



Procedure

Saskatoon & Area - Occupational Health & Safety

Number: 53-005

Title: Physical Hazard: Lighting

Saskatchewan Employment Act:

OHS Regulation: 69, 83

Date: January 1, 2017

Date Revised/Reaffirmed: May 18, 2018

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Purpose

- To establish the processes to follow to ensure that sufficient and suitable lighting is available to protect the health, safety and welfare of workers
- To provide information regarding light levels, reflections, glare and contrast

Procedure

Manager/Supervisor:

- Assess lighting and provide controls such as:
 - Whenever possible optimize the use of natural daylight in a work area, although be aware that direct sunlight can cause glare. Use curtains or blinds to block sunlight if necessary.
 - Ensure that there is a shade, screen, or deflector on all direct lighting
 - Use parabolic coverings on overhead fluorescent fixtures to decrease glare
 - Use indirect lighting when appropriate
 - Use dimmer controls for room or workstation lighting if possible
 - Provide separate task lighting for documents when appropriate
 - Position electrical lighting and reflective surfaces to prevent glare or shadows that could cause discomfort
 - Position computer monitors so they are perpendicular to windows and, if possible between row of fluorescent lights
 - If necessary, provide screen hoods to block angular reflections and glare sources
 - Use furnishings with a matte, non-reflective coating
 - If glare continues to be a problem, provide an appropriate anti-glare screen for the monitor
 - Light levels decrease as bulbs age and dust accumulates on the bulb. Contact Support Services or Facilities Management for cleaning or replacement if the amount of light seems to have decreased.
 - Contrast is a problem when there are very different light levels in the work area, for example when a monitor is in front of a window, there might be a contrast problem between the high level of brightness from the window and the lower level on the screen. The surrounding area should not be brighter than the immediate work area.

- Contrast can also be a problem when there is not enough contrast between the colours of objects, for example between the characters on a monitor and the background, or between the object being inspected and the environment behind it
- For workers who are light-sensitive it may be necessary to reduce the lighting to a level that others in an open office area find too dim. Consider relocating the worker to a corner location in the room where the lighting level can be kept somewhat lower than the rest of the room.
- Consult OHS or Facilities Management for assistance with measurement of light levels, lighting options and design changes

Worker:

- Report inappropriate lighting to their manager/supervisor, including lighting, glare or contrast concerns.
- Report any visual strain or other symptoms related to lighting to manager/supervisor and to the Safety Alert System/Incident Reporting Line
- See an optometrist if experiencing visual discomfort

Non-Compliance/Breach:

Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Act.

Review Dates:

January 1, 2017

May 18, 2018