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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Lighting

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POLICY

It is the policy of Community Living Thunder Bay to maintain lighting in accordance with the Ontario Building Code minimum lighting requirements.

PURPOSE

To ensure an appropriate level of lighting is maintained so as not to be a hazard to employees or people supported.

RESPONSIBILITY

It is the responsibility of the Executive Director to ensure adherence to this policy.

Initial: AB

GENERAL MANUAL PROCEDURE

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PROCEDURE:

1. The workplace shall be provided with illumination in accordance with the minimum lighting requirements set out in Part 3 of the Ontario Building Code.
2. In addition:
 - a. The brightness levels and ratios, glare, contrast and shadows will be maintained at levels that will not be a hazard to employees,
 - b. If glare and reflection from a direct lighting source is likely to be a hazard to an employee, the source shall be shielded by louvers, lenses, lens covers or diffusers that control the glare.
3. If an employee is required to use a video display terminal for a continuous period of one hour or more, the worker shall have at least five minutes of time free from such work in every hour.
4. Burned out fluorescent tubes and light bulbs will be replaced immediately.
5. Fluorescent tubes will not be crushed or compacted before disposal.
6. Emergency lighting will be checked daily and replaced if needed.
7. Lens covers and reflectors will be cleaned every six (6) months.
8. Exit signs will be visually checked daily and replaced if needed.