**Injury & Illness Prevention Program**  
**Job Safety Analysis**

**Task:** CHANGING FLUORESCENT LIGHT TUBES

**Modification to Daily Attire Requirements:** Long Pants

**Required PPE:**
1. Safety Glasses
2. Gloves (leather)
3. Safety Shoes (slip resistant)

**Required Training:**
- Ladder Safety Training
- Personal Protective Equipment Training (PPE) (if applicable)

<table>
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<th>TASK</th>
<th>HAZARDS</th>
<th>CONTROLS</th>
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| Select and Prepare Ladder for Use | Bodily Injury / Muscle Strain | • Carefully remove ladder from storage; be aware of storage that may be dislodged and fall  
• Use safe lifting techniques |
| Set-up and Use of Ladder | Shock / Electrocution | • Use non-conductive ladder (fiberglass) |
|  | Fall from Ladder | • Inspect ladder if not used and/or inspected recently  
• Set-up ladder properly – follow all warning labels on ladder |
| Changing Fluorescent Light Tube | Fall from Ladder | • Follow ladder training- look for hazards, set up cones to prevent others from moving ladder, etc.  
• Never stand on top step or top of ladder- follow ladder warning label instructions |
|  | Skin Abrasions (legs) | • Wear long pants |
| Cleaning Up Broken Florescent Light Tube | Eye Injury from Falling Particulate | • Wear safety glasses or safety goggles |
|  | Shock / Electrocution | • Use non-conductive ladder (fiberglass)  
• Turn off switch/shut off power to light fixture before changing bulb |
|  | Cuts and Scrapes | • Wear gloves when cleaning up broken glass |
|  | Mercury Exposure | • If bulb breaks while you are nearby, leave the area for 15 minutes to allow time for contents to settle  
• Gently sweep (create no dust) debris into bag or sealed container  
• Label as Universal Waste (lamps)  
• Bring to designated Universal Waste storage at FMS yard |
| Proper Disposal of Tube | Cuts / Mercury Exposure | • Use same controls as above for cuts/mercury exposure (wear gloves)  
• Place in box or other secure container to avoid breakage  
• Label properly and bring to designated Universal Waste storage at FMS yard |
|------------------------|------------------------|---------------------------------------------------------------|
| Returning Ladder to Storage | Bodily Injury / Muscle Strain | • Use Safe Lifting techniques  
• Carefully return ladder to storage; be aware of items that may become dislodged and fall when placing ladder into storage area |