Laser Safety Compliance Australia

Practical IPL Risk Management Self-Audit

Version 1.0 · October 2026 · For use with *A practical framework to help businesses meet IPL safety obligations*

How this self-audit is used

This voluntary self-audit is designed mainly for employers or persons conducting a business or undertaking (PCBUs) that use intense pulsed light (IPL) devices in health care and cosmetic settings in Australia. It can be completed by the PCBU, the IPL safety officer or another competent person nominated by the PCBU. It is designed to help workplaces that use IPL devices identify gaps between the guidance in *A practical framework to help businesses meet IPL safety obligations* and day-to-day operations.

- Every check applies to every workplace in scope. Mark a check N/A only where it genuinely does not apply, for example a safety feature the device does not have.
- Each check is marked Yes, No or N/A. Every No is recorded as an action in the action plan, with an owner and a due date.
- The self-audit and the framework are designed to be used together.
- The Ref column points to the section of the framework that explains each check and provides more detailed information.
- The self-audit covers workplace health and safety. Checks on clinical governance confirm that arrangements are in place; they do not assess clinical practice, treatment selection or outcomes.
- The self-audit may be repeated at the intervals set in the IPL safety management plan, and whenever equipment, processes or premises change.

Important information

This self-audit is entirely voluntary and may be used as an instrument to help support PCBUs in meeting their IPL risk management obligations. Completing the self-audit does not guarantee compliance with legislation, as this depends on the circumstances of the PCBU, including but not limited to jurisdiction-specific legislation and the individual practices and nature of each workplace. PCBUs remain responsible for assessing the risks in their own workplace, and should check the legislation in their state or territory. This self-audit is general information, not legal or professional advice, and the Important information section of the framework, including its limitation of liability, applies equally to this self-audit.

Who should complete this self-audit

This self-audit is intended for any workplace that uses a Risk Group 3 IPL device, or that uses an IPL device for therapeutic or cosmetic treatment. A device's risk group is shown on its explanatory label and in the manufacturer's documentation (framework Sections 1.7 and 1.8).

Workplace details

Item	Details
Workplace and location	
Completed by	
IPL safety officer (if appointed)	
Date completed	
Next review due	

IPL device register

Every IPL device on site is listed (framework Sections 1.7 and 8.2).

Device and model	Serial number	Location	Risk group	Filters / wavelength range	Responsible person

Part A – Workplace risk management

Check	Response	Action, owner and due date	Ref
Device register and risk assessment			
Every IPL device on site is listed in the IPL device register, with its risk group and responsible person	☐ Yes ☐ No ☐ N/A		1.7, 8.2
Every device has legible hazard labels (warning, explanatory and aperture labels), and labels are checked during routine inspections	☐ Yes ☐ No ☐ N/A		1.8, 5.4
People who could be exposed are identified: operators, other workers, contractors, clients, visitors and the public	☐ Yes ☐ No ☐ N/A		1.4
Hazards are identified for installation, normal operation, maintenance, servicing and failure	☐ Yes ☐ No ☐ N/A		1.4
Other hazards are assessed, including electrical hazards and other physical and psychosocial hazards	☐ Yes ☐ No ☐ N/A		1.6
Controls have been chosen starting at the top of the hierarchy, and the reasons for not using higher controls are recorded	☐ Yes ☐ No ☐ N/A		1.4
Duties and consultation			
Workers have been consulted when identifying hazards, assessing risks, and choosing and reviewing controls	☐ Yes ☐ No ☐ N/A		1.3
Officers understand the IPL hazards in the business and provide the resources needed, such as equipment and training	☐ Yes ☐ No ☐ N/A		1.3
Responsibilities are agreed in writing with contractors and other PCBUs who share the work, and contractors are inducted to the site's IPL controls	☐ Yes ☐ No ☐ N/A		1.3

Check	Response	Action, owner and due date	Ref
State or territory requirements have been checked, including any licensing requirements and applicable guidelines	☐ Yes ☐ No ☐ N/A		1.2
Elimination, substitution and equipment			
The need for each IPL device has been considered	☐ Yes ☐ No ☐ N/A		2
Treatment rooms are designed to minimise unintended exposure, including avoiding reflective surfaces	☐ Yes ☐ No ☐ N/A		2
The lowest-risk device that will do the job has been considered, in consultation with the clinicians who use it	☐ Yes ☐ No ☐ N/A		2
New devices are bought with a certificate of compliance, and the model, serial range and labels match the certificate	☐ Yes ☐ No ☐ N/A		4.1
Where applicable, the device is included in the Australian Register of Therapeutic Goods	☐ Yes ☐ No ☐ N/A		4.1
An acceptance check was completed and recorded before first use	☐ Yes ☐ No ☐ N/A		4.1
Emergency stops, where fitted, work and are easy to reach	☐ Yes ☐ No ☐ N/A		4.2
Risk Group 3 devices have a working key-operated master control, ready and emission signals, a standby condition and an emergency stop	☐ Yes ☐ No ☐ N/A		4.3
Technical servicing is carried out only by a qualified technician, and removed or bypassed safety features are confirmed restored before return to service	☐ Yes ☐ No ☐ N/A		4.4
A suitable fire extinguisher is kept nearby	☐ Yes ☐ No ☐ N/A		4.5
Isolation, access and signage			
IPL treatments are carried out in a room or controlled area, with windows, doorways and other openings covered or screened where needed	☐ Yes ☐ No ☐ N/A		3.1
Only authorised, trained people enter the controlled area while the IPL is operating	☐ Yes ☐ No ☐ N/A		3.2, 5.3
A remote interlock to the treatment room door has been considered for higher-risk devices, or access to the room is otherwise controlled	☐ Yes ☐ No ☐ N/A		4.2

