

CTMM POLICY ON ILLUMINATION

A. POLICY

To provide for a safe and healthy workplace to all CTMM employees.

1. SCOPE

This policy is applicable to all departments / divisions within the CTMM.

2. OBJECTIVE

To ensure sufficient lighting levels and visibility provided and maintained under all operating circumstances.

3. REFERENCES

- Occupational Health & Safety Act, (Act 85 of 1993)
- Mine Health and Safety Act, 29 of 1996, Regulation 9.2
- ERW 3 Environmental Regulations for Workplaces
- SABS 0114: 1996 Minimum Illumination levels for Workplaces

4. DOCUMENTATION

4.1 Occupational Hygiene Illumination Survey Reports. (Annexure A)

5. DEFINITIONS

Health & Safety Representative: A departmental representative elected in terms of section 17 or appointed in terms of section 19 in the Occupational Health & Safety Act, 85 of 1993.

Occupational Safety Officer: A person employed in the Occupational Health & Safety Section of the CTMM, sub-section Occupational Safety.

Occupational Hygiene Survey Schedule: means a schedule as determined by the Deputy Manager: Occupational Hygiene, which is based on an area task risk assessment for the monitoring of workplace stressors.

Task Risk Assessment: means a systematic identification and quantification of employee exposure to work related hazards.

6. RESPONSIBILITY

6.1 **Prime:** Head of Division (General Manager)

Secondary: Head of Occupational Health and Hygiene
Head of Occupational Safety
Manager: Property Management

The execution of this policy is the responsibility of the Head of the Division which is in line with his obligations to provide and maintain a safe and healthy work environment as per the CTMM Health & Safety Policy.

The Head of Occupational Health and Hygiene shall provide an advisory service in line with this policy which may in some instances include the rendering of Occupational Hygiene measurements. Any costs incurred through the appointment of external consultants or analysis fees on samples taken will be for the specific department.

Any delegations made in respect of this policy by the Head of the Division to subordinates must be done in writing.

7. EXECUTION

7.1 New Processes

- 7.1.1 The Property maintenance section shall during the movement of employees to other premises and during the design of new projects / installations or any other workplace alteration, identify minimum illumination requirements and ensure the facility complies therewith.
- 7.1.2 Property being leased by the CTMM shall also comply with the same minimum requirements identified.

7.2 Existing Installations

- 7.2.1 It is the responsibility of the Head of the Division to ensure a workplace is safe for use and that the applicable workplaces are illuminated to such an extent to comply to the minimum requirements specified in the Act and the relevant SABS Code.
- 7.2.2 The Head of the Division responsible for conducting a task risk assessment in collaboration with the departmental health & safety committee shall forward the outcome thereof to the Head of Occupational Health and Hygiene, who shall then draw up an Occupational Hygiene Survey Schedule which shall contain the frequency for illumination surveys for each department.
- 7.2.3 Such illumination surveys will be conducted by an Approved Inspection Authority which will be appointed by the Department on recommendation from the Head of Occupational Health and Hygiene.
- 7.2.4 The Head of Division shall to conduct regular maintenance on illuminants with regards to the cleaning thereof and the replacement of ineffective illuminants.
- 7.2.5 The Head of Division shall also ensure that all workplaces where employees work habitually at night, or where there is no ingress of natural illumination, are supplied with emergency illumination, which complies with the requirements of the Act.
- 7.2.6 The checklist referred to on Annexure B must be used by the Departmental Health & Safety Representative during monthly inspections:

7.3 Records

All records must be kept for a minimum period of 2 years by the Head of the Division.

8. ANNEXURES

Annexure A – Illumination Survey

Annexure B - Monthly Illumination Checklist

Illumination Survey

LUX monitoring Results and Action Plan

Workplace:

Report number:

No	Area	Average Artificial Illumination Level (LUX)	Legal Requirement (LUX)	Comments	Responsible person	Follow up measurement	Effectivity

APPENDIX B

Monthly Illumination Checklist Year:

Action	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Remarks
Occupational Hygiene Illumination survey conducted at least every 2 years.													
Sufficient lighting provided as per legal & survey requirements.													
Ensure that all fitting and switches in good state of repair.													
Are there any missing / broken fitting/ switches.													
Ensure that all bulbs/tubes in good working order. (Minimum Standard =90% of fitting luminaries in working order)													
Are there any defective/dirty windows and /or skylights. Ensure that defects are corrected.													
Ensure that appropriate lighting, reflective clothing, mirrors are provided to ensure that workers and equipment can be seen													
Next page													

Emergency lighting:													
Is the emergency lighting system operational & adequate?													
Can it be activated within 15 seconds after power failure?													
Does it remain active for save evacuation?													
Tested at least every 3 months?													
Minimum level of 0.3 lux at floor level?													
Minimum level of 20 lux where moving machinery has to be switched of?													
Signature													