



Prescription Safety Glasses Procedure

1.0 PURPOSE:

This program specifies the condition for the provision and use of prescription safety glasses for the City, with the aim of ensuring proper eye protection during work.

2.0 SCOPE:

This program applies to all employees who are required to wear prescription lenses during work and who may expose themselves to the risk of eye injury while conducting work for the City of Mount Pearl.

3.0 RESPONSIBILITIES:

CAO and Directors: The CAO and Directors shall provide the resources and support necessary to meet the requirements of this program.

Supervisors: The responsible supervisor shall approve requests for safety prescription glasses and inform their employees of hazards to the eyes and provide clear instruction about the use of safety glasses.

Employees: It is the responsibility of employees to use eye protection at all times in any instance when the risk of eye injury exists.

Health and Safety Officer: The Health and Safety Officer shall administer the Safety Prescription Glasses Program.

5.0 PROCEDURE:

5.1 The City will provide prescription safety glasses to employees when the following conditions are met:

- a) The employee already wears or is required to wear prescription eyewear.
- b) The employee is required to perform work where machines, equipment, tools or activities present eye hazards of flying particles or harmful liquids of any kind.
- c) There is a reasonable probability of eye injury that can be prevented by use of prescription safety glasses.

5.2 If prescription safety glasses are required, it is the responsibility of an employee to obtain and furnish a prescription from an ophthalmologist or optometrist. The employee is responsible for the cost of the visual screening test.

5.3 The employee must fill out Form-OHS-26, "Request for Prescription Safety Glasses" and submit it to their Supervisor for approval along with a copy of the prescription. Once approved, the employee must take the signed form and copy of the prescription to City's approved vendor only to place an order for safety prescription glasses.

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- 5.4 The City will cover the cost of the safety prescription glasses up to and including frame with side-shields, progressive (invisible) bifocal lenses, sun-clip (if applicable), scratch-resistant coating, case with cleaning cloth and delivery. All glasses provided will meet CSA Standard Z94.3-99.
- 5.5 The City will cover the cost of the warranty **\$20.00**.
- 5.6 The City will cover the cost of transition lenses up to a maximum of **\$50.00**.
- 5.7 The City will cover the cost of model #220, model #220s, model #SW06, or model #SW07 to a maximum of **\$50.00**.
- 5.8 Once issued, the employee shall not alter or modify the prescription safety glasses, including removal of side-shields, and shall immediately report any signs of defect to their Supervisor.
- 5.9 New glasses will be issued at no cost to the employee when the employee's prescription changes or through normal use and wear, provided a period of two (2) years or longer has elapsed from the issue date of the previous pair.
- 5.10 If an employee's glasses are broken or damaged due to a work-related accident or incident, the employee may file a claim with WHSCC to have the glasses repaired or replaced.
- 5.11 Employees will be responsible for replacement of glasses when lost or stolen.

6.0 ASSOCIATED DOCUMENTS:

Prescription Safety Glasses Policy

Form-OHS-26: Request for Prescription Safety Glasses

7.0 DISTRIBUTION:

CAO/Directors/Managers/Forepersons/Employees
OH&S Committee/OH&S Officer

8.0 Approvals



Steve Kent, Chief Administrative Officer

March 16, 2018

Date