

TAKE ACTION

Are you losing productivity because of poor lighting?

How YOU can take action to effectively start improving lighting in your enterprise.

- USE this leaflet to help develop simple and low-cost improvements.
- EVALUATE the items on the checklist first.
- DECIDE which actions to take.
- TAKE ACTION and IMPROVE your productivity.

What is better lighting?

Poor lighting in the workplace leads to lower productivity and poor quality. It can also cause eye strain, fatigue and headaches in workers. Better lighting pays off through higher efficiency.

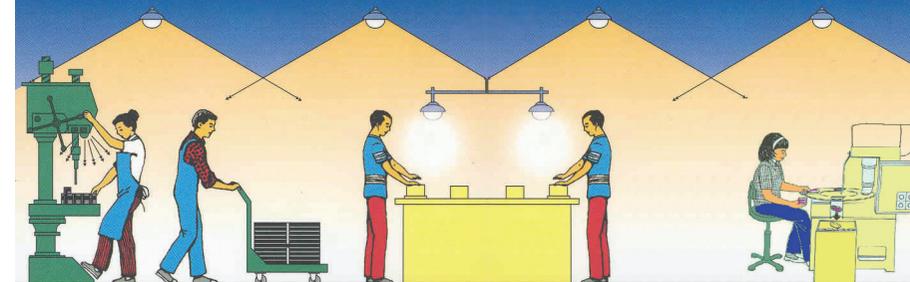
Why improve lighting?

- 80% of all information is received through our eyes.
- Working under bad lighting can lead to eye strain, fatigue and headaches, hence effecting productivity.
- Improvements in lighting conditions often result in 10% productivity gains and reduction of errors by 30%.

www.ilo.org/wise

The techniques in this pamphlet are only a few amongst several others that can help to improve your work environment and lead to more productivity. WISE trainers have worked in 44 countries with small and medium enterprises on improving their businesses.

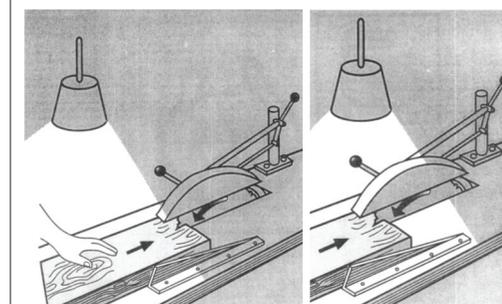
Work Improvements in Small Enterprises



WISE ways to improve your

LIGHTING

5
training
module



it's easy

it works

it's efficient
at low costs

with clear gains

WISE methodology

The following ILO publications provide detailed information on the WISE methodology:

The Action Manual is designed for entrepreneurs and provides ideas for practical action.

The Trainers' Manual that accompanies the Action Manual explains how to organize and carry out the different training events to improve productivity and working conditions.

Further information

Conditions of Work and
Employment Programme
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International Labour Office
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CH-1211 Geneva 22, Switzerland

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CHECKLIST

1 Add skylights and keep skylights and windows clean.
Do you propose action?

No Yes Priority

2 Paint ceilings white and walls in light colours and keep them clean.
Do you propose action?

No Yes Priority

3 Provide general artificial lighting adequate for the type of work done, by adding light sources, installing reflectors or repositioning existing lights. Do you propose action?

No Yes Priority

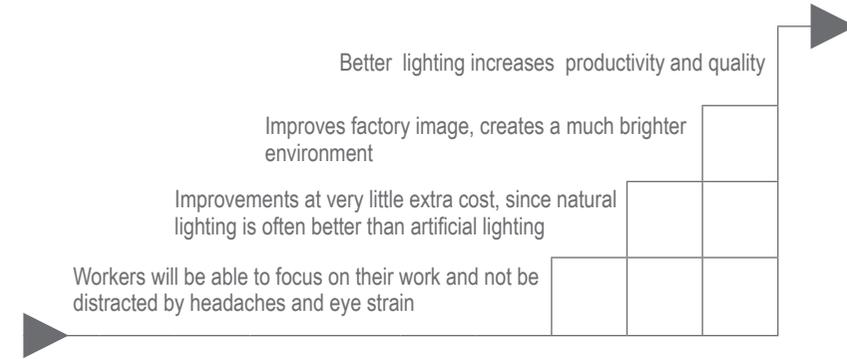
These are just a few of the simple and practical checklist items in the WISE Action Manual.

WISE PROPOSES

Simple methods to improve lighting

- Make full use of daylight because it is the best and cheapest source of illumination.
- Avoid glare, which is often a reason for low quality and productivity.
- Choose an appropriate visual task background that is free from eye-catching distractions.
- Find the right place for light sources to improve visibility without increasing the quantity or cost of illumination.
- Avoid shadows because they are a source of poor work quality, low productivity, eyestrain, fatigue and sometimes accidents.

WHAT YOU GAIN



A FEW GOOD EXAMPLES

How other companies have improved their productivity and workplace conditions using WISE suggestions



Making full use of natural light through windows reduces electricity bills and improves the work environment.

This factory uses natural lighting through windows and skylights to supplement artificial lights. The higher the window, the more light it gives.



Strategically placed artificial lights improve visibility and reduce glare and shadows that can interfere with quality production.



HIGHER PRODUCTIVITY AND A BETTER PLACE TO WORK