

EFCOG Best Practice #158

Best Practice Title: Laser Safety Newsletter

Facility: Lawrence Livermore National Laboratory

Point of Contact: Jamie King, LLNL Laser Safety Officer 925-423-3077, king75@llnl.gov

Brief Description of Best Practice: A laser safety newsletter has been developed at LLNL for quick dissemination of laser safety topical information along with recent lessons learned in an easy to read format. The newsletter is published on a quarterly basis and is distributed to all laser personnel at LLNL. Distribution also includes DOE, DOD, NASA, Academia, and Commercial laser workers through the related agencies' laser safety officers. The newsletter is also posted on the EFCOG Laser Safety Subgroup's web page.

Why was the best practice used: This best practice was implemented to keep laser safety "fresh-in-the-minds" of the laser community, thus preventing apathy. It accomplishes this in a way that is informative rather than being preachy.

What are the benefits of the best practice: The benefits of the newsletter at LLNL have been that the laser user community is engaged and thinks about laser safety on a more frequent basis. This has been seen in the overall increase in communication from the user community to the laser safety staff. Because of the annual DOE Laser Safety Officer Workshop and vast distribution of the newsletter, the DOE has become a preeminent and credible source of practical laser safety information.

What problems/issues were associated with the best practice: The only issue associated with this best practice has been keeping the distribution list current. Even with posting a link to the newsletters, there needs to be an email sent to subscribers informing them of the latest published issue being available.

How the success of the Best Practice was measured: The success of this best practice has been measured two-fold. First of all in the micro environment, there was a significant increase in communication at LLNL from the user community to the Laser Safety Officer. Secondly, on the macro level, there has been a considerable increase in communication between the laser safety professionals such that many are distributing the newsletter to their personnel as a training tool. Also, circulation continues to grow with the publication of each issue as additional requests to be added to the distribution are made.

Description of process experience using the Best Practice: The overall process in the Integrated Management System has improved because this tool is being used as a "Feedback and Improvement" mechanism. The "Feedback" is accomplished via the lessons learned and the "Improvement" is through the topical laser safety subject contained within each issue.

References:

1. LLNL Laser Safety Newsletters,
http://www.efcog.org/wg/esh_ls/LLNL_Laser_Lessons_Newsletters.htm.