

Administrative measures

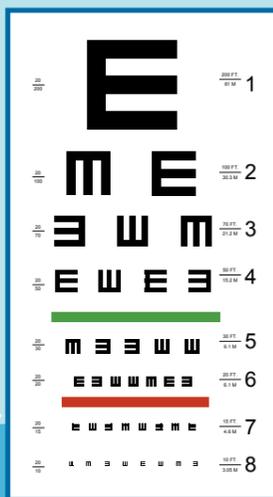
- Formulation of safety management system and guidelines, and regularly monitoring should also be carried out to ensure employees strict implementation of the guidelines
- Provide appropriate training and guidance, so that employees understand the hazards to eyes at work, preventive measures and how to choose and wear eye protectors properly
- Regular maintenance and repair to ensure tools, machines and ventilation systems in good condition
- Job rotation and appropriate rest breaks to reduce their prolonged contact with work hazards in a particular work position
- Formulate contingency plan and conduct drills regularly

Wear appropriate eye protectors

- Under the Factories and Industrial Undertakings (Protection of Eyes) Regulations, employers and employees shall be responsible in respect of protective equipment

Health surveillance

- Annually medical examinations, including general medical examinations and eye examination, are recommended for workers exposed to Laser of Class 3B & 4. It aims to ensure employees are medically fit for employment in particular occupation and to improve occupational safety and health measures as necessary



3 First aid management for eye injuries

- If the eye is accidentally injured by foreign objects or chemicals, keep calm and treat the wound as soon as possible.



- Immediately flush the injured eye with copious amount of clean water gently and thoroughly to let the water wash off the loose particles or diluting the chemicals
- If the victim wears contact lenses, no attempt should be made to remove them, so as to avoid further damage to the eyes



- Cover the eye loosely with clean dressing and transfer the victim to hospital for treatment as soon as possible

- If the eye is suffered from contusion, transfer the victim to hospital for treatment as soon as possible



The Labour Department's related publications



- A Health Guide on Working with Display Screen Equipment
- A Guide to Work with Computers
- Code of Practice for Working with Display Screen Equipment
- Code of Practice - Safety and Health at Work for Gas Welding and Flame Cutting
- A Guide to the Factories and Industrial Undertakings (Protection of Eyes) Regulations
- A Guide to Medical Examinations for Workers engaged in Hazardous Occupations in Industrial Undertakings

Occupational Health Clinics of the Labour Department

 **Kwun Tong Occupational Health Clinic**
Tel: 2343 7133

 **Fanling Occupational Health Clinic**
Tel: 3543 5701

Enquiry Service

For enquiries on this leaflet or advice on occupational health matters, please contact the Occupational Safety and Health Branch of the Labour Department through:

Tel : 2852 4041

Fax : 2581 2049

E-mail : enquiry@labour.gov.hk

Information on the services offered by the Labour Department and on major labour legislation can also be found on our website: www.labour.gov.hk.

Complaints

If you have any complaints about unsafe workplaces and practices, please call the Labour Department's Occupational Safety and Health Complaint Hotline at 2542 2172. All complaints will be treated in the strictest confidence.

Eye Care at Work



At Office

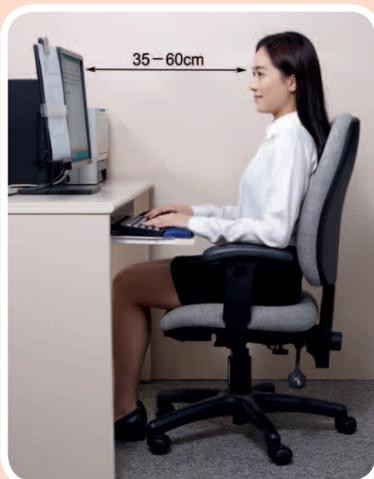
Prolonged use of display screen equipment may easily lead to eye fatigue, hence reducing work efficiency. Provision of the following measures can help to reduce eye fatigue and enhance job performance.

