

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 for some employees there can be a risk of damage to their own spectacles due to the nature of their working environment. This policy therefore details the eligibility criteria for prescription safety spectacles and the procedure for their issue.

SCOPE OF POLICY

This policy applies to all individuals working at all levels and grades within Tayside Contracts.

CRITERIA FOR ISSUE OF PRESCRIPTION SAFETY SPECTACLES

Prescription safety spectacles will only be provided to you should you satisfy both parts of the following eligibility criteria:

- Your optical prescription requires you to wear spectacles at all times in order to undertake your duties safely.
- In the course of normal working you are required to carry out duties that do not require safety goggles, but which may potentially pose a risk of damage to your own spectacles.

PROCEDURE

In order to apply for prescription safety spectacles you should follow the procedure below:

1. Contact your Head of Section advising them that you believe that you meet the criteria for the issue of prescription safety spectacles.
2. Your Head of Section 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 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 (along with a guidance note) to take to an approved optician (details provided in the guidance note), who will then complete the prescription section on the pro forma. Once completed the optician 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 the optometrist and return the spectacles to your optician.
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. You will not be required to make any payment for your safety spectacles.
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.
9. Where safety spectacles are provided, these are the only spectacles that should be worn in the course of your normal duties. Additional eye protection must continue to be worn where provided e.g. for grinding, welding etc.

POLICY VIOLATIONS

Failure to comply with this policy may result in individuals being investigated and disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

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

The above list is not exhaustive.

POLICY REVIEW

The Prescription Safety Spectacles Policy will be reviewed at three yearly intervals, or as required by legislative changes.

GENERAL DATA PROTECTION REGULATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

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

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk

