

Indiana University Safety Eyewear Policy

Applies to: All employees of Indiana University

Date issued: 9/30/99

Revised: 3/15/04

Revised: 12/12/06

This revision supersedes all previous eyewear policies issued by Indiana University.

Policy Objective:

- To comply with the Occupational Safety and Health Administration (OSHA) regulations covering use of safety eyewear by employees at risk of eye injury.
- To provide a safe and healthful workplace for Indiana University employees.

Indiana University Office of Environmental Health and Safety will perform OSHA-compliant Job Hazard Analyses for each employee job description. The job hazard analysis will determine the need for safety eyewear for that job.

Safety eyewear may be safety glasses, goggles, face shields, welding masks, or other unique protection, as appropriate to the job. Eyewear may be either non-prescription or prescription, as needed by the employee to safely perform the job.

When the job hazard analysis indicates the need for safety eyewear for a job, the employee shall wear the appropriate safety eyewear at all times when performing that job. Supervisors have the responsibility of ensuring that employees comply with this requirement. Failure to comply can result in formal disciplinary action for employees or supervisors.

Safety eyewear shall be selected as follows:

- To meet the requirements of OSHA, as stated in 29CFR 1910.133, and Subpart I Appendix B and other relevant OSHA regulations.
- To adequately protect against eye injury hazards, as determined by the OEHS-performed job hazard analysis.
- Employee preference among standard IU-approved choices. Prescription safety eyewear shall meet the same selection criteria as for non-prescription eyewear. For safety glasses, this means the inclusion of side protection via removable side shields or side shields as an integral element of the frame design.

Provision of Safety Eyewear:

Safety glasses, goggles, face shields, welding masks and /or other face protection will be provided at the employee's department's expense when:

- The OEHS job hazard analysis indicated the need for safety eye protection.
- When an employee to be working in an eye-risk job is initially hired
- When the safety eyewear of a qualifying employee becomes seriously damaged or lost due to their use on the job.

Prescription safety glasses will be provided when:

- Use of prescription eyewear is necessary for the employee to safely and reliably perform the job.
- Use of safety glasses or other eyewear over the employee's prescription glasses is not feasible.

Prescription safety glasses will be obtained at the employee's department's expense:

- With a current valid lens prescription
- When the employee is initially hired
- When the employee's prescription safety eyewear is seriously damaged or lost due to their use on the job.
- When the employee's eyewear prescription changes significantly, as indicated by a licensed optometrist or other qualified professional.
- After two years without a change in the prescription
- When the employee's job changes to include eye-risk jobs, or an OEHS job hazard analysis indicates a change in safety eyewear requirements for that job.

Obtaining Safety Eyewear:

Non-prescription safety eyewear may be obtained through the employee's department, through IU's Material Services or commercially, so long as it meets the OSHA criteria.

Eye examinations may be obtained from the Indiana University School of Optometry or other qualified provider. Note; Effective January 1, 2004, each employee covered by IU Healthcare Plans is entitled to one eye examination per year with applicable co-payment. Since plan provisions periodically change, it is necessary to check with the health plan provider for terms of the coverage. The affected employee is otherwise responsible for payment of the eye examination fee.

Prescription safety eyewear will be obtained from the IU School of Optometry. For prescription safety eyewear, the following process must be used, and the attached Request Form must be used:

1. OEHS performs job hazard analysis (these have been completed for most job descriptions); analysis indicates need for safety eyewear.
2. Manager / supervisor determine from JHA which employees require safety eyewear.
3. If non-prescription eyewear is appropriate, manager procures eyewear for employee. Note: employee must participate in selecting eyewear to ensure good fit and comfort.
4. If prescription eyewear is needed, manager completes request form, including billing information and signature, then forwards form to OEHS PPE coordinator for verification and signature.
5. OEHS PPE coordinator maintains records of all requests for prescription eyewear, tied to the OEHS Job Hazard Analysis.
6. OEHS PPE Coordinator approves request if JHA on file supports need for safety eyewear and meets the "provision of safety eyewear" criteria stated above.
7. Request is returned to manager / employee.
8. Employee takes signed form to optometry clinic to obtain eyewear. Employee may choose from several styles of approved safety eyewear.

Safety Eyewear Option Available to Employee:

If the employee's job duties warrant tinted lenses (such as working outdoors in bright sunlight, or indoors under specific lighting conditions), the department may specify tinted lenses, and the OEHSM will work with the Optometry Clinic to select the appropriate tint color and intensity. |

This option must be approved by OEHSM, indicating that the option does not interfere with or impair the employee's corrected vision, and thus does not constitute an additional safety risk.

