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| JOB/TASK NAME: Replacing LED 4 Ft. Lights that are High Up | PAGE 1 OF 2 | DATE: 3/30/15 | √NEW REVISED |
| EMPLOYEE(S)/POSITION(S) PERFORMING THE JOB: Wes, Jeff, Scott, Allen/ Heat Plant Operators | SUPERVISOR(S): Wes Smith | ANALYSIS BY: |
| PLANT/LOCATION: Heat Plant | DEPARTMENT(S): Facilities  | SHIFT (if applicable): Day, Swing | APPROVED BY: Wes Smith |
| PERSONAL PROTECTIVE EQUIPMENT: Safety Glasses, Gloves, Hard Hat |
| TRAINING REQUIREMENTS: Be trained on the scissor lift and harness.Job Safety Analysis Form |
| JOB STEPS | POTENTIAL HAZARDS | ACTION/PROCEDURE TO CONTROL OR ELIMINATE |
| 1 | Assess which LED light’s need to be changed out.Get all necessary supplies and equipment needed. | Height, Falling, Broken Glass, Electrical Shock | If up high use scissor lift. If needed turn power off and Lock-Out-Tag-Out. Wear PPE. Use Ladder |
| 2 | Get everything needed. LED Lights, Scissor Lift, PPE, Rags, Harness, Tools, Ladder | Dropping LED Lights, Falling, Cuts from broken glass from LED Lights, Hitting head on head pipes | Use Harness, Use PPE, Use Gloves, Make sure the lift is up and as close to the LED light as possible, Use Ladder |
| 3 | Use scissor lift to go up and down, and ladders.Clean Dirt off from lights | Falling, Dropping, Dirt in Eyes | Use Harness, Ladders, Scissor Lift, PPE |
| 4 | Replace the old LED Light with the new LED Light, Make sure you write the date on the LED light to keep track of it.  | Dropping LED light, Falling, Broken Glass, Electrical Shock, Lights swinging back and forth on cords and chains, Cuts and Hitting you in the head | Use Harness, Use PPE, Use Gloves, Hard Hat. If needed turn power off, and Lock-Out-Tag-Out. Use Ladder, Use Scissor Lift |
| 5 | Dispose of the LED Lights the right way | Broken Glass, Dirt or Dust from LED Light if not cleaned | PPE, Gloves |
| 6 | Clean up after the job is complete and put lift key back in key box | Foreign Debris in eyes, Improper Lifting | Proper Lifting Techniques, PPE, Gloves |