Practical Laser Risk Management Self-Audit

Version 1.0 · October 2026 · For use with *A practical framework to help businesses meet laser 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 lasers in health care and cosmetic settings in Australia. It can be completed by the PCBU, the laser safety officer or another competent person nominated by the PCBU. It is designed to help workplaces that use lasers identify gaps between the guidance in the *practical framework to help businesses meet laser safety obligations* and day-to-day operations.

- The table below shows which parts apply, based on the classes of laser on site.
- 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 may be repeated at the intervals set in the laser 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 laser risk management obligations. Completing the self-audit does not necessarily 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.

Which parts apply

Workplaces that use only Class 1 or Class 2 lasers may not need to complete this self-audit, provided the lasers are used according to their labels and the manufacturer’s instructions. A Class 1 product may contain a higher-class laser inside its housing, which becomes accessible when its covers are removed, for example during servicing. In this case, Parts A and C may apply.

Lasers on site	Complete
Class 1M, 1C, 2M, 3R, 3B or 4 laser	Part A and Part E
Class 3R	Also Part B
Class 3B or Class 4	Also Parts B and C
Lasers used on people (cosmetic or health care), including Class 1C	Also Part D, plus the parts for the device’s class

Workplace details

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

Laser register

Every laser on site is listed, including lasers inside other equipment.

Laser and model	Location	Class	Wavelength	Output	Responsible person

Part A – All laser workplaces

Check	Response	Action, owner and due date	Ref
Laser register and risk assessment			
Every laser on site is listed in the laser register, including lasers inside other equipment	☐ Yes ☐ No ☐ N/A		9.2
Every laser has legible labels, or its class and specifications have been confirmed, and labels are checked during routine inspections	☐ Yes ☐ No ☐ N/A		1.7, 6.4
People who could be exposed are identified: operators, other workers, contractors, clients, visitors and the public	☐ Yes ☐ No ☐ N/A		1.3
Hazards are identified for installation, normal operation, alignment, maintenance, servicing and failure	☐ Yes ☐ No ☐ N/A		1.3
Non-beam hazards are assessed, including plume, electrical, fire and other workplace hazards	☐ Yes ☐ No ☐ N/A		1.5
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		1.3
Duties and consultation			
Workers have been consulted on hazards and controls	☐ Yes ☐ No ☐ N/A		1.2
Responsibilities are agreed in writing with contractors and other PCBUs who share the work	☐ Yes ☐ No ☐ N/A		1.2
A competent person has been consulted where internal expertise is lacking	☐ Yes ☐ No ☐ N/A		1.2
State or territory requirements, including any licensing, have been checked	☐ Yes ☐ No ☐ N/A		1.9, 12
Elimination, substitution and equipment			
Each laser is needed for the task, and unused lasers are removed or disabled (keys and power supplies removed)	☐ Yes ☐ No ☐ N/A		2

Check	Response	Action, owner and due date	Ref
Each laser is the lowest class and power that does the job	☐ Yes ☐ No ☐ N/A		3
Laser pointers are below 1 milliwatt, or a permit or exemption is held where required	☐ Yes ☐ No ☐ N/A		1.9
No Class 3B or Class 4 lasers, within the meaning of AS 2397:2015, are used in construction work	☐ Yes ☐ No ☐ N/A		3
New lasers are bought with a verified certificate of compliance	☐ Yes ☐ No ☐ N/A		5.1
Covers and interlocks are never removed or bypassed, except by a qualified technician	☐ Yes ☐ No ☐ N/A		5.5
Safe use and emergencies			
Beams are kept away from eye level and not directed upward or into the sky	☐ Yes ☐ No ☐ N/A		4.3
Workers know never to stare into a beam or direct a laser at a person, other than a client receiving treatment	☐ Yes ☐ No ☐ N/A		1.6, 1.8
Workers have completed general laser safety training	☐ Yes ☐ No ☐ N/A		6.5
Workers know how to report hazards, faulty equipment, incidents and near-misses	☐ Yes ☐ No ☐ N/A		8.1
An emergency plan is in place, and workers know the emergency procedures	☐ Yes ☐ No ☐ N/A		6.2, 9.4

Part B – Class 3R lasers

Check	Response	Action, owner and due date	Ref
Beam paths are planned, end at a beam stop, and avoid reflective surfaces	☐ Yes ☐ No ☐ N/A		4.3
Use is limited to trained, authorised operators	☐ Yes ☐ No ☐ N/A		6.5
Written procedures cover operation and, where applicable, alignment	☐ Yes ☐ No ☐ N/A		6.2
Operators are trained on each Class 3R system they use	☐ Yes ☐ No ☐ N/A		6.5
The need for laser safety eyewear has been assessed	☐ Yes ☐ No ☐ N/A		7.1

