|  | **JOB SAFETY ANALYSIS** | | |
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|  | Safety Information for the University of California, Berkeley | | |
|  | **Facilities Services** | | |
|  | **Working on Indoor Light Fixtures (like LED, fluorescent and emergency lighting)** | | |
|  | **TASK HAZARDS CONTROLS** | | |
|  | 1. Set up equipment and prepare the work area. | Slips, trips, and falls  Musculoskeletal injuries  Low visibility | Inspect the area and isolate/move hazards out of the way as necessary.  Barricade the work space with caution tape, cones, or signs if exposed to pedestrian or other types of traffic.  Use safe lifting techniques, proper body mechanics, tools, and equipment.  Ensure you take necessary breaks for water and stretching.  If lifting more than 50 pounds, ask for assistance if needed  Use flashlights, headlamps, flood lamps, rechargeable LEDs, or other illuminating devices as needed. |
|  | 1. Working in attics, crawl spaces, and other elevated work locations. | Slips, trips, and falls  Fall from ladder  Low visibility  Overhead hazards: hanging/loose wires, pipes, sprinkler heads, etc.  Confined space/atmospheric hazards  Pest, vermin, dust, debris, and other biological hazards | Install and secure walking platforms (plywood) across ceiling struts/beams/planks as necessary to prevent falling through ceiling tiles.  Submit an assist if additional access points or scaffolding is needed.  Wear personal fall protection and secure yourself to approved anchor points when working around unprotected fall areas.  Use aerial lifts or other equipment when needed.  Select the appropriate ladder for the job.  Inspect the ladder before use.  Use non-conductive fiberglass ladders for electrical work.  Ensure level and secure footing.  Use the ladder according to manufacturer’s recommendations.  Complete the Ladder Safety training through UCLC.  Open A frames all the way and lock the cross bars.  Tie extension ladders if possible or have someone hold it for additional security.  Use flashlights, headlamps, flood lamps, rechargeable LEDs, or other illuminating devices as needed.  Wear head protection, hard hat or bump cap, when exposed to overhead hazards.  Complete a Confined Space Evaluation/Entry Form prior to entry.  An Entry Supervisor or Attendant must be present to monitor the Entrant at all times.  Monitor atmospheric conditions with a 4 gas meter.  Wear long sleeve shirts, pants, gloves, and safety glasses. |
|  | 1. Testing/troubleshooting light fixtures and removing/replacing lamps and bulbs prior to removing the belly pan (cover). | Low visibility  Pest, vermin, dust, debris, and other biological hazards | Use flashlights, headlamps, flood lamps, rechargeable LEDs, or other illuminating devices as needed  Wear long sleeve shirts, pants, gloves, and safety glasses |
|  | 1. Repairing, removing, and replacing light ballasts after removing the belly pan (cover). | Electrical Shock                    Low visibility      Pest, vermin, dust, debris, and other biological hazards | Do not work on live electrical systems.  De-energizing the equipment is highly recommended  Work gloves are mandatory  Coordinate maintenance activities with necessary personnel if turning off a light switch will impact normal operations (class/lab/equipment).  Contact your Lead/Manager if power cannot be de-energized  Use flashlights, headlamps, flood lamps, rechargeable LEDs, or other illuminating devices as needed  Wear long sleeve shirts, pants, gloves, and safety glasses |
|  | **Required Training:**  Confined Space Ladder Safety  4 Gas Meter Ergonomics  Lock Out/Tag Out Fall Protection  BSL3 Lab Access  Electrical Safety Awareness (Coming Soon) | **Personal Protective Equipment (PPE)**  Gloves Hard Hat or Bump Cap as needed  Safety Glasses Personal Fall Protection as needed  BSL3 lab required PPE | |
| **Other Information:** | Revised August 2022 | | |
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|  | For more information about this JSA, contact the Department Safety Coordinator. | | |