

Chapter 1: General Information

LASER EMERGENCY INFORMATION

Laboratory Contact Information

1. Name: _____
2. Telephone Number: _____
3. Local Supervisor: _____
4. Office: _____
5. Pager: _____

Laboratory Safety Office: _____

Department of Public Safety (Non-Emergencies) _____

Department of Public Safety (Emergencies) _____

HOW TO REPORT AN EMERGENCY

- A. Call the Laboratory Safety Office. After hours call Public Safety.**
- B. Give your name.**
- C. Give your location: room and building.**
- D. Give the phone number you are using.**
- E. Describe the nature of the emergency:**

- *Is there a threat of personal injury?*
- *Is there a fire or was there an explosion?*
- *What class or type of laser is involved?*
- *Any chemicals or gases involved?*
- *Electrical shock?*

Note:

- UPC Laboratory Safety Office: Allan Hancock Foundation, Room B-9
- HSC Laboratory Safety Office: Center For Health Professionals, Room

PURPOSE AND DISTRIBUTION OF THE LASER SAFETY MANUAL

A. Purpose

Lasers may emit intense coherent electromagnetic radiation that is potentially dangerous to the eye and skin. Other hazards associated with lasers of which the laser operator must be cognizant are electrical, fire and chemical hazards. This manual is intended to provide information about the Laser Safety Program at the University of Southern California and is designed to ensure the safety of all faculty, staff, students and visitors. It contains information needed in order to use laser systems in accordance with University policies and Federal regulations. It is based on the latest edition of the American National Standards Institute (ANSI) Z136.1, *For The Safe Use of Lasers* and 21 Code of Federal Regulations (CFR) J 1040.10 on *Performance Standard for Laser Products*, which are available from Laboratory Safety (0-7310).

1. Who Needs a Manual

The Laser Safety Manual is issued through the Laboratory Safety Office. It is available to:

- All personnel at USC who use, supervise, or control the use of laser systems.
- Personnel who might have reason to enter areas where laser systems are present.

2. Location of Manuals

Manuals must be located in:

- Every laboratory authorized to use lasers.
- Areas where lasers and laser systems are present.
- Certain department offices (e.g. Facilities Management Services and the Department of Public Safety. Additional manuals may be obtained from Laboratory Safety.

B. Accountability

Manuals are numbered for purposes of inventory and updating. Individuals to whom manuals are issued are asked to return them if they terminate

employment at USC. Individuals who have possession of manuals issued to particular departments, divisions, offices, work stations, etc., should pass them on to their successors or return them to Laboratory Safety when they terminate their employment at USC.

C. Updates to the Manual

Laboratory Safety will issue changes and corrections to this manual when needed. Such updates will be distributed to all individuals who possess a copy of the manual. Upon receipt of the update, make changes in accordance with instructions accompanying the update and notify all individuals affected.

LASER SAFETY OFFICER AND STAFF

A. Laser Safety Officer

The Laser Safety Officer is appointed by the Associate Vice President for Career and Safety Services and directs the Laser Safety program within the Laboratory Safety Department.

B. Laser Safety Staff

The Laboratory Safety staff:

- Assists in the development of general policies for control of laser systems.
- Collects and disseminates information relative to laser protection.
- Evaluates equipment and physical facilities.
- Evaluates operational techniques and procedures.
- Performs laser surveys.
- Conducts training programs.
- Conducts an inspection program to ensure that laboratory facilities and procedures are in accordance with USC policies and Federal laser standards.
- Responds to emergencies and investigates accidental exposures.
- Conducts a program of annual laser inspections.
- Implements a medical surveillance program.
- Advises on personal protective equipment, including eye protection.
- Maintains and updates an inventory of lasers.
- Supervises the disposal of operational laser components and dyes.
- Provides information on laser adjustments.
- Inspects engineering controls.

- Provides advice on the safe use of lasers, personal protective equipment, engineering controls, dyes, fire prevention, and electrical and chemical safety.
- Verifies laser classification.