

Chapter 10: [Laser Safety](#)

Laser Service Subcontractor Work Planning and Control Procedure

Product ID: [483](#) | Revision ID: 2884 | Date published: 7 August 2026 | Date effective: 7 August 2026

URL: <https://www-esh.slac.stanford.edu/eshmanual/references/laserProcedSubcontractor.pdf>

1 Purpose

The purpose of this procedure is to ensure an equivalent level of safety requirements as called for by [Chapter 2, “Work Planning and Control”](#), and [Chapter 42, “Subcontractor Safety”](#), while accommodating the unique requirements of laser *service* subcontractor work.

It covers work planning and control (WPC) for laser service subcontractor work on Class 3B and Class 4 laser systems.

It applies to SLAC project managers, *laser facility program managers*, *system laser safety officers (SLSOs)*, Purchasing, ESH coordinators, the *laser safety officer (LSO)*, and subcontractors.

2 Procedures

The LSO reviews the work plans, provides safety oversight, and gives the final work release following a pre-job briefing. WPC for laser service subcontractor work has some differences compared to other high-hazard service work and does not utilize a service manager (SM), but it does utilize many of the same procedures and safety documents and forms, as referenced here.

Step	Person	Action
1.	Project manager	Submits purchase requisition for laser installation (may be part of a laser purchase) or laser maintenance/service, sends notification of purchase requisition to the SLAC LSO The requisition will indicate sole source if applicable, give scope/statement of work, and note that on-site work will be done that requires ▪ Site-specific safety plan (SSSP) and job safety analysis (JSA) documents ▪ A description of laser safety training for subcontractor personnel ▪ Approval by the LSO Completes the Subcontractor Safety: Work Classification Form, with assistance if necessary from an ESH coordinator The project manager will be the SLAC point-of-contact (POC) for the subcontractor.
2.	Purchasing	Conducts procurement process, utilizing terms and conditions appropriate for on-site service work

Step	Person	Action
3.	Purchasing	Awards contract to the selected service subcontractor
4.	Project manager	Consults with the LSO and starts to put together the required safety documentation in a WPC “red folder” (examples available on the Laser Safety Program Site) At this stage - Prepares the SSSP and an associated JSA. (Templates are available on the Laser Safety Program Site, under “Service Subcontractors”.) The SSSP and JSA will generally reference the laser facility’s SOP document and, if applicable, area hazard analysis; subcontractor personnel follow the same safety requirements as SLAC’s qualified laser operators. - Sends the SSSP and JSA to the subcontractor for review and for subcontractor to make any needed updates or changes; sends copies to the LSO
5.	Subcontractor	Signs the SSSP and sends it to Purchasing and/or the project manager
6.	Project manager	Obtains the necessary signatures for the SSSP, including from the LSO and the SLSO, then submits signed SSSP to Purchasing and requests a notice to proceed (NTP)
7.	Purchasing	Issues NTP to subcontractor
8.	Project manager	Completes a work integration plan (WIP) document (template available on the Laser Safety Program Site , under “Service Subcontractors”), notifying the ESH coordinator and laser facility program manager of the service work planned
9.	Laser facility program manager	Signs initial release for the work on the WIP
10.	Project manager and subcontractor	Complete site access requirements for badging and training
11.	Project manager, SLSO, LSO, and subcontractor	Pre-job briefing held JSA is updated as needed and then signed by all personnel Pre-job review document is completed and signed by all personnel (template available on the Laser Safety Program Site, under “Service Subcontractors”) SLSO signs JSA indicating authorization for the work LSO gives final release as indicated on the WIP document
12.	Subcontractor	Performs work under supervision of project manager Keeps red folder with all the safety documentation available at the job site
13.	LSO	Performs periodic inspections of the work
14.	Project manager	Provides update status to LSO at the end of each day until the work is completed Notifies LSO when any changes may be needed to the JSA (if changes are needed, these require signature approvals, re-authorization by SLSO, and re-release by LSO)
15.	Project manager	Notifies LSO when work is complete
16.	SLSO	Retains appropriate documentation for laser service work in the Laser System Safety Binder
17.	LSO	Updates the spreadsheet summary of laser service work

3 Forms

The following forms and systems are required by this procedure:

- Laser site-specific safety plan (SSSP), job safety analysis (JSA), work integration plan (WIP), and pre-job review templates (available from the [Laser Safety Program Site](#) [SharePoint], under “Service Subcontractors”)
- [Subcontractor Safety: Work Classification Form](#) (SharePoint). Form for documenting classification of project as green or non-green work, and for non-green, initial ESH assessment
- [Laser Service Subcontractor Log](#). Spreadsheet summary of completed laser service work (available from the [Laser Safety Program Site](#) [SharePoint], under “Service Subcontractors”)

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- The SLSO retains appropriate documentation for laser service work in the laser facility’s safety binder or [SharePoint site](#)
- The LSO updates the [Laser Service Subcontractor Log](#) of laser service work when the work is complete

5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 10, “Laser Safety”](#)
 - [Laser Safety Program Site](#) (SharePoint)
- [Chapter 2, “Work Planning and Control”](#)
 - [Work Planning and Control](#) (includes forms and online tools)
- [Chapter 42, “Subcontractor Safety”](#)
- [Chapter 55, “Site Access Control”](#)
 - [Site Access Control: Site Access by Individual and Area](#) (SLAC-I-720-0A00S-002)