## JOB SAFETY ANALYSIS

Safety Information for the University of California, Berkeley

### Facilities Services

### Working on Indoor Light Fixtures

<table>
<thead>
<tr>
<th>TASK</th>
<th>HAZARDS</th>
<th>CONTROLS</th>
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</table>
| 1. Set up equipment and prepare the work area | Slips, trips, and falls | Inspect area prior to commencing work  
| | | Remove hazards and barricade work space with caution tape, cones, or signs if necessary  
| | Musculoskeletal injuries | Bring minimal amount of tools to prevent clutter  
| | | Use safe lifting techniques, proper body mechanics, tools, and equipment  
| | | Stretch and flex  
| | | Ask for assistance if needed |
| 2. Working in attics and crawl spaces | Slips, trips, and falls | Install and secure work platforms across ceiling struts/beams/wooden planks as necessary  
| | Fall from ladder | Submit an assist tag if necessary  
| | Low visibility | Wear personal fall protection and secure yourself to approved anchor points when working at height  
| | Overhead hazards: hanging/loose wires, pipes, sprinkler heads, etc. | Use aerial lifts or scaffolds if necessary  
| | Confined space/atmospheric hazards | Select appropriate ladder for the job  
| | Pest, vermin, other biological hazards | Inspect the ladder before use  
| | | Use according to manufacturer’s recommendations  
| | | 3 points of contact while climbing up and down  
| | | Training on ladder safety  
| | | Open A frames all the way  
| | | Tie extension ladders if possible or have someone hold it  
| | | Use flashlights, headlamps, or other illuminating devices  
| | | Wear head protection. Hard hat or bump cap |
| 3. Working at height | | Complete a Confined Space Evaluation/Entry Form  
| | | An entry supervisor/attendant must be present to monitor the entrant at all times  
| | | Monitor atmospheric conditions with a 4 gas meter  
| | | Wear long sleeves, pants, and gloves |
| 4. Repair, replace, remove light fixtures and ballasts. | Electrical Shock | DO NOT work on LIVE electrical systems when needing to change wires without wire connectors  
<p>| | | Turn off power to the fixture |</p>
<table>
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<tr>
<th>Required Training:</th>
<th>Personal Protective Equipment (PPE)</th>
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<tr>
<td>Confined Space</td>
<td>Gloves</td>
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<tr>
<td>Ladder Safety</td>
<td>Hard Hat or Bump Cap as necessary</td>
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<tr>
<td>4 Gas Meter</td>
<td>Safety Glasses</td>
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<tr>
<td>Ergonomics</td>
<td>Personal Fall Protection as necessary</td>
</tr>
<tr>
<td>Lock Out/Tag Out</td>
<td>Fall Protection</td>
</tr>
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</table>

Lacerations, pinch points, nip points, etc.
Perform LOTO on the breaker
Test the power to ensure it is off by using your electric sniffer or voltage reader to ensure LOTO was successful
Submit an assist if power cannot be turned off.
Wear gloves

Wear gloves

Other Information:  
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