



SMALL SCALE
FOOD PROCESSOR
ASSOCIATION

SUPPORTS INDEPENDENT
FOOD PROCESSORS & GROWERS

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Light Bulb Installation Work Instruction

Revised By: MDaskis
Approved By: NRoss
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EQUIPMENT & CHEMICALS: Ladder, plastic sheet, safety glasses.

PROCEDURE DESCRIPTION:

1. Light bulbs cannot be changed over food or operating food-contact equipment. Prior to changing a light bulb you must stop the process beneath the fixture or perform the change during breaks, to minimize the risk to personnel and the process.
2. If possible, remove the food ingredients underneath the fixture or cover it with a clean plastic sheet. Do the same for equipment.
3. Examine the bulb through the cover or lens and determine if the bulb has shattered. If shattered, use a clean garbage pail to catch the fragments as the lens is removed. Make every reasonable effort to prevent fragments from dropping to the floor.
4. Once the removal and installation is complete, ensure that the lens or cover is secured.

In the event that glass fragments fall onto food or equipment, immediately report this to your supervisor or HUB Management. Refer to Glass Incident Procedure. Do not attempt to clean broken glass on your own or without reporting to your supervisor. Broken glass is an extremely hazardous foreign material in a food plant and must be treated accordingly.