

Laser Safety Subgroup Charter

Laser Safety is one of several Subgroups of the Environmental Safety & Health Working Group of the DOE Energy Facilities Contractors Group (EFCOG)

Mission

The Laser Safety Subgroup promotes excellence in all aspects of laser safety through the collaborative sharing of policies, best practices, written procedures, tools, lessons learned, and hazard control technology. This Subgroup establishes an effective network for laser safety experts from DOE facilities.

I. Vision

Laser work will be done safely at DOE facilities with minimal risk of hazardous exposure. Laser workers will have excellent laser hazard awareness and the necessary skills, equipment, and tools to mitigate this hazard. Affected personnel will also have an appropriate level of laser hazard awareness. The Laser Safety Subgroup will contribute to improvements in practices, policy, education, and training for laser safety.

II. Strategy

The Laser Safety Subgroup will achieve its mission by leveraging the expertise of its membership. This includes:

- Sharing best practices;
- Promoting, coordinating, and facilitating the exchange of successful laser safety programs;
- Promoting consistency in laser safety policies and training;
- Providing technical leadership for laser safety and laser-related projects to the Department of Energy;
- Collecting, consolidating and disseminating surveys; and
- Discussing means of regulatory compliance.

III. Organization

A. Membership

The EFCOG Laser Safety Subgroup membership includes both DOE and DOE-Contractor personnel. DOE members act in an advisory capacity and ensure the goals of the Laser Safety Subgroup are consistent with those of the Department of Energy. DOE members are expected to actively participate in the Annual Laser Safety Officer Workshop. It is expected that each DOE facility is represented in the Laser Safety Subgroup.

B. Executive Board

1. Chair - The term of the Chair is one year, commencing after the annual meeting. This can be renewed at the annual meeting up to a maximum of three years.
2. Vice Chair - The term of the Vice Chair is one year, commencing after the annual meeting. This can be renewed at the annual meeting up to a maximum of three years. When the Vice Chair term is completed, the Vice Chair will next assume the role of Chair if that position becomes vacant.
3. Secretary - The term of the Secretary is one year, commencing after the annual meeting. When the Secretary term is completed, the Secretary will next assume the role of Vice Chair if that position becomes vacant. A new Secretary is elected each year at the annual meeting. A call for nominations is made approximately one month prior to the annual meeting.
4. Workshop Chair – The term of the Workshop Chair is one year. The Workshop Chair is selected each year by the other Board members.
5. Past Chair is the most recent Chair that is not currently holding a Board position.

IV. Executive Board Roles and Responsibilities:

A. Chair

1. Provides the overall direction for the Laser Safety Subgroup which must be consistent with the group's mission and vision
2. Maintains an understanding of the Subgroup's needs and of the current developments within the laser safety profession
3. Facilitates the Subgroup meetings and verifies that information is appropriately communicated to the membership
4. Verifies the membership roster annually
5. Presides over the election of new executive board member(s)

B. Vice Chair

1. Supports the chair and workshop chair as needed
2. Maintains information on the Subgroup's webpage

C. Secretary

1. Keeps meeting minutes
2. Supports the chair and workshop lead as needed

D. Workshop Chair

1. Organizes the Annual LSO Workshop

E. Past Chair

1. Provides guidance to the Executive Board
2. Assists in directing the efforts of the Subgroup

V. Meetings

A. Meeting Process

1. The Laser Safety Subgroup operates in an open forum that encourages participation and contribution from all members.
2. Formal decisions are adopted by a simple majority vote of members present.
3. Designated representatives unable to attend a meeting may send an alternate from their organization to vote for them.

B. Quarterly meetings

1. The Subgroup chair will coordinate a quarterly phone conference.
2. These phone conferences will discuss current laser issues, such as new technological advances, changes in standards, shared concerns, recent events, or lessons learned.

C. Annual meeting

1. The Subgroup meets in person at the annual LSO Workshop.
2. New executive board member(s) will be elected during this meeting by a simple majority vote.

VI. Initiatives and Activities

A. Annual LSO Workshop

- The first LSO Workshop was in 2005.
- The Workshop typically consists of 2 ½ days of presentations, roundtables, tours, and vendor displays.

B. Training/Education

- The DOE laser safety training course, SAF-115DE, was developed by Lawrence Livermore National Laboratory. This training, or a modified version, has been implemented at many DOE facilities as a core component of their laser safety training. The course is an excellent computer-based training program for laser safety in a research and development setting.
- The Subgroup will regularly evaluate laser safety training and education at DOE facilities and recommend improvements as needed.

C. Surveys

- The Subgroup conducts periodic surveys of laser safety policies and practices at the DOE facilities.
- Survey results are communicated to all LSSG members and are posted to the LSSG website.

- Surveys conducted so far include:
 - Service subcontractor laser safety
 - Training and Supervision
 - Alignment eyewear
 - Construction subcontractor laser safety
 - Laser Pointers
 - Standard Operating Procedures

D. Webpage

- The Subgroup has a webpage on the EFCOG website.
- The Subgroup will maintain all shared documents and the membership roster on this website.
- Annual LSO Workshop information and presentations will be linked from the website.
- Documents provided on the LSSG website will include:
 - Laser-related ORPS and Lessons Learned Reports
 - Laser survey results
 - Laser best practice documents
 - DOE analysis documents on laser operations

E. Best Practices

- Individual labs are encouraged to submit Best Practices that meet EFCOG's criteria for this. Submission will be to the Executive Board for review. Submission at the same time to the entire membership is encouraged.
- The Executive Board should submit review comments within 2 weeks to the submitter.
- Following resolution of the Executive Board's comments, the Chair will submit the Best Practice to EFCOG's program manager for this for posting. Once posted, the LSSG website will provide a link to the Best Practice document.

F. Performance Measurement

The Subgroup plans to maintain records for these metrics:

- Number of lessons learned and best practices that are shared
- Surveys conducted
- Number of active members
- Attendees at LSO workshops
- Number of meetings held