supervise users of class 3b and 4 lasers to ensure safe use.
4.1.2 Ensure all recommended safety procedures and devices are in place before the laser is used.
4.1.3 Ensure all laser users are properly trained before using the laser.

4.2 Laser Users
4.2.1 Complete training on laser use before using laser.
4.2.2 Read this SOP before using the laser and annually thereafter.
4.2.3 Follow all recommended safety practices regarding laser use.
4.3 Environmental Health and Safety
4.3.1 Recommend safety procedures and devices based on industry best practices.
4.3.2 Perform annual audit of laser use in athletics training to ensure compliance.
4.3.3 Follow-up on noted deficiencies according to this SOP.
5. SAFETY REQUIREMENTS
5.1 All of the following safety requirements must be in place before laser use is permitted:
5.2 Add any necessary safety requirements. Examples are below
5.2.1 Safety eyewear that will block the wavelength of laser light must be available and worn by both the laser user and any other individuals in the room.
5.2.1.1 Safety eyewear must be cleaned according to the manufacturer instructions after each use.

5.2.2 A curtain that will reduce the intensity of laser light to safe levels must surround the laser user and patient while the laser is in use.
5.2.3 No reflective surfaces shall be exposed inside the curtain while the laser is in use. This includes the use of cell phones, tablets, music players or other reflective surfaces.
5.2.4 An ANSI approved laser “DANGER” sign shall be applied to the outside of the door. A similar sign shall also be outside of the curtain while the laser is in use.
5.2.5 A laser safety checklist shall be available and filled out prior to each laser use. A notebook of ALL filled laser safety checklists shall be kept on file with this SOP.
6. TRAINING
6.1 All personnel that will use the laser shall be trained.
6.2 Training includes all of the following:
6.2.1 Training through the Laser Institute of America for medical use of lasers at the following link: https://www.lia.org/. A copy of the certificate generated at the end of the training shall be attached to the end of this SOP.
6.2.2 Training for students/laser users is available in Taleo Learn. This can be found on your my.Astate page.
6.2.3 Reading this SOP and signing the bottom as an indication that the SOP has been read and understood.
6.3 All training must be completed before laser use is permitted.
6.4 All laser users must read the SOP on an annual basis and sign indicating that the user has done so.
7. LASER USE PROCEDURE
7.1 Put you laser use procedure here
8. DEFICIENCIES
8.1 Deficiencies are classified as non-compliant and critical.

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8.2 Critical deficiencies must be corrected within 24 hours to ensure continued permitted use of the laser. Failure to correct these deficiencies will result in loss of laser use privileges until the deficiencies have been corrected.
8.3 Non-compliant deficiencies must be corrected within 2 weeks. If these more minor deficiencies have not been corrected by this time frame upon revisit, one additional week will be given. Failure to address deficiencies within this time frame could result in revocation of laser use privileges until the deficiencies have been corrected
9. LASER INVENTORY AND SPECS
Example:
Location: Athletics PT Room 105E
ASPEN Laser Class 4 – GA21-V3972
Location Athletics PT Room 105
RichMar AutoSound 7.6 – Class 3b – A-State ID 074940
Location: Arena PT Room
RichMar TheraTouch Class 3b - RM14261790355

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