The employee will identify the need for prescription safety glasses to their Associate Dean/Manager. The Associate Dean/Manager will grant permission and then notify the Environmental Health & Safety Office. The employee will be given the appropriate documentation for the purchase of prescription safety glasses. Employees are to purchase safety glasses from Herslof Optician (Professional Vision Services).

Safety Glasses Requirements:

Lenses:
- Prescription lenses will be made of polycarbonate or plastic. Glass lenses will be allowed only if the prescription (specifically written) deems them necessary.
- Progressive lenses are approved.
- Tints are only approved for job specific tasks (e.g. welding).
- Photogray® or Transitions®, lenses that change from clear to dark in the presence of ultraviolet light, are not approved.

Frames:
- Frames ranging from a variety of styles and costs from this vendor are approved. Any employee wishing to upgrade will be responsible for the difference in cost.
- Sideshields are required and will be permanently attached.
- Frames must be appropriate to the employee’s type of work.

Eye Exams:
- Are not covered as part of the safety glass purchase.
- Prescriptions older than two years are required to be renewed.
- Employees wishing to have an eye exam may do so with the understanding that they are responsible for these costs.

Method of payment:
- The approved costs of safety glasses are not to exceed $200.00. This amount will be billed to the college or paid for by a WCTC Procurement Card.
- The employee will pay cost of safety glass upgrades greater than the $200.00 and/or eye exams at the time of service.

Replacement of safety glasses, lenses and/or safety glass frames

Glasses damaged during normal wear and use in the course of the employees work will be replaced with the approval of the Associate Dean or Manager.

Employees will be eligible to have their safety glasses or safety glass components (lenses, frames and/or safety shields) replaced every 2 years at no cost to the employee. Lens replacement may be replaced annually should eye examination determine a significant change in a prescription as certified in writing by the prescribing ophthalmologist, optometrist or physician.

See Wisconsin Statutes Section 101
See Wisconsin Administrative Code Chapter Comm 32
See Occupational Safety and Health Act Standards
See Administrative Policy - Health, Safety, Security HEA-100 Safety and Violence Prevention
See Administrative Procedure – Health, Safety, Security HEA-100-01 Accident Reporting
See Administrative Procedure – Health, Safety, Security HEA-100-02 Accident Reporting
See Administrative Procedure – Health, Safety, Security HEA-100-03 Safety Concern Reporting
See Administrative Procedure – Health, Safety, Security HEA-102 Employee Safety Glasses
See Administrative Policy – Health, Safety, Security HEA-300 Risk Management

Procedure owner: Director of Human Resource Services

REVISED: February 28, 2011