Part C – Class 3B and Class 4 lasers

Check	Response	Action, owner and due date	Ref
Isolation			
The beam is enclosed as far as practicable	☐ Yes ☐ No ☐ N/A		4.1
A controlled area is defined, with physical boundaries	☐ Yes ☐ No ☐ N/A		4.4
Windows, doors and openings are screened so that hazardous laser radiation does not leave the room	☐ Yes ☐ No ☐ N/A		4.2
Reflective objects such as jewellery and phones are kept out of the controlled area	☐ Yes ☐ No ☐ N/A		2
A temporary controlled area is set up whenever covers are removed for servicing	☐ Yes ☐ No ☐ N/A		4.4
Engineering controls			
An acceptance check was completed and recorded before first use	☐ Yes ☐ No ☐ N/A		5.1
Access panels are interlocked or secured, and any override is clearly indicated	☐ Yes ☐ No ☐ N/A		5.2
Key control (Class 4) and emergency stops work	☐ Yes ☐ No ☐ N/A		5.2
A remote interlock to the room door has been considered or fitted (Class 4)	☐ Yes ☐ No ☐ N/A		5.2
Emission warnings and entrance warning lights work	☐ Yes ☐ No ☐ N/A		5.3
Viewing optics and viewports are attenuated	☐ Yes ☐ No ☐ N/A		5.4
Plume extraction is in place where procedures produce plume	☐ Yes ☐ No ☐ N/A		5.6
Rated beam stops are used, flammable materials are kept clear, and suitable extinguishers are nearby	☐ Yes ☐ No ☐ N/A		5.6
Servicing is done by qualified technicians and followed by a return-to-service check	☐ Yes ☐ No ☐ N/A		5.5
Exposure limits and hazard distances			
The required eyewear optical density and the hazard distance are taken from the manufacturer, or determined by a suitably qualified person where needed	☐ Yes ☐ No ☐ N/A		1.6
Administrative controls			
A laser safety officer is appointed and has authority to stop unsafe work	☐ Yes ☐ No ☐ N/A		6.1

Check	Response	Action, owner and due date	Ref
The laser safety officer is competent, for example through a recognised laser safety officer course and training on the specific laser systems in use	☐ Yes ☐ No ☐ N/A		6.1
A written laser safety management plan is in place	☐ Yes ☐ No ☐ N/A		9
Where applicable, written procedures cover operation, alignment, maintenance and emergencies	☐ Yes ☐ No ☐ N/A		6.2
Access to controlled areas is limited to authorised, trained people	☐ Yes ☐ No ☐ N/A		6.3
Entrance warning signs and PPE signs are displayed	☐ Yes ☐ No ☐ N/A		6.3
Operators are trained on each system they use, and new operators are supervised	☐ Yes ☐ No ☐ N/A		6.5
Personal protective equipment			
Eyewear is matched to each laser's wavelength, output and pulse type	☐ Yes ☐ No ☐ N/A		7.1
Eyewear certification to an applicable standard has been verified, preferably by an independent third party	☐ Yes ☐ No ☐ N/A		7.1
Where several wavelengths are used, eyewear covers all of them or is changed outside the controlled area	☐ Yes ☐ No ☐ N/A		7.2
Eyewear fit has been checked for each wearer	☐ Yes ☐ No ☐ N/A		7.3
Eyewear is marked by wavelength and optical density, and colour-coded where several wavelengths are used	☐ Yes ☐ No ☐ N/A		7.4
Eyewear is stored outside the controlled area, cleaned and inspected regularly, and damaged pairs are discarded	☐ Yes ☐ No ☐ N/A		7.4
Respiratory and skin protection is provided where needed	☐ Yes ☐ No ☐ N/A		7.5
Emergency response			
A written policy covers laser injuries to workers and clients, including referral arrangements	☐ Yes ☐ No ☐ N/A		9.4

Part D – Lasers used on people

Check	Response	Action, owner and due date	Ref
Operators hold appropriate qualifications, practise within their scope and are trained on each device	☐ Yes ☐ No ☐ N/A		11
Documented clinical procedures, including client screening, are in place	☐ Yes ☐ No ☐ N/A		11

Check	Response	Action, owner and due date	Ref
The client and everyone else in the room have suitable eye protection	☐ Yes ☐ No ☐ N/A		7.5
Shared eyewear is disinfected using products the manufacturer approves	☐ Yes ☐ No ☐ N/A		7.4
Plume extraction is used, and its maintenance is recorded	☐ Yes ☐ No ☐ N/A		5.6, 8.4
Delivered output, wavelength and pulse duration are checked against the selected settings	☐ Yes ☐ No ☐ N/A		8.3
Contact-sensing controls on Class 1C devices are checked after servicing	☐ Yes ☐ No ☐ N/A		1.6, 5.5
Drapes and other flammable materials are kept clear of the beam	☐ Yes ☐ No ☐ N/A		5.6
Referral arrangements are in place for client and worker injuries	☐ Yes ☐ No ☐ N/A		9.4

Part E – Ongoing, for all workplaces

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		8.3, 9
Controls are reviewed at the set intervals, and after changes, incidents or worker concerns	☐ Yes ☐ No ☐ N/A		8.2
Incidents and near-misses are reported and investigated	☐ Yes ☐ No ☐ N/A		8.1
Equipment safety features are checked regularly	☐ Yes ☐ No ☐ N/A		8.3
Training is refreshed, and lessons from incidents are shared	☐ Yes ☐ No ☐ N/A		10.4
The laser safety management plan, or equivalent records where only lower-class lasers are used, is kept current	☐ Yes ☐ No ☐ N/A		9.1, 9.3
Records are kept	☐ Yes ☐ No ☐ N/A		8.4
Leaders model safe behaviour, and workers report incidents, near-misses and other concerns	☐ Yes ☐ No ☐ N/A		10.2, 10.3

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)			