

EYE TEST AND GLASSES POLICY

1. Introduction

1.1 This policy has been written in accordance with Health and Safety Display Screen Equipment (DSE) Regulations 1992. The policy and regulations are reflective of the minimum health and safety requirements for work with display screen equipment as implemented in the regulations.

1.2 In accordance with the health and safety display screen equipment regulations 1992, (DSEW) display screen equipment users whose general eyesight defects require a corrective prescription are responsible for this cost. It is only where the general corrective prescription is not suitable for use with display screen equipment that the Council is responsible for the cost of a specific corrective prescription for that purpose.

2. Policy Statement

The Council recognises and accepts its responsibility as an employer to ensure that employees who habitually use display screen equipment on behalf of the Council should have their sight tested regularly. The DSE regulations requires employers to provide, an appropriate eyesight test for all staff who use display screen equipment for a significant part of their job.

3. Eye Test and corrective appliances

The council will arrange for the provision of free eye tests when requested, and at regular intervals thereafter or where visual problems are experienced at no cost to the employee. Employees should make an appointment with an optician. The cost of the eye test will be covered up to a maximum which is stated at 5.1, this will be reimbursed through the expense's procedure.

4. Glasses Prescribed for VDU Use

Where employees require corrective appliances specifically for use with Display Screen Equipment (DSE), the council will contribute to the supply of the corrective appliances up to the current cost limits, claim for the cost as stated at 5.1.

5. Financial Limits

5.1 The Council will reimburse expenses for eye tests and glasses as follows:

- Eyesight examination – Up to £25.00.
- Glasses for DSE use only – total cost to a maximum of £60.00.
- Glasses for normal use and VSE use – 50% of the total cost of glasses to a maximum of £30.00.

5.2 Any cost in excess of this must be borne by the employee.