



Hazards	exposure to mercury
Tools/Equipment	ladder, bulbs, light switch lock, storage box, stiff paper and sealable plastic bag, duct tape, damp paper towels, vacuum, labels
Employee Group(s)	Facilities Management – Mechanical & Electrical

Required PPE:



Safety Shoes



Eye
Protection



Gloves



Respirator

SAFE WORK PRACTICES

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.
- Wear fitted respirator with P100 filters when dealing with multiple tubes.

CHANGING BULBS PROCEDURES

1. Set up step ladder.
2. Turn off switch, install switch lock.
3. Remove light cover/shade and put in safe place.
4. Remove tubes (one at a time).
5. Place used tubes in storage box.
6. Install new tubes (one at a time).
7. Wipe down cover/shade with damp cloth
8. Replace cover/shade on fixture.
9. Remove switch lockout.
10. Turn on switch to check lights.
11. Clean up site, place ladder and box of tubes in storage.
12. When used storage box is full, call Grounds & Transportation for pick up.
13. If tube accidentally breaks, see **Broken Bulbs Procedures** below for proper clean up.

BROKEN BULBS PROCEDURES

1. Have people leave area until cleanup is complete.
2. Open window in room (if applicable).
3. Shut off mechanical air system (if applicable).
4. Do not use vacuum to clean up broken tubes/bulbs.
5. Scoop up pieces of glass and powder with stiff paper and place in sealed bag.
6. Use duct tape to clean up any remaining fragments and place tape in sealed bag.
7. Wipe area clean with damp paper towels and place in sealed bag.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.



8. For carpet surface, vacuum area after all visible materials are removed.
9. Place vacuum bag in sealed plastic bag.
10. Label sealed plastic bag as hazardous waste.
11. Wash hands with soap and water.
12. Call Grounds & Transportation to pick up hazardous waste.