

## On the Job (OJT) Laser Training Checklist/Topics

The purpose of this checklist is to provide new group members users OJT on the laser system(s) and equipment that they have been assigned to. Upon completion and documentation of this training, the new laser worker should be granted permission to operate the laser system. This checklist is not exhaustive nor reflective of all laser setups. Please adapt it as appropriate for your group's work.

The new user shall also be responsible for understanding and adhering to the engineering and administrative controls, laser SOPs, PPE requirements, and emergency response protocols pertinent to their specific laboratory or facility.

### **The new user:**

- Has been assigned to experimental/optical set (internal ID)
- Has received training / reviewed lab specific hazards
- Has toured and reviewed optical / experimental set-ups including beam path and engineering controls
- Has reviewed optical hazards specific to optical set-up
- Has received training on procedure to turn on and off laser system and associated equipment (pumps, chillers etc.)
- Has received training on emergency shut down procedure of laser system and associated equipment (pumps, chillers etc.)
- Understands fundamentals of handling and installing optical components
- Has reviewed how to select appropriate laser eye protection and check for condition
- Demonstrated communication with other nearby lab mates prior to turning on laser
- Has received training on alignment mode (beam power)
- Has demonstrated beam detection methods
- Understands procedure for checking for, and blocking stray and diffuse reflections
- Understands selection and use of beam stops, beam dumps, and beam curbs / barriers
- Understands controls for different intensity levels and the typical operating conditions

**New group member information:**

<b>Name:</b>	<b>Berkeley ID:</b>	<b>Signature</b>	<b>Date:</b>

By signing below, the OJT Trainer affirms that the trainees listed above have completed the lab specific laser on the job training, and successfully demonstrated understanding of the skills required to perform laser work.

<b>On the Job Trainer Name:</b>	<b>Berkeley ID:</b>	<b>Signature:</b>	<b>Date:</b>