1.0 **Purpose and Scope:** The purpose behind providing standardized side-shield safety eyeglasses is to prevent eye injuries to Facilities employees. This procedure defines the methods by which Facilities employees, who are required to wear safety glasses as part of their normal job activities, may obtain safety eyeglasses, repairs, frame adjustments, new prescriptions lenses, or replacements.

2.0 **Definitions:**

2.1 Safety Eyeglasses: The term “safety eyeglasses” refers to a selected group of Facilities approved eyewear units consisting of ANZI Z-87.1-approved safety lenses, safety frames, and side-shields. These groups of Facilities-approved eyewear units are provided by the Facilities Authorized Eyeglasses Vendor.

2.2 Facilities Authorized Eyeglasses Vendor: Authorized Eyeglass vendors will be chosen by the Facilities Training Coordinator, based upon price and service. Vendors will be designated for both Newark and for lower Delaware Facilities locations.

2.3 Side-shields: “Side-shields” refer to a set of protective shields of plastic or screen that are permanently attached to the safety frame to protect the eye from the impact of foreign objects whose trajectory might by-pass the protection of the safety lens.

3.0 **Responsibilities:**

3.1 The Training Coordinator, Facilities is responsible for this procedure.

3.2 All staff members are responsible for adherence to this procedure.

3.3 All staff members are responsible for having in their possession, caring for and using their safety glasses when required on their job as they would any other piece of issued safety equipment.
4.0 Instructions:

4.1 Eligibility: All permanent Facilities employees, who are required to wear safety eyeglasses in the course of their duties, will be provided a pair of safety eyeglasses at no cost whether or not they normally wear prescription eyeglasses.

4.2 Authorized Vendors: The current authorized Facilities vendor for the Newark area is Vision Center of Delaware, located at 317 E. Main Street. The current authorized vendor for lower Delaware is Vision Center, Ltd, in Lewes, Delaware.

4.3 Safety Glasses Service Process:

4.3.1 The vendor will verify the employee’s Facilities employment status by asking to see the Facilities employee’s University ID.

4.3.2 Employees need to present a copy of their eye prescription or their current prescription glasses to the authorized vendor. Employees who have medical conditions which require highly specialized lenses will need a note from their eye doctor indicating their special requirements. Some employees may require specialized lenses based upon the particular nature of their job. These cases will be addressed by Facilities supervision on an individual basis.

4.3.3 The employee will be presented with an assortment of pre-approved safety frames each of which has fixed side-shields. The employee will choose a safety frame and the optician will measure the frame for the employee’s features and place an order for their safety eyeglasses. The optician will notify the employee when their glasses are ready to be fitted.

4.4 Repairs and Frame Adjustments: Repairs and frame adjustments to the safety eyeglasses will be done free of charge by the authorized vendor. The vendor will determine the extent of the appropriate repairs.

4.5 Prescription Changes: If the employee’s prescription changes during the course of employment, they should take their new prescription to the authorized vendor so that a new set of lenses can be fabricated at no cost to the employee. It is the intention of this procedure to match the safety eyeglasses with the employees medical requirements.

4.6 Cost: The cost of the safety eyeglasses, repairs, adjustments, etc. are made at no cost to the employee. However, it should be noted that this program represents a significant monetary commitment to the safety and health of their employees by Management. Management expects the employees to use the safety eyeglasses when required and to keep them in good working condition.

4.7 Use:

4.7.1. Employees are encouraged to practice good optical health by obtaining regular eye examinations.

4.7.2. Employees are required to use safety eyeglasses to perform any work that has been identified as presenting a possible eye hazards.
5.0 References:
5.1 University’s Safety & Security Policy 7-23
5.2 ANZI Z-87.1 Protective Eyewear Guidelines
5.3 University Personnel Policy 4-61

Effective Date: 09/23/09
Approved By: AVP of Facilities