PRESCRIPTION SAFETY SPECTACLES POLICY

INTRODUCTION

Prescribed safety critical operations, such as grinding and welding, require safety goggles to be worn at all times. However, it is recognised that other than the occasions where safety goggles are mandatory employees who are required to wear spectacles for normal day to day activities potentially risk personal injury or damage to their own spectacles due to the nature of their working environment.

SCOPE OF POLICY

This policy details the criteria and procedure for the issue of prescription safety spectacles to employees who meet the defined criteria detailed below.

CRITERIA FOR ISSUE OF PRESCRIPTION SAFETY SPECTACLES

Prescription safety spectacles will only be provided to you should you satisfy the following criteria:

1. Your optical prescription requires you to wear spectacles at all times in order to undertake your duties safely,

AND

2. In the course of normal working you are required to carry out duties which do not require safety goggles but which may potentially pose a risk of damage to your eyes or damage to your own spectacles.

N.B. If you are provided with prescription safety spectacles you must still, where prescribed, wear additional eye protection e.g. grinding, welding etc. Where safety spectacles are provided only safety spectacles provided by Tayside Contracts will be worn.

PROCEDURE

Should you wish to apply for prescription safety spectacles you must follow the under noted procedure.

1 Contact your Head of Section/Division advising them that you believe that you meet the criteria for the issue of prescription safety spectacles.

2 Your Head of Section/Division will liaise with the Safety and Training Team and decide whether you meet the above criteria.

3 If it is agreed that you meet the criteria through discussion with the Head of Section/Division the Safety and Training Team will complete the front page of the pro forma and retain this page for record purposes.

4 The Safety and Training Team will pass the remaining parts of the pro forma to you to take this to the approved opticians who will then complete the prescription section on the pro forma. Once completed your optometrist will retain one copy of the pro forma and send the remaining three copies to the manufacturer who will pay any required optician’s fee.

5 The manufacturer will, on receipt of the pro forma, prepare the prescription spectacles to the prescription detailed by your optometrist and return the spectacles to your optometrist.

6 On receipt of the prepared spectacles your optometrist will contact you to attend for a fitting of the spectacles, to ensure that the frame and lens type are correct and are as specified.

7 The manufacturer will then forward an account through their local distributor to the Safety and Training Manager for payment.
8 Safety spectacles will only be replaced if they are accidentally damaged or if there is a change in your optical requirements, which must be supported by your optometrist’s revised prescription.

RELATED POLICIES

The Prescription Safety Spectacles Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Occupational Health and Safety Policy

POLICY REVIEW

The Prescription Safety Spectacles Policy will be reviewed annually.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk