



LANGLEY RESEARCH CENTER

SA-01-87

DATE: January 23, 1987

TO: All Employees

FROM: 429/Safety Manager, Head, Safety Engineering Branch,
SSQRD

SUBJECT: Proper Disposal of Material

During CY 1986 a significant number of preventable mishaps were experienced by our janitorial support contract personnel. The Contractor is initiating a program of heightened safety awareness and training, but to make the mishap prevention effort successful, the support and cooperation of the NASA staff is also required.

Evaluation of mishap causal factors indicate four specific problem areas. The first involves the proper packing of computer paper for disposal. Such paper should be placed in commercial or the 18"x12"x12" boxes, FSN 8115-00-179-0579, available from stock. Proper packaging procedures will help reduce back injuries related to lifting.

All types of light and fluorescent bulbs are currently being discarded into the regular office waste paper receptacles. The Center has a contractor lighting crew to replace bulbs/tubes and this service should be used. When small fixtures are replaced by NASA personnel the bulbs/tubes should be placed in identified special containers and set aside for appropriate pickup. Contact your Facility Coordinator, but please do not dispose of this glass in your regular waste paper receptacles. This is also true of broken glass, small pieces of metal and razor blades. Painful cut injuries can thus be eliminated.

When service is performed on copying machines, it has been noted that the liquids and/or, powders used are frequently accidentally spilled onto floor or discarded into the office trash cans as well. The importance of putting these materials into containers or special boxes to prevent occupational dermatitis cannot be over emphasized. Spills onto floors or carpets should be immediately cleaned to eliminate slip hazards, as well as floor/carpet stains.

We are asking for your assistance in our effort to reduce mishaps in our janitorial activities. If you see a hazard such as these

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described herein, please don't ignore it. Let your Facility Safety Head or Coordinator know right away. The mishap you prevent could happen to YOU.

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