

Appointment of a Laser Safety Officer

In accordance with current Swiss legislation, every employer (at the ETH, more specifically every research group leader, institute head, professor, etc.) is responsible to appoint and designate a Laser Safety Officer when using class 3B and 4 lasers.

The appointment of the laser safety officer is issued in writing, e.g. using the form «Appointment of a Laser Safety Officer».

Send a copy of the form via email, sgu-umwelt@ethz.ch, to the section SSHE.

Form «Appointment of a Laser Safety Officer»

With effect of (date) _____

Mr./Mrs.

is appointed as Laser Safety Officer (LSO) for the research group/professorship/institute
(institute name, professorship) _____

The appointment is according to EKAS 6508 and Suva directive «Caution: laser beam».

The LSO is responsible for the laser _____ class _____

located in room (building, room number) _____.

The duties of a Laser Safety Officer include:

- Knowing the potential hazard of the laser (according to classification) and the effect of laser radiation on the body (skin and eyes) and taking the appropriate protective measures. Knowing the manufacturer's operating instructions and ensuring compliance with the safety regulations described therein.
- Defining safety regulations, creating work instructions and instructing employees. Ensuring that users of class 3B and 4 lasers are – prior to any operational work - fully informed about potential hazards and instructed about the correct behavior.
- Instructing employees periodically.
Recommendation: Confirm that the instruction was carried out by countersigning it and post important work instructions in abbreviated form in the workplace.
- Obtaining the proper personal protective equipment and instructing co-workers on its use.
- Knowing the technical protective equipment against laser radiation, installing it if necessary and checking its functionality periodically.
- Knowing other hazards from laser radiation (e.g. fire, release of harmful substances, high voltage, etc.) and taking the appropriate measures.
- Informing the supervisor about defects and malfunctions of the laser system as well as taking corrective actions. If necessary, initiating shutting-down of the laser system.
- Advising medical examinations in the event of accidents/suspected accidents.
- Creating a safety concept.
- Knowing and following ETH internal rules.

Place, date

Signature (Supervisor)

(Name in capitals)

Signature (Laser Safety Officer)

(Name in capitals)