

NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

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1.0 PURPOSE

The purpose of the NAES Laser Safety program is to provide policy, requirements and guidance for the utilization of all Class 3b and 4 lasers aboard NAES Lakehurst.

2.0 APPLICATION

This SOP is mandatory for all activities at NAES Lakehurst and applies to the testing, operations and disposal of all laser and laser systems.

3.0 REFERENCES

OPNAVINST 5100.23E CHPT. 22
SPARWARINST 5100.12B

4.0 PROCEDURES

1. The Responsibilities for Laser Safety Program at NAES Lakehurst have been designated to the following:

a. **Laser Systems Safety Officer (LSSO)** - The Commanding Officer, NAES Lakehurst, has designated a LSSO (Cat II) and notified Commander, Naval Air Systems Command (AIR 4.1.10) of the appointment. If a LSSO Cat I is required for guidance or certification the LSSO (Cat II) at NAS Patuxent River is available and may be reached at (301) 342-4247. The LSSO shall:

- (1) Classify, or verify classifications, of lasers and laser systems. (Cat I) only
- (2) Report all Class 3b, Class 4 and Military Exempt Lasers to Commander Naval Air Systems Command (AIR 4.1.10) each year.
- (3) Obtain approval from AIR 4.1.10 prior to the transfer of any Military Exempt Laser.
- (4) Approve all new or modified laser installation facilities and laser equipment prior to use.
- (5) Be responsible for hazard evaluations of laser work areas.
- (6) Review and approve laser facility designs and construction contracts.
- (7) Perform annual Safety Compliance Inspections of all laser labs and facilities. In addition a Laser Range Safety Survey/Evaluation shall be performed or approved by the LSSO for each new test.
- (8) Investigate all laser mishaps.

- (9) Report all laser radiation exposure incidents to BUMED (MED-21), AIR 4.1.10, NSWCCD Code G71, Naval Safety Center and the National Center for Devices and Radiological Health (Electromagnetic Radiation Branch).
- (10) Report all near mishaps to AIR 4.1.10.
- (11) Assure that adequate laser safety education and training are provided to personnel.
- (12) Approve and maintain a record of all personnel entered into the Medical Surveillance Program.
- (13) Provide and maintain a record of all personnel who receive Laser Safety Training.
- (14) Review and approve all Standard Operating procedures (SOPs) and Test Plans prior to laser operations.
- (15) Have the authority to suspend, restrict or terminate any laser operation.

b. Laser Supervisors - All Laser Supervisors shall be trained in Laser Safety Hazards Prevention and receive refresher training yearly. Supervisors may delegate these duties provided the LSSO approves. Laser Supervisors shall:

- (1) Ensure that Standard Operating Procedures (SOPs) are written and posted.
- (2) Ensure that all administrative and engineering controls are followed.
- (3) Ensure that employees receive appropriate Laser Safety Training.
- (4) Ensure that laser personnel are enrolled in the medical surveillance program.
- (5) Ensure that the required protective equipment is in good operating condition and is being properly used.
- (6) Notify the LSSO immediately in the event of a laser accident or near miss and respond to all corrective action as required by the LSSO.
- (7) Report all Class 3b, Class 4 and Military Exempt lasers to the LSSO code 8.4 each year by July 30. The appropriate forms may be obtained from the LSSO.
- (8) Ensure that lasers under their control are not operated or modified without approval by the LSSO.

c. Laser Operators - All employees who work with lasers shall:

- (1) Be trained in methods of laser hazards control and receive annual refresher training.
- (2) Review, become familiar and comply with the safety test procedure and/or SOP.
- (3) Review and comply with the test plan and SOP.
- (4) Maintain the laser firing log during laser operations.
- (5) Wear appropriate laser protective equipment except as otherwise noted.

d. Laser Personnel - All employees who work with lasers shall:

- (1) Be trained in methods of laser hazards control and receive annual refresher training.
- (2) Review, become familiar and comply with the safety test procedures and/or SOP.
- (3) Wear appropriate laser protective equipment anytime the laser is in operation.