HS32 – Laser Permits

These records relate to the use of lasers.

Content & Scope
The control of lasers at the University is maintained through an internal permit system. Permits are required to operate class 3b and class 4 lasers.

This records class excludes records of training of individual workers maintained in the human resources management system.

The records include laser permits, laser data sheets, laser inspection reports, records of workplace modifications, and worker registration and training records.

Related Records
For records of training maintained in the human resources management system, see HR05 – Human Resources Management System.

Responsible Unit
Safety Office

Information Steward
University Secretary

Information Confidentiality Classification
Confidential

Retention
Worker registration and training records: 3 years after termination of employment under the permit.

All other records: 3 years after expiry of permit.

Disposition
Secure Destruction.

Authority

Retention Rationale
The retention period is based on operational use.

Approval Date
19 December 2011