Laser Safety Program
Recommended Structure

Create a Laser Safety Committee
• A cross section of appropriate health care professionals should be on the committee
• Determine a designee to record the meeting notes
• Determine the frequency of the meetings
• Define the meeting agenda
• Develop physician credentials and health care laser use privilege requirements
• Develop laser safety guidelines, policies and standard operating procedures when necessary or feasible

Create a Laser Safety Program Policy and Procedure Document
• Address laser hazards and control measures for all aspects of laser use
• Establish a Nominal Hazard Zone for each wavelength
• Establish criteria and authorization required for health care personnel directly involved with laser procedures (HCP training and laser operator/user credentials)
• Establish control measures such as providing protective eyewear, warning signs, plume evacuation and removal of defective equipment
• Identify a recording process of laser inventory, accident/ injury reports, maintenance records and product manuals
• Develop and use laser safety checklist and usage logs
• Establish a key interlock system, including the storage and security of laser keys when not in use
• Establish a patient safety policy, including proper laser safe endotracheal tubes, airway safety procedures, effective patient eyewear and room lighting
• Identify how lasers, laser accessories and medical instruments are managed, cleaned and maintained
• Identify safe handling, inspection, maintenance and tracking process for disposable & reusable products
• Establish a reporting process for defective equipment and tag out procedures
• Implement a laser control audit and determine frequency to measure safety program effectiveness

Define an Equipment Cleaning Process
• Define the steps and cleaning solutions to be used in the cleaning process before and after every procedure
• Specify cleaning tools that are required to clean the equipment and accessories
• Identify personnel or department responsible to complete the cleaning process
• Audit the effectiveness of the cleaning process
• Maintain manufacturer recommended cleaning and sterilization instructions

Establish an Equipment Testing Process
• Establish a process for inspecting device components
• Define testing frequency
• Determine who is responsible for performing inspections and tests
• Identify where test records are to be kept
• Define criteria for a successful and unsuccessful test