

SAFETY, HEALTH AND ENVIRONMENT

Update campuses and surveys

Department:

ALL CAMPUSES : Howard College
: Edgewood
: Nelson R. Mandela School of Medicine
: Durban Westville
: Pietermaritzburg

Standard (STD)

Subject: SECTION 1.00 – PREMISES AND HOUSEKEEPING
ELEMENT 1.12 – LIGHTING : NATURAL & ARTIFICIAL

Protocol No	Author	Version No	Date Adopted	Replaces
112/2009	M. Govender & J Frohlich	005	16 /09/2011	004/2009

Standard applies to LIGHTING: NATURAL & ARTIFICIAL

Good natural lighting will be made available wherever possible with no glare. Windows will be kept clean. Artificial lighting will be adequate, and in accordance with the Occupational Health and Safety Act 85 of 1993 Environmental Regulations for Work places Regulation No. 3 (applicable to the various work places) and/or the National building Regulations. All glazing and protective/safety film will conform to the South African Bureau of Standards code of practice and the National Building Regulations.

- Windows and transparent sheeting clean, adequate, unobstructed and free from glare.
- Lights adequate and clean.
- Large glass openings clearly marked (transfers affixed to windows) to prevent accidental collisions from people walking into glass panes and birds from flying into glass panes.

1.12.1 SURVEY & MONITORING OF LIGHTING :

- All outside areas will be included in a lighting survey to establish illumination levels meet the requirements as indicated in the O.H.S. Act (*E.R. 3(3)a, b, c & d.*)
- Such surveys will be conducted when new or additional buildings or major alterations have been constructed in an area.

<p>1.12.2 LIGHTING PROVISIONS :</p> <ul style="list-style-type: none"> Where surveys indicate a lack of and/or poor illumination, action will be taken to ensure the minimum requirements as per the Regulations are met. <u>Emergency lighting</u> will be installed where required and tested regularly. 	
<p>1.12.3 PHYSICAL CONDITION OF LIGHTING :</p> <ul style="list-style-type: none"> Missing or broken fittings and switches will be replaced promptly. Dead light bulbs or fluorescent tubes will be replaced as soon as possible. Defective or dirty windows and skylights will be cleaned or repaired when deemed necessary. 	
<p>1.12.4 LIGHTING MAINTENANCE :</p> <ul style="list-style-type: none"> All defective lighting equipment will be reported to Thembalani Facilities Management and/or Risk Management Services. Such defects will be repaired as soon as possible. All fluorescent tubes will be collected by a suitably trained member of the Thembalani Facilities Management and disposed of by a recognized disposal company such as Enviroserve. 	
<p>1.12.5 PROTECTIVE FILM/SAFETY GLASS :</p> <ul style="list-style-type: none"> All high risk buildings/areas have been identified and are provided with Protective Film/Safety glass. Buildings/areas will be re-assessed at the time of renovation or alterations. 	

DELEGATION OF RESPONSIBILITY: Facilities management is responsible for all aspects of Element 1.12 with the additional support of the S.H.E. Representatives as well as Risk Management Services.

Approved by (Position)	Date approved	Signature

Circulation List:

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

Staff Member Full name & surname	Designation	Date	Signature