

FM SAFETY ALERT

CHANGING AND DISPOSAL OF LAMPS

Issue:

During the month of September, five (5) injury incidents were reported related to the changing and disposal of lamps. The incidents included: three (3) separate incidents resulting in lacerations to the hands, one burn to the hand and one facial injury. As a result, the attached **Standard Operating Procedure** related to changing and disposal of lamps has been updated and is being re-distributed.

Corrective Action:

1. The attached **Standard Operating Procedure (SOP)** for the changing and disposal of lamps dated October 14, 2008 is to be implemented immediately.
2. Implementation of this SOP includes:
 - a) Supervisor responsibilities:
 - i. Identify employees under their supervision that change and/or dispose of lamps as a part of their job assignment.
 - ii. Review the attached SOP with employees under their supervision for immediate implementation.
 - iii. Ensure employees under their supervision have an adequate supply of personal protective equipment (protective eye and hand protection) and an understanding of when this equipment is required when changing and disposing of lamps.
 - iv. Enforce and make mandatory the use of applicable personal protective equipment.
 - v. Identify the designated lamp accumulation area(s) for their work area for employees under their supervision.
 - b) Employee responsibilities:
 - i. Implement the attached SOP immediately when changing and/or disposing of lamps.
 - ii. Wear personal protective equipment when changing and/or disposing of lamps.
 - iii. Report any injury incidents related to changing or disposal of lamps immediately to their supervisor.

October 14, 2008