



Langley Research Center Safety Alert

SA-07-92

Date: June 19, 1992

TO: All Employees
FROM: 429/Head, Risk Management Branch, SSQRD
SUBJECT: Proper Disposal of Material

A number of preventable mishaps have been experienced by our janitorial support contract personnel. They are initiating a program of heightened safety awareness and training, but to make the mishap prevention effort successful, the support and cooperation of the entire NASA staff is required.

Evaluation of mishap causal factors reveals four specific problem areas. The first involves the proper packing of bulk computer/recyclable paper and bulk paper/trash, such as books, loose leaf binders, telephone books, and discarded bond paper **thicker than 1/2 inches** for disposal. Such material should be placed in the 18"x12"x12" boxes, FSN 8115-00-179-0579, available from stock. Use of these packaging containers will help reduce back injuries related to lifting.

All types of light and fluorescent bulbs are currently being discarded in the regular office waste paper receptacles. The Center has a contractor lighting crew to replace bulbs/tubes and this service should be used. When such items 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 injuries can thus be eliminated.

When servicing copying machines it has been noted that the liquids and powders used are frequently spilled on the floor or discarded into the office trash cans. The importance of putting these materials into containers 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.

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We are asking for your assistance in the effort to reduce mishaps. If you see a hazard such as these described, please don't ignore it. Let your Facility Safety Head or Coordinator know right away. The injury you prevent could be yours.

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