LIGHTING IN THE WORKPLACE

Whether in industrial or office settings, proper lighting makes work tasks easier. We receive about 85% of our information through our sense of sight. Appropriate lighting, without glare or shadows, can reduce eye fatigue and headaches. It helps workers see moving machinery and other safety hazards. It also reduces the chances of accidents and injuries from "momentary blindness" while the eyes adjust to brighter or darker surroundings.

Steps to ensuring proper lighting in your workplace include:
- If you experience problems with the light in your work environment, talk with supervisor about it.
- If you notice burned out light bulbs, report them or replace them if you are authorized to make the replacement.
- Task lighting is a more concentrated light to help you perform your job safely and without eye strain or glare. Learn to adjust your task lighting at your work station so it works best for you.
- If you work outside, wear sunglasses to reduce glare.
- If you work near a window that has sun exposure, adjust window coverings throughout the day to reduce glare.
- If you use temporary lighting, ensure that light bulbs are in lamp protectors and the cord has a ground fault circuit interrupter (GFCI) protection.
- Emergency lighting systems and exit lights will provide escape guidance during an emergency. If you notice that a light bulb in an exit light is burned out, report it. If you notice damage to the emergency lighting system, report it.

Computer Work Station Lighting
Poor lighting conditions paired with conditions that can produce glare create a challenging condition when performing work at a computer station. There are several things that you can do to create a more comfortable work environment for yourself:
- Consider moving furniture in your office to reduce glare from windows or overhead lights. Bright light from the window should be at right angles with the computer screen.
- Remove light obstructions such as filing cabinets, trays, or desk "adornments" that may cast shadows on your work surface and monitor.
- Clean your computer screen frequently. A layer of dust can contribute to glare.
- Adjust contrast and brightness on your computer to make it easier to read.
- Adjust the tilt of your monitor to reduce glare.
- If you use a desk lamp, position it so the light is focused on your work surface rather than your computer screen. A lamp with a diffuser to soften light can also be helpful to provide increased task lighting without causing glare.
- Use anti-glare screens on computer monitors. Glass or plastic screens are best because they're easy to clean.