



UNIVERSITY  
OF  
JOHANNESBURG

## FLUORESCENT TUBES SAFE WORKING PROCEDURES

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<b>UJ Disaster Management Policy Occupational Safety charter</b>	OHS Act (1993) National Environmental Management Act (1998) Hazardous Chemical Substance Act Sec 28 (1973)
<b>Stakeholders affected by this document (units and divisions who should be familiar with it):</b>	Employees Contractors
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# FLUORESCENT TUBES: SAFE WORKING PROCEDURES

## 1. STATEMENT/PREAMBLE

This procedure is aimed at the safe handling, storage and disposal of fluorescent tubes on all UJ premises.

This will ensure that fluorescent tubes are managed with the associated risks. UJ will ensure to minimize and manage fluorescent tubes in an environmental friendly manner.

## 2. PURPOSE:

To ensure that all fluorescent tubes stored on UJ premises are according to the prescribed manner and crushed according to the requirements

## 3. OBJECTIVES:

3.1 To ensure that all fluorescent tubes are handled and stored in the correct manner.

3.2 Crushing of fluorescent tubes is done in a safe manner.

3.3 Disposal of fluorescent tubes are in the correct manner

## 4. SCOPE

This Policy will be applicable for UJ staff and Contractors.

## 5. DEFINITIONS

In this Policy, unless the context otherwise indicates –

5.1 **Fluorescent tubes:** Used commercially and industrially to provide a source of lighting

5.2 **Mercury:** Silver-grey toxic liquid

5.3 **Handling:** movement from the storage area to the place of operation.

5.4 **Storage:** store the florescent tubes in a safe area for later use or for disposal purposes.

5.5 **Crushing:** braking down the florescent tubes in smaller particles.

5.6 **PPE:** Personal Protective equipment

## 6. PROCEDURES

### 6.1 Storage of fluorescent tubes

- 6.1.1 Fluorescent tubes are to be handled and stored in a manner to prevent breakage.
- 6.1.2 Fluorescent tubes must be stored separately in a designated area.
- 6.1.3 Place fluorescent tubes into the original boxes if possible to prevent breakages when transporting from one area to another.
- 6.1.4 Fluorescent tubes must be stored in clearly identified containers. ( Broken fluorescent tubes)

## **6.2 Handling of Fluorescent tubes**

- 6.2.1 Appropriate PPE must be used at all times when handling fluorescent tubes.
- 6.2.2 Florescent tubes must be transported between campuses in a hazmat vehicle.

## **6.3 Handling of broken Fluorescent tubes**

- 6.3.1 Broken fluorescent tubes are to be placed into a container which is sealable.
- 6.3.2 Containers must be large enough to ensure that the partially broken tubes can be hold inside the container and no parts remain outside
- 6.3.3 Do not break the fluorescent tubes further to force it into the hazardous waste container.
- 6.3.4 Containers must be labelled: Broken fluorescent tubes

## **6.4 Spills and clean up procedures**

- 6.4.1 Secure the area around the breakages in order to try and keep the mercury powder contained in the area and it does not tracked to other areas nearby. Minimise exposure to the dust and broken glass.
- 6.4.2 Turn off heating, ventilation or air conditioning that may circulate mercury vapours or powder to other areas.
- 6.4.3 Spill kits must be used for the clean up that consist of the following:
  - 6.4.3.1 Heavy duty plastic dustbin bags
  - 6.4.3.2 Hand broom
  - 6.4.3.3 Dustpan
  - 6.4.3.4 Safety goggles
  - 6.4.3.4 Mercury absorbent

6.4.3.5 Cut resistant gloves

6.4.3.6 Respiratory mask

6.4.3.7 Water bottle

**Important:** Ensure that a 210litre drum is available when the cleaning is done.

6.4.4 Clean up procedures to be followed:

6.4.4.1 Wear the safety goggles, gloves, respiratory mask and disposable overalls provided.

6.4.4.2 Apply the absorbent. Collect any residue with the damp mercury absorbent and dispose into a marked hazardous waste container.

6.4.4.3 Place big broken glass pieces into the marked hazardous waste container.

6.4.4.4 Sweep all small glass pieces with the hand broom into a sealed plastic bag and placed it in the hazardous waste container.

6.4.4.5 When removing the gloves ensure that it is turned inside out to contain powder residue.

6.4.4.6 If broken glass tubes come in contact with clothing or skin, wash exposed skin with soap and water. Clothing must also be washed.

6.4.4.7 Take a shower after the clean up procedure.

## **6.5 Crushing of fluorescent tubes**

6.5.1 Florescent tubes will be transported from the other campuses to the crushing area at DFC.

6.5.2 Drum must be in a well ventilated area.

6.5.3 Ensure that the crusher fits securely on the drum.

6.5.4 Wear PPE at all times.

## **6.6 Disposal of fluorescent tubes**

All fluorescent tubes must be disposed off on an approved hazardous dumping site. Safe disposal certificate must be issued to UJ by the waste disposal company. Keep on file.

## **7. PPE REQUIRED**

The following PPE must be wear when handling fluorescent tubes

**7.1** Overalls

7.2 Cut resistant gloves

7.3 Respiratory masks

7.4 Safety goggles

7.5 Safety shoes

## 8. CONTACT PERSONS AND EMERGENCY NUMBERS

If any spillage occurs inform the Occupational Safety Department immediately

After hours inform Budget Waste

<b>INTERNAL EMERGENCY NUMBERS</b>			
<b>Position</b>	<b>Name</b>	<b>Office telephone number</b>	<b>Speed-dial numbers</b>
Safety Coordinator	Mr Kobus du Bruyn	011 559 6129 082 328 7162	
Occupational Safety Practitioner, Auckland Park Kingsway Campus (APK)	Mr Willem Kilian	011 559 6187 082 808 6397	
Occupational Safety Practitioner, Doornfontein Campus (DFC)	Alet Venter	011 559 6751 082 376 0605	
Occupational Safety Practitioner, Auckland Park Bunting Road Campus (APB)	Anzani Rautenbach	011559 6748 072 462 4235	
Occupational Safety Practitioner, Soweto Campus (SWC)	Nora Ramakgoakgoa	011 559 5513 082 512 1072	
Safety Administrator	Ms Susan Prinsloo	011 5596146 082 303 4919	
Campus Health Services, APK	Ms Elana Venter	011 559 2200 082 341 0299	
Campus Health Services, DFC	Sr Badiri Pule	011 559 6132	

<b>INTERNAL EMERGENCY NUMBERS</b>			
<b>Position</b>	<b>Name</b>	<b>Office telephone number</b>	<b>Speed-dial numbers</b>
Campus Health Services, APB	Sr Nthabiseng Ramaema	011 599 1238 082 794 5237	
Campus Health Services, SWC	Sr Lizzy Sehunelo	011 559 5736 072 478 2047	
<b>Protection Services</b>			
APK Control Room	Protection services	2000/ 2555	
DFC Control Room	Protection services	6085/ 6079	
APB Control Room	Protection services	1312	
SWC Control Room	Protection services	5555/ 5523	

<b>EXTERNAL EMERGENCY NUMBERS</b>		
<b>Entity</b>	<b>Telephone number</b>	<b>Speed-dial number</b>
Netcare Ambulance NETCARE DEDICATED UJ TRIGGER NUMBER	082911 <b>010 209 8651</b>	
Budget Waste:	083 659 9883 073 732 0071	