1 Risk assessment

- Under the 《Occupational Safety and Health (Display Screen Equipment) Regulation》, the person responsible for a workplace is required to perform a risk assessment of a workstation in the workplace. The responsible person should decide whether existing precautions are adequate, and keep a record of all risk assessments performed (Please refer to the “Code of Practice for Working with Display Screen Equipment”)

2 Facilities of workstation

- The image **brightness and contrast** of the screen should be adjusted for better viewing conditions
- The **characters** should be of adequate size with enough spacing between characters and the lines
- The **screen** with swivel and tilt adjustment to avoid reflections or glare
- The first line of screen display should preferably be at or slightly below the eye level, with about 35 - 60cm **viewing distance**
- Chair** and backrest height should be adjustable to meet the height and location on the screen
- If viewing of document for data entry is required, a **document holder** should be used to allow the position of document is at the similar level with screen. Thus minimizing the need of eye refocusing causing eye fatigue



3 Work environment

- Offices should be equipped with sufficient lighting. Illumination should be kept at 300 to 500 Lux
- Ensuring that the screen is perpendicular to the light sources or windows. Sunlight through windows can be screened by blinds to avoid eye discomfort caused by reflections or glare

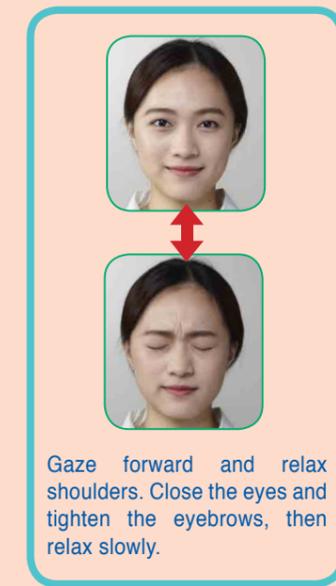
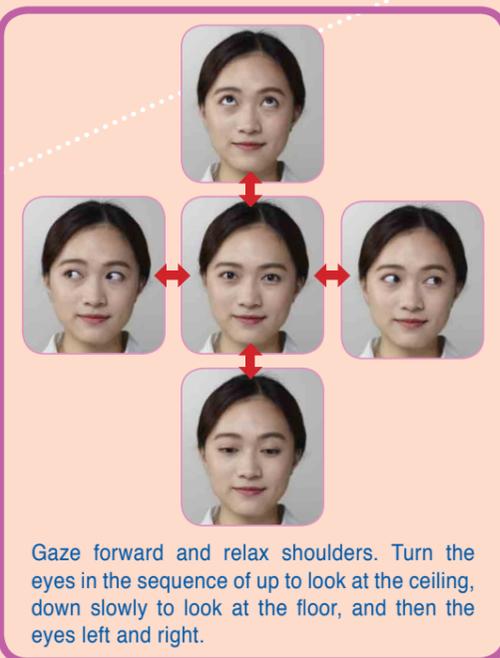


4 Work schedule

- Arrange short breaks or computer and non-computer work alternately to alleviate the fatigue caused by prolonged computer use

5 Relaxation of eyes

- If prolonged focusing on display screen is required, one should look at distant objects intermittently and perform eye exercise to relieve eye strain



Factories and Construction Sites

Risk of eye injury caused by work must not be neglected. Eye injuries can affect vision, which can lead to blindness. Employers and employees should take appropriate preventive measures to avoid eye injury.

1 Common causes of eye injuries at work

- Injury by flying objects e.g. flying chips produced in cutting work
- Contusion by objects
- Chemicals burns e.g. corrosive liquid or gas
- Exposure to hazardous rays, for example: laser, ionizing radiation, ultra-violet rays, may lead to eye diseases such as heat cataract and photokeratoconjunctivitis



2 Prevention of eye injuries

Both employers and employees should work closely together in taking preventive measures for preventing eye injury.

- Risk assessment**
 - Identify existing or potential hazards, develop appropriate control measures. Keep and retain records of risk assessments performed. Review the risk assessments and revise accordingly whenever there has been a significant change



- Elimination**
 - Adopt work processes that will not generate hazards, for example: use tools to replace corrosive agents to clear the blockage of drainage
- Substitution**
 - Uses safer alternative materials, tools or machinery as far as practicable, for example: mild detergent instead of strong alkaline detergent
- Environmental control measures**
 - Improve ventilation systems to avoid accumulation of chemicals in the air that causing irritation of eyes
 - Workplaces should have sufficient lighting to prevent accidents and protect eyesight