

Toolbox Talk

Workplace Lighting



What?

- Lighting in the workplace should be designed to provide sufficient levels of illumination to enable people to work safely in an environment where they can clearly see what they are doing at any point in time or in any part of the site
- The lighting can be both general and local depending on the nature of the work and should be positioned to give even illumination throughout the area without creating shadows or “dark” zones

Why?

- Workplace lighting that is not sufficient or suitably maintained can make work areas dangerous where people fail to see potential hazards such as loose cables and wires, moving vehicles and emergency escape routes.
- It is important to augment general lighting with local lamps or portable lighting when undertaking work in restricted spaces where there is a need to see clearly, particularly when carrying out work with potential risk such as operating machines or electrical tasks.
- Emergency lighting also needs to be provided in case of fire or other events which shut down normal electrical supplies

Do



- ✓ Check that lighting levels are satisfactory when entering workplaces
- ✓ Report lamps or bulbs which are not working properly or any areas that appear dim or in shadow
- ✓ Ensure all emergency routes are illuminated properly
- ✓ Use temporary lighting where general lighting is not adequate
- ✓ Install portable lights in restricted areas to increase lighting levels and adjust it properly to avoid shadows
- ✓ Wear headband torches to illuminate tasks
- ✓ Use the correct PPE
- ✓ Keep areas free of rubbish to reduce the number of trip hazards



Don't



- ✗ Start work if lighting levels are poor and you cannot see clearly
- ✗ Undertake work in poorly lit situations where there are residual risks such as operating machines or in electrical panels
- ✗ Remove lamps or bulbs unless authorised
- ✗ Switch off lights if people may still be working in the area
- ✗ Interfere with the position of local lighting
- ✗ Ignore areas of rooms which are inadequately lit; report it immediately

