

Los Rios Community College District – Job Safety Analysis

Job Category: Electrician (For Specifics See Below*)		
Required and/or recommended personal protective equipment: Gloves, non - skid rubber soled shoes, goggles, respirator, ear protection, protective clothing		
Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
Ballast replacement: Obtain work order and proper replacement parts. Determine need and obtain special equipment required for task. Proceed to site. Clear area of all unnecessary personnel	Possible back injury or other physical injury, traffic accident causing bodily injury, heavy foot traffic at work site, falling objects	Use proper body mechanics in lifting and moving objects to avoid injury. Ask for assistance when needed. Observe all traffic rules and regulations when traveling to or from a work site. Wear seat/shoulder belts at all times. Do not exceed posted speed limits or beyond normal flow of traffic. Be aware of people in and around work site and proceed with caution. Rope off area with caution tape. Use second person to keep work area clear of people.
Shut off power to affected fixtures.	Electrical shock	Use approved lockout tag out procedure to electrical supply.
Use ladder to complete ballast replacement Examine fixture for evidence of dripping tar. If so, PCB precautions must be taken unless ballast specifies "No PCB's".	Ladder slipping, lift tipping, falling hazard Possible PCB contact or inhalation	Never use a metal ladder near electrical conduits or power lines. Never use stepladder leaned against a wall. Extension ladders must extend at least 3 feet above a roof or landing. Never use extension ladders to reach heights greater than 44 feet. Use scaffolds. Set ladders at 75 degree with the floor or ground. The horizontal distance from the wall to the foot of the ladder should never be more than ¼ the ladder's length. Never go up or down a ladder with tools in your hand. It is best to raise them using a bucket and rope. Always face the ladder and grasp the side rails or rungs with both hands when going up or down, taking one step at a time--do not hurry. One person at a time on a ladder. Check ladder for cracked or split side rails, for missing or broken or otherwise defective steps (cleats, rungs, treads or U-shapes). Check for sharp edges and splinters on cleats, rungs, and side rails. Check for general weakened conditions. Keep ladder clean. If found to be unsafe, withdraw it from use and fix it at once, if possible. If irreparable, destroy it immediately to make sure it will never be used