

ARKANSAS TECH UNIVERSITY
FACILITIES MANAGMENT
HEALTH AND SAFETY MANUAL

PRESCRIPTION SAFETY GLASSES PROGRAM

This policy establishes the guidelines regarding the purchase and use of prescription safety glasses for Facilities Management employees who require safety glasses tailored to their personal prescriptions.

Ordinary prescription glasses do not provide adequate protection from impact injury to the eyes. The minimum acceptable eye protection requires the use of hardened glass or plastic spectacles meeting the most recent version of the American National Standards Institute (ANSI) Z87.1 requirements.

Employees issued prescription safety glasses will be required to wear them at all times when they are exposed to potential hazards such as flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation, or working overhead.

Contact lenses will not be covered for purchase under this policy.

The University will choose one clinic to use to participate in this program. Employees using the program will only be able to obtain prescription safety glasses from that clinic. The clinic that has been chosen will offer the following:

1. Glasses come with a free set of side shields if applicable.
2. Unlimited adjustments and fittings are free of charge to the employee.
3. The clinic has one year warranty on all frames and 60 day warranty on all lenses.
4. All lenses will include a built in anti-scratch and UV protective coating.

ASSIGNMENT OF RESPONSIBILITIES

A.

Supervision shall be responsible for the following:

1. Ensure that there are necessary funds to purchase the prescription safety glasses in accordance with this program.
2. Ensure that the employees in their respective departments adhere to the requirements of this program.
3. Ensure that the employees in their respective departments wear the glasses while performing work tasks when eye protection is required.

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4. Ensure that the glasses are turned in when the employee leaves the University for any reason whether it be a resignation, retirement, or termination.

B.

The employee shall be responsible for the following:

1. To wear the prescription safety glasses at all times when they are exposed to potential hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation, or working overhead.
2. Store the prescription safety glasses in a location at work free from dirt, dust, chemicals, and other hazards that may damage them.
3. Clean and disinfect the glasses regularly with soap and water, isopropyl alcohol, or a disinfectant solution to ensure longevity.
4. Read, understand, and follow the rules of this program.
5. To coordinate all services needed with the optical clinic used by this program.

C.

The Occupational Safety Coordinator shall be responsible for the following:

1. Assist the employee in purchasing the prescription safety glasses through consultation and program management.
2. Keep a copy of the employee's prescription on file for at least one year or until the end of employment, whichever comes first.
3. Maintain and review the program and policy annually to ensure it is up to date.
4. Ensure that all glasses obtained comply with the American National Standards Institute (ANSI) Z87.1 requirements.
5. Ensure that Facilities Management employees are trained in how to correctly wear their prescription safety glasses as part of their daily personal protective equipment.

REQUIREMENTS TO PARTICIPATE IN THE PROGRAM

The following requirement must be met in order to participate in the prescription safety glass program:

1. You must have a prescription and eye exam from an accredited optical clinic that is at least 12 months or newer. The University does not provide or pay for the eye exam.
2. You must provide the Occupational Safety Coordinator with a copy of this prescription that will remain on file for recording purposes.

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3. The employee must complete a Facilities Management prescription safety glass approval form. The form must complete and approved before a purchase will be granted.

(REFER TO PRESCRIPTION SAFETY GLASS APPROVAL FORM)

ACQUIRING THE PRESCRIPTION SAFETY GLASSES

Once the employee has met all the requirements, they will then be allowed to visit the designated clinic and purchase a pair of glasses.

The employee will have the opportunity to choose from seven frame styles (5 plastic and 2 metal) that has been pre-determined to best meet the needs of the Facilities Management Group. Style and comfort were factors in ensuring employees will wear their safety equipment. The employee will not have access to every style offered at that particular clinic location. The clinic has a record of the approved frames on file at the clinic.

The employee must choose from the following pertaining to the lenses:

1. Clear
2. Tinted
3. Single vision
4. Bifocal
5. Trifocal

Please note that only one pair of glasses will be provided to the employee. The employee **MUST** choose between either a clear lense or a tinted lense. The employee will need to take into consideration the best fit for the tasks they perform while at work.

THE DETAILS OF THE PROGRAM

The following are the details relating to the participation of the prescription safety glass program:

1. The University will provide the employee, who has met all the necessary requirements, one pair of prescription safety glasses once every two years.

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2. The University will cover the complete cost of the set of glasses so that the employee does not have to incur any out of pocket expenses. This is to include lenses, frames, bifocals and tri-focals.
3. The employee will not have the opportunity to pay for any “out of pocket” expenses or add-ons such as transitions.
4. The University will give the employee the option of choosing between a clear pair or a tinted pair (sunglass) of glasses depending on which tint their position warrants the most.
5. The employee is required to use the clinic that the University has chosen.
6. The employee is not allowed to take the glasses provided to you by the University to your personal optometrist for any form of adjustments, fittings, or replacement parts. You must have all work done at the clinic that is participating in the program.
7. The clinic participating in the program is providing adjustments and fittings free of charge.
8. The employee must understand that the glasses are the property of the University and to only be worn during work hours.
9. The employee will be responsible for the purchase of the replacement safety glasses if they are lost or damaged due to the employee’s negligence.
10. Upon termination of employment, the employee shall return their safety glasses back to the University.

CHANGES IN PRESCRIPTIONS

Employees who are requesting replacement of safety glasses due to a prescription change before the two year time frame has expired must notify their supervisor and will need to fill out another prescription safety glass approval form. This form will then be reviewed by Facilities Management Occupational Safety Coordinator and the Director and Assistant Director for approval. Each replacement will be considered on a case by case basis.