**Safe Work Practice**

**CHANGING A LIGHT BULB**

****** *This task may only be performed by trained and authorized personnel.*

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| **Hazards Present:*** Electrical energy / shock
* Fall from ladder
* Sharp edges
* Inadequate lighting
 | **Personal Protective Equipment****(PPE)****or Devices Required:*** Eye Protection
* Hand protection
* appropriate footwear (closed toed, rubber slip resistant sole)
 | **Additional Training****Requirements:*** Ladder training
* Safe Work Practice for step ladders
* Lockout tagout
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**DANGER: Failure to follow this Safe Work Practice may result in SERIOUS INJURY or DEATH.**

***NOTE:*  *All procedures obtained from mySafetyAssistant™, operator manuals or other samples must have the consultation of workers and be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!***

***NOTE*: Workers must be trained in a way that demonstrates they are competent. JUST READING a SWP is NOT training. Workers must demonstrate they can safely perform task and trainer/supervisor must follow up regularly to ensure workers are performing task in a safe manner. Document each occurrence in the employee’s training record.**

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| **Pre-Use Inspection:*** Conduct ladder pre-use inspection for any defects - which include but not limited to;
	+ Broken or missing rungs
	+ Cracks or bends in the rails
	+ Defective braces
	+ Worn or broken feet
* Ensure work area is clean, has an even surface and is free of obstacles

**Aluminum ladders or any ladder with exposed metal rails are NOT to be used – Use a ladder rated for electrical work, such as a fiberglass ladder****Changing a light bulb procedure:**1. Lock-out energy source (light switch lockout or other)
2. Display warning signs or use barriers in work area
3. Allow bulb to cool before removing
4. DO NOT work in the dark; if the light bulb being changed is the only source of illumination and natural light is not sufficient, use a trouble light on a stand to illuminate the work area
5. Use ladder according to manufacturer’s instructions and the Safe Work Practice for step ladders
6. If fixture has a cover, remove cover prior to carrying replacement bulb to top of the ladder
7. When removing light bulb, do not force and be careful not to squeeze
	1. Ensure lock-out remains in place until a new bulb is installed
	2. Fluorescent bulb
		1. Wearing gloves, twist bulb ¼ turn clockwise until it “pops”
		2. Align end posts with slot; pull out one end then the other
		3. Reverse process to install
	3. Incandescent or Compact Fluorescent Light (CFL)
		1. Wearing gloves, twist bulb counter clockwise (twist at ballast for CFL type – do not twist on the glass tubing)
		2. Reverse procedure to install
	4. Halogen bulb
		1. Wearing gloves, hold edge of bulb and press in gently and turn counter clockwise until bulb releases (if screw type, simply turn counter clockwise)
		2. Reverse procedure to install
8. Ensure replacement bulb is the correct wattage; DO NOT exceed the maximum wattage
9. DO NOT over tighten, squeeze or press hard on the bulb as it can cause the bulb to break.
10. Properly dispose of light bulb
	1. Fluorescent and CFLs contain mercury. DO NOT dispose these bulbs in general waste; check with your local municipality for disposal locations
	2. Place burnt out bulb in original packaging or cardboard box before placing in garbage bag to minimize chance of being cut when handling garbage bag

**Caution is to be used when changing Fluorescent Light Bulbs and CFL’s as they contain mercury.** **Cleaning up a broken CFL**1. Evacuate the area for 5-10 minutes while ventilating the area
	1. Open a window or door to vent
2. Shut off HVAC system
3. DO NOT vacuum as it may spread mercury vapour or the mercury found in the powder
	1. A vacuum may only be used if broken glass is remaining after all other clean up steps have been taken
	2. Dispose of vacuum bag after cleanup
4. Scoop up broken glass without disturbing the powder; use stiff cardboard to collect broken pieces
5. Use sticky tape to collect any visible powder and glass fragments
	1. Place tape in a sealed bag or glass jar
6. Wipe area with disposable damp cloth or paper towel; place in sealed container with other debris
7. Place all debris immediately in outdoor trash or storage for proper disposal
8. Wash hands with soap and water after clean-up
9. Continue to vent the area and keep HVAC system shut down, where practical, for several hours
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***NOTICE:* Report all hazardous situations to your supervisor without delay!**

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| **Guidance Documents / Standards /Applicable Legislation / Other:****Guidance Documents**:* Manufacturer’s Operation Manual

**CSA Standards*** CSA CAN3-Z11-M81 (R2011) Portable Ladders
* ANSI Standard A14.5-2000, American National Standard for Ladders — Portable Reinforced Plastic — Safety Requirements

**MB Workplace Safety & Health Regulation, MR 217/2006:*** Part 6 Personal Protective Equipment
* Part 13 Entrances, Exits, Stairways and Ladders
* Part 16.14-16.16 Lockout
* Part 38 Electrical Work
 | **This Safe Work Practice will be reviewed any time the task, equipment, or materials change and at a minimum every three years.**

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| Completed / Approved By: |
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| Date Completed: |
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| SWP Last Reviewed / Revised by and date: |
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**This Safe Work Practice has had the consultation of the following workers:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_