

Weber State University
Safety Glasses/Eye Protection Program
November 2007

A. Scope

This program applies to all employees, students, and visitors who may be exposed to a risk of eye injury while on university premises. Eye protection should be provided through workplace design, engineering controls, and safe work practices. In areas where this is not possible, appropriate eye protection is required to be worn. For additional information on this program please contact the Environmental Health and Safety (EH&S) Office at 626-7077.

B. General

B.1 Eye protection shall be required when there is a danger associated with flying particles, chemical liquids, gases or vapors, radiation, and blood or body fluids.

B.2 All eye protection shall meet ANSI-OSHA standards and shall have appropriate manufacturers marks and ANSI approval notations. Glasses must have side-shields for lateral protection when the scope of the work indicates the need.

B.3 Each department shall make appropriate eye protection readily available to its employees. It is the responsibility of the employee to maintain the eye protection in good condition and to wear the eye protection as required.

B.4 For some tasks it may be necessary to wear goggles or face shields over, or in place of safety glasses for proper protection.

C. Prescription Safety Glasses

C.1 Only full time contract/hourly employees who have successfully completed their first three months of employment are eligible for this benefit. Employees who wear corrective lenses, and require eye protection for a significant part of their work day (at least 40% of the time) have the option of purchasing prescription safety glasses with attached side shields at a discounted cost.

C.2 Employees wishing to take advantage of this benefit must purchase prescription safety glasses at any Knighton Vision. WSU will pay up to \$72.70 towards the cost of the single vision glasses; \$97.70 towards the cost of bifocal vision glasses; \$107.70 towards the cost of trifocal vision glasses. EH&S Office will contribute up to \$36.50 towards single vision; up to \$48.85 towards bifoacl; up to \$53.85 towards trifocal, and the employee's department will contribute up to \$36.50 towards single vision; up to \$48.85 towards bifocal; up to \$53.85 towards trifocal.

- C.3 Employees must pay for their own eye exam at a doctor of their choice, and furnish Knighton Vision with a current lense prescription (less than one year old).
- C.4 Temporary or student employees are not eligible for WSU to contribute to the cost of prescription eye glasses. They may purchase them at their own expense, or use goggles/over glasses provided by the department.
- C.6 Employees are limited to one prescription glasses benefit every three years. If, during this time, the glasses are lost, or the prescription needs to be updated, the employee will be responsible for the costs.
- C.7 If the employees glasses are broken or damaged due to a documented work-related accident the EH&S Office and the employee's department will cover up to \$53.85 towards trifocal, and the employee's department will contribute up to \$36.50 towards single vision; up to \$48.85 towards bifocal; up to \$53.85 towards trifocal.

D. Procedures for Obtaining Prescription Safety Glasses

- D.1 Employee obtains a "safety glasses approval" form from the EH&S Office, completes the form, has it signed by their supervisor and department head, and submits it to the EH&S Office.
- D.2 The EH&S Office reviews the request and authorizes the purchase of the safety glasses from Knighton Vision.
- D.3 The employee takes a copy of the approval form and their current prescription to Knighton Vision, selects their glasses, and pays the balance after the deduction.
- D.4 Knighton Vision bills the EH&S Office for up to \$72.70 towards the cost of the single vision glasses; up to \$97.70 towards the cost of bifocal vision glasses; up to \$107.70 towards the cost of trifocal vision glasses .
- D.5 EH&S Office bills the employee's department for half of the benefit cost.

E. Responsibilities

- E.1 Employee
 - a. Wear appropriate eye protection where it's need has been identified, or there is a danger of eye injuries.
 - b. Take care of the equipment that has been issued.
- E.2 Supervisor, Lab Instructor, etc.
 - a. Ensure that all employees under their direction have been issued eye

protection and wear it when necessary.

- b. Emphasize the need and importance of wearing eye protection.
- c. Assist EH&S Office in determining areas where eye protection is required.

E.3 EH&S Staff

- a. Assist supervisors, lab instructors, etc., in designating areas where eye protection is required.
- b. Assist in selecting the appropriate type of eye protection that is required.