Check	Response	Action, owner and due date	Ref
A sign or other indicator is displayed outside the room while an IPL is in use	☐ Yes ☐ No ☐ N/A		5.3
Signs show the eye protection required to enter the room	☐ Yes ☐ No ☐ N/A		5.3
Safety management			
Appointing an IPL safety officer has been considered, and if one is appointed, their role is defined	☐ Yes ☐ No ☐ N/A		5.1
A written IPL safety management plan is in place, or the same information is recorded in the general WHS management system	☐ Yes ☐ No ☐ N/A		8.1, 8.2
Procedures and training			
Written procedures cover start-up and shut-down, pre-use filter checks, operational maintenance and emergencies	☐ Yes ☐ No ☐ N/A		5.2
Workers who may be exposed to IPL light have completed general IPL safety training	☐ Yes ☐ No ☐ N/A		5.5
Operators are trained on each device before using it, new operators are supervised, and training records are kept	☐ Yes ☐ No ☐ N/A		5.5
Workers know how to report hazards, faulty equipment, damaged or missing signs and labels, incidents and near-misses	☐ Yes ☐ No ☐ N/A		1.3, 5.3, 7.1
Personal protective equipment			
Eyewear for each device is selected according to the manufacturer's specifications	☐ Yes ☐ No ☐ N/A		6
Sunglasses, and laser safety glasses not designed for IPL, are not used for protection against IPL	☐ Yes ☐ No ☐ N/A		6
Eyewear fit has been checked for each wearer, including spectacle wearers	☐ Yes ☐ No ☐ N/A		6.1
Eyewear is stored so it can be put on before entering the treatment room, and is protected from scratches	☐ Yes ☐ No ☐ N/A		6.2
Eyewear is cleaned following the manufacturer's instructions, inspected regularly, and compromised pairs are discarded	☐ Yes ☐ No ☐ N/A		6.2
Emergencies			
An emergency plan is in place, and workers know the emergency procedures	☐ Yes ☐ No ☐ N/A		5.2, 8.4

Part B – Client safety and clinical governance

These checks confirm that client safety and clinical governance arrangements exist. They do not assess clinical practice.

Check	Response	Action, owner and due date	Ref
Client safety			
The client and everyone else in the room wear eye protection suitable for the device	☐ Yes ☐ No ☐ N/A		6
Shared eyewear and shields are disinfected between clients, using products the manufacturer approves	☐ Yes ☐ No ☐ N/A		6.2
Device output is checked against the displayed settings, and the device calibrated, where the manufacturer recommends	☐ Yes ☐ No ☐ N/A		7.3
A written policy covers responding to IPL injuries to workers and clients, including first aid and referral arrangements	☐ Yes ☐ No ☐ N/A		8.4
After any exposure, the device's risk group, settings and the circumstances are recorded for the treating practitioner	☐ Yes ☐ No ☐ N/A		8.4
Clinical governance arrangements			
Operators hold qualifications appropriate to the treatments they provide, practise within their scope and are trained on each device	☐ Yes ☐ No ☐ N/A		10
Documented clinical procedures, including client screening, are in place	☐ Yes ☐ No ☐ N/A		10
Operators and the PCBU communicate openly about safety, particularly where operators do not control operational processes	☐ Yes ☐ No ☐ N/A		10
Infection prevention and control arrangements are in place, with reference to applicable guidelines	☐ Yes ☐ No ☐ N/A		10.1

Part C – Ongoing review

Check	Response	Action, owner and due date	Ref
Intervals for checking controls, equipment and eyewear are set according to risk and recorded	☐ Yes ☐ No ☐ N/A		7.3, 8
Each device is checked periodically in line with the manufacturer's specifications	☐ Yes ☐ No ☐ N/A		7.3
Controls are reviewed periodically, and after incidents, changes, new information or worker concerns	☐ Yes ☐ No ☐ N/A		7.2
Incidents and near-misses are reported and investigated, and the regulator is notified where required	☐ Yes ☐ No ☐ N/A		7.1, 8.4

Check	Response	Action, owner and due date	Ref
Refresher training is provided, and lessons from incidents and near-misses are shared	☐ Yes ☐ No ☐ N/A		9.2
The IPL safety management plan, or equivalent records in the general WHS management system, has an owner, is reviewed in consultation with workers and is kept current	☐ Yes ☐ No ☐ N/A		8.1, 8.3
Records are kept, including risk assessments, certificates, acceptance checks, servicing, eyewear inspections, training and incidents	☐ Yes ☐ No ☐ N/A		7.4
Workers feel safe to report hazards, injuries and near-misses	☐ Yes ☐ No ☐ N/A		7.1, 9

Action plan

Every No is recorded here, highest risk first.

Action	Ref	Owner	Due date	Completed

Sign-off

	Name	Signature	Date
Completed by			
Reviewed by (PCBU or officer)			