# Site Specific Training Procedure and Documentation Example Form

**Scope**

This procedure applies to all laser users.

**Competency Requirement**

All laser users are required to take a basic laser safety course(s). While this course is important to the general understanding of hazards, it is site-specific training that will prevent most laboratory injuries.

For example, laser alignment and beam manipulation has proven to be the activity related to most laser accidents in the research setting. It presents the greatest opportunity for unplanned and unintentional reflections onto the eye or skin. In recognition of this, only individuals with the skills and system hazard awareness can perform “beam on” laser manipulation and alignment work.

The individuals listed on a completed Site Specific Training Procedure and Documentation Form, or equivalent, have demonstrated core laser safety skills for their work site. Equivalent forms must include trainer and trainee names and signatures.

**Training Agenda Topics**

Instruct trainee on the work process and safety steps.

Demonstrate hands-on skills to trainee.

Trainee performs the activity to demonstrate competency.

Trainee provides feedback.

**Topics**

* Blocking stray reflections
* Communication with others
* Selection of proper safety eyewear
* Demonstrating beam detection methods
* Checking condition of eyewear
* Thoroughly checking for stray reflections
* Familiarization with equipment safety features
* Understanding controls for different intensity levels
* Alerting others prior to turning on laser and of open beams
* Reading SOP and becoming familiar with required engineering, administrative, and procedural controls

**Site Specific Training Documentation Form**

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| **Site Specific Trainee Information** | | | | |
| Name | ID # | Work Location Building/Room(s) | Signature | Date |
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**Site Specific Trainer Information**

By signing below, the Site Specific Trainer affirms that the trainees listed in the “Site Specific Trainee Information” table have successfully completed the requirements of this course and are competent to perform laser work.

**Trainer Name [Printed] Trainer Signature Date**