

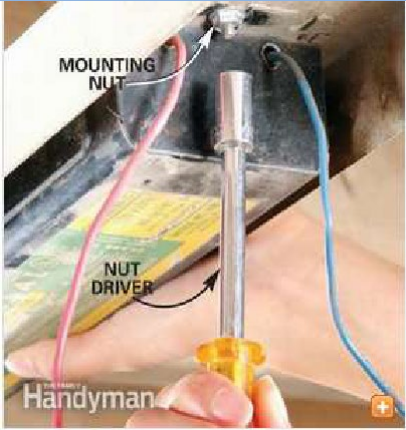
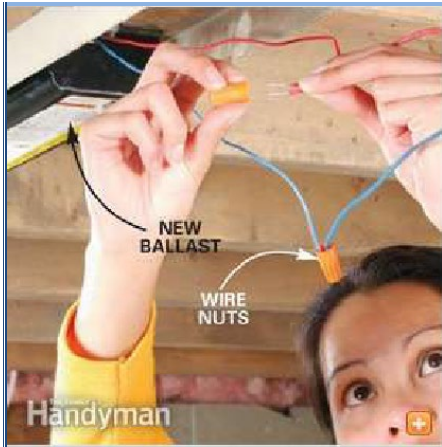


JOB SAFETY ANALYSIS

Employee Safety and Risk Management

Ballast Light Replacement

PHOTOS	TASK	HAZARDS	CONTROLS
	<p>Step 1: Obtain a suitable ladder and other applicable tools for the job. These may include pliers and screw drivers.</p>	<p>Falling and/or slipping hazards</p> <p>Falling objects</p> <p>Debris may get in eyes</p>	<ul style="list-style-type: none"> Inspect ladder to see that there are no discrepancies. Allow ladder to stand on its own to make sure it is level. Never use a metal ladder near electrical conduits or power lines. Never use stepladder leaned against a wall. Never go up or down a ladder with tools in your hand. It is best to raise them using a bucket and rope. Safety Glasses
	<p>Step 2: Turn off the power at the main panel and use lockout / tagout procedures to make sure the power does not come back on.</p>	<p>Electrical shock</p>	<ul style="list-style-type: none"> Consult Facilities Director for main panel location. Ask for more assistance if needed.
	<p>Step 3: Remove the bulbs and fixture cover to expose the internal wiring and ballast. The attachment method for ballast covers varies widely among manufacturers. It may be attached with nuts or clips or simply snapped into place.</p>	<p>Electrical shock</p> <p>Falling objects</p> <p>Falling hazards</p>	<ul style="list-style-type: none"> Position ladder to one side of ballast to prevent objects from falling on you. Obtain comfortable balance removing bulbs and fixture cover to avoid falling.
	<p>Step 4: Use a use a non-contact voltage detector to ensure power is off and cut the old ballast wiring and unscrew the old ballast. With one hand, hold the ballast in place while unscrewing the bolts or nuts with the other. Snip the old ballast wiring several inches from the end of the ballast with a side-cutting pliers or wire snips.</p>	<p>Falling objects</p> <p>Debris may possibly fall into eyes</p> <p>Electrical shock</p>	<ul style="list-style-type: none"> Determine what tools might be needed based on the height and type of ballast. Be sure to have shut off electrical power source and confirm with a non-contact voltage detector. Cut all the wires connected to the ballast



Step 5: Install the new Ballast Use ladder to complete ballast replacement. Mount the new ballast in the fixture. Strip the electrical wiring back ½ in. and connect the matching-colored wires with the twist-wire connectors.

Neely tuck the wires back into the housing and screw the cover back on the fixture.

Ladder slipping, lift tipping, falling hazard.

Possible back injury or other physical injury, falling objects.

Electrical shock

- To prevent slipping, equip the ladder with non-slip points or safety shoes, if practical.
- Remove any oil or grease from the soles of your shoes before using the ladder.
- Use proper body mechanics in lifting and moving objects to avoid injury.
- Be sure to have shut off electrical power source.

Required Training:	Basic Lockout/Tagout, ladder safety
Required Personal Protective Equipment (PPE):	Safety glasses, rubber-soled shoes.
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