If the option is deemed by the manager and OEHSM to be critical to the employee's job performance, the option will be paid for by the department. Otherwise, options and any other additional costs will be borne by the employee.

Photochromic transitional lenses are not an option, per OSHA interpretation of May 13, 1982, which Indiana OSHA considers to be valid.

Responsibilities:

Responsible Party	Responsibility
OEHSM	<ul style="list-style-type: none"> • Perform job hazard analyses for all jobs / tasks, assessing eye injury hazards • Provide managers with information on acceptable non-prescription eyewear, updating periodically • Provide IU School of Optometry with safety criteria and acceptable features of prescription eyewear. • Maintains JHA database and database of prescription eyewear approvals • Update safety eyewear policy as needed
Department Managers, Supervisors	<ul style="list-style-type: none"> • Be cognizant of JHA requirements for wearing safety eyewear for all employees as appropriate. • Enforce policies requiring employees to wear safety eyewear • Assure that appropriate and adequate safety eyewear is available to all employees needing it. • Replace safety eyewear as appropriate. • Complete request form for prescription glasses; provide billing information, etc.
IU Optometry Clinics	<ul style="list-style-type: none"> • Provide employee eye exams as requested and consistent with IU policy • Provide selection of safety eyewear as approved by OEHSM. • Provide prescription eyewear to employees with approved requests. • Ensure that eyewear provided is designed to fully protect employee, and that eyewear fits employee comfortably and appropriately.
Employee	<ul style="list-style-type: none"> • Wear protective eyewear at all times when performing at-risk job. • Care for and maintain eyewear in good condition. • Request replacement of safety eyewear seriously damaged or lost while working on job. • Personally replace safety eyewear lost or damaged when worn outside of job. • Work amicably with personnel at IU Optometry Clinics when requesting eye examinations or safety eyewear.

Request for Prescription Safety Eyewear

Indiana University Prescription Safety Eyewear Information

Employee Name: _____

Employee Job Title / Job Description: _____

Is authorized to:

- A. Receive new prescription safety eyewear :
 - a. Safety glasses
 - b. Safety sun glasses

Note: the IU Optometry Clinic does not provide prescription safety goggles or prescription welding masks, laser safety glasses, or other specialized safety eyewear.

- B. Have existing safety eyewear repaired

Job Hazard Assessment completed by OEHSM? Yes No

Side Shields: Permanent _____ Removable _____

If tint option is requested, provide rationale: _____

Billing Information:

Department: _____

Account Number: _____ Sub Account Number: _____

Object Code (4565 Default) _____ Sub Object Code: _____

Approvals:

Supervisor's Name (please print)

Title

Supervisor's Signature

Date

Phone #

OEHSM Signature

Date

Comments: _____

Instructions for Requesting Prescription Safety Eyewear And Completing Request Form

All departments and employees covered by the Indiana University Safety Eyewear Program must use this form to request prescription safety eyewear. The Indiana University School of Optometry will not issue eyewear without a completed form.

The purpose of the form is to:

- Verify that a Job Hazard Assessment has been completed and safety eyewear is required for the job.
- Provide departmental account information for billing purposes.
- Assist in tracking safety eyewear issued to employees.

To complete the form:

- Supervisor to provide employee and billing information and appropriate department signatures.
 - Form must be legible. Please print clearly.
 - Provide employee's name as officially listed with the university.
 - Select and circle Section I.A. or I.B as appropriate. For I.A., new glasses, select a, b, or c. If b or c is selected, complete "describe options" section
 - Indicate whether JHA has been completed or not.
 - Include billing information and approval signatures.
 - Forward completed form to IU OEHSM
2735 E. Tenth Street or Creative Arts Building
Attention: Safety Eyewear Program Coordinator
- Safety Eyewear Program Coordinator will verify that JHA has been performed, and is current; if not will schedule and perform JHA before approving request.
 - Safety Eyewear Program Coordinator will approve form
 - Make copy of form for EHS records
 - Return original Form to Employee's Manager
- Employee's Manager will forward form to employee (maintaining any desired records)
 - ❖ Employee will schedule appointment for eye exam, if needed, and for obtaining eyewear with the IU School of Optometry.
 - ❖ Employee will meet with IU School of Optometry personnel to select eyewear and have same properly fitted.

Note:

Any employee may purchase safety eyewear, whether required by job hazards or not. In this case, the employee will be responsible for all costs.