

Operational Policy

Policy title:	Office Lighting Management		
Policy number:	DHS OHA 080-012		
Original date:	October 6, 2017	Last update:	8/2/2018
Approved:	Kris Kautz, OHA COO Dr. Reginald Richardson, DHS Deputy Director		

Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to providing state office buildings, owned or leased by DHS|OHA, with adequate and uniform overhead illumination that comply with nationally recognized standards.

Description

Office buildings occupied by DHS|OHA have a variety of unique requirements for both general illumination and task lighting. This policy establishes the standards for lighting levels in DHS|OHA facilities.

Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, trainees and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. DHS|OHA shall ensure that the lighting quantity adheres to applicable nationally recognized health and safety guidance and standards.
2. DHS|OHA shall adhere to applicable Department of Administrative Services policies, Oregon OSHA regulations and recommendations from the Illuminating Engineering Society's Lighting Handbook, 8th Edition.
3. Lighting in all DHS|OHA offices shall be designed to enhance individual workspaces as well as all public access areas.
4. During normal operations, lighting systems shall operate with a minimum of:
 - a. 30 to 35 foot candles for ambient light in public access areas.
 - b. 50 foot candles at desk surface with task lighting.
 - c. 40 foot candles for conference and training rooms.

- d. 20 foot candles for aisle ways, corridors and stairwells.
- e. 20 foot candles for public areas such as entrances, lobbies, waiting areas, elevator corridors, etc.
- 5. DHS|OHA shall adjust specialized work areas such as health laboratories, information technology offices or other technical operation areas that may rely on industry specific standards.

References

DHS|OHA Office Lighting Management Guide

<https://inside.dhsoha.state.or.us/safety-and-wellness.html>

Forms referenced

Lighting Individual Assessment Guide

Related policies

DAS Policy 107-011-010, Resource Conservation Management

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Policy history

Initial October 6, 2017

Revised August 2, 2018

Keywords

Office Light Management Guide, Safety, Ergonomics, Lighting

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