



Safe Work Procedure

BALLAST INSTALL

Department and Program: Physical Plant Electrical

Date First Approved: October 2018

Date Updated: February 2023

Version 2.0 SWP-PP-ELE-001

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do.

Required Training

Read and understand safe work procedures.

Must possess a journeyman electrician's license

Must have dexterity and knowledge in the use of misc. trades tools.

Ladder/Lift safety training required

Required Personal Protective Equipment and Devices



Eye Protection Required



Fall Protection Required if working in man lift.



CSA Approved Safety Footwear Required



Hard Hat when working overhead

Potential Hazards

- Electrical shock associated with this procedure.
- Fall from height if working in man lift.
- Abrasions or cuts from sharp edges.

Pre-Operational Safety Checks

- Ensure proper ballast is being installed.
- Ensure your surroundings do not become a hazard to you while focusing on your project.
- Set up barricades and/or safety ribbon to isolate patrons from your work space.

Prohibited Activities

- Do not smoke (Fire Hazard)
- Do not consume alcohol or drugs that may dull senses and judgement.
- Don't work in man lift without proper training and personal protective equipment.

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. **De-energize circuit using proper lock out and tag out procedures.**

Caution: Test to confirm that light has been de-energized

4. Disconnect wire lead to power source and isolate.

Caution: If working on a live fixture is a must, stop work and advise your supervisor.

5. Disconnect wire leads to lamp sockets.

6. Remove old defective ballast.

7. Install new ballast and mark install date on new ballast in permanent marker.

8. Hook up wire leads per diagram on new ballast in reverse sequence of removal.
9. Re-energize circuit and dispose of ballast in proper manner.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Place all materials in their proper storage areas.
- Ensure the area is safe, clean and tidy before you leave it.
- Remove barricades and barrier ribbons needed to keep patrons clear.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

CSA Standards:

- Canadian Electrical Code

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

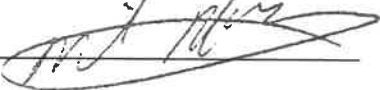
Date Written: 2016/12/15

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Date Revised:

Approved by: Michael McCormick, Director of Physical Plant

Signature: _____



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