Calvin College
Physical Plant Department
Safety Glasses Policy

I. GENERAL

This policy establishes the policies and procedures regarding the purchase and use of prescription and non-prescription safety glasses for Physical Plant employees. Safety glasses with side shields are required when job tasks expose the employee to the potential for impact from flying particles. This is based on the Hazard Assessment for each job description. Ordinary prescription glasses do not provide adequate protection from impact injury to the eyes. The minimum acceptable eye protection requires the use of hardened glass or plastic spectacles meeting the most recent version of the American National Standards Institute (ANSI) Z87.1 requirements. Other eye protection, such as goggles and face shields, may be required when a significant splash hazard exists.

Employees issued safety glasses will be required to wear them at all times when they are exposed to the potential for impact with flying particles. Housekeepers will not be issued safety glasses, as they are not exposed to impact hazards warranting the use of this type of personal protective equipment. Housekeepers are potentially exposed to chemical splash hazards and are required to wear face shields and/or goggles when exposed to these hazards.

I. RESPONSIBILITIES

A. Environmental Health & Occupational Safety (EHOS)
   1. review the hazard assessments to determine the need for safety glasses;
   2. assist Physical Plant staff in the purchase of safety glasses through consultation and program management for prescription glasses;

B. Physical Plant Management
   1. provide necessary funds for prescription and non-prescription safety glasses purchase;
   2. provide management support to supervisors and EHOS in coordinating program and enforcing policy.

C. Physical Plant Supervisors
   1. assist EHOS with hazard assessments and program coordination;
2. approve the initial purchase and replacement of prescription safety glasses;

3. provide non-prescription safety glasses to all staff;

4. enforce the safety glasses policy;

5. ensure that employees wear safety glasses and side shields at all times when they are exposed to the potential for impact with flying particles.

D. Physical Plant Staff

1. wear prescription and non-prescription safety glasses at all times when they are exposed to the potential for impact with flying particles;

2. store prescription safety glasses in a location at work that is free from dirt, dust, chemicals, and other hazards that may damage the glasses;

3. read, understand, and follow all safety glass policies;

4. obtain manager/supervisor authorization to obtain safety glasses;

5. coordinate all services of optical professional;

6. schedule and pay for prescription exam and final fitting/adjustment;

7. obtain eye exam and submit completed Vendor Prescription Form to EHOS;

8. assist in hazard assessments.

II. PROCEDURE

A. Acquiring Non-prescription Safety Glasses

Upon initial assignment to a position requiring safety glasses, the employee will be provided with one set of non-prescription safety glasses (with side shields) along with any other personal protective equipment, tools, keys, etc. It is recommended that the employee be allowed to choose from several styles, as style and comfort are factors in ensuring employees wear safety equipment. These glasses will be worn until prescription safety glasses, if needed, have been received. Replacements for lost or damaged safety glasses will be acquired through the employee's supervisor and EHOS. The employee will be responsible for the purchase of replacement safety glasses that are lost or damaged due to the employee's negligence.

Visitors entering areas under the control of the College where impact hazards exist will be provided with non-prescription safety glasses by the participating Calvin College department. Such areas may include laboratories, shops, etc.
B. Acquiring Prescription Safety Glasses

If the employee wears prescription glasses and is potentially exposed to impacts from flying objects, he/she qualifies for prescription safety glasses with side shields. To ensure employee safety, the employee will be issued non-prescription glasses to be worn over prescription glasses until the prescription glasses are received. Prescription safety glasses are available at Wal-Mart Stores or an individual's optometrists.

The following procedure must be followed to purchase prescription safety glasses.

1. The employee must obtain approval from his/her supervisor and EHOS. For initial purchase and/or purchase of replacement of safety glasses, the employee must complete a Calvin Physical Plant Prescription Safety Glasses Approval Form. (See below)

2. The employee will schedule an eye exam or obtain their current (less than a year since the employee’s vision was tested) optical prescription from their optometrist. The employee will take a copy of the EHOS Letter Regarding Purchase of Prescription Safety Glasses with their optical prescription to their optical professional to ensure proper service. (See EHOS Letter Regarding Purchase of Prescription Safety Glasses) At this time, the prescription style, lens material option, lens treatment option, sideshield style and frame style shall be selected.

3. Physical Plant will pay up to $100 toward the prescription safety glass purchase. The employee is responsible for the cost of the examination, fitting, and any cost over and above $100.

4. To receive reimbursement for up to $100 toward the cost of frames and lenses the ORIGINAL RECEIPT must be submitted to EHOS. The EHOS officer will complete a Calvin College Internal Check Request or Claim for Reimbursement Form, and submit it to the Director of Physical Plant for approval and submission to Financial Services. The reimbursement check will be sent to the individual employee.

D. Replacement of Safety Glasses

Safety glasses will be replaced by Physical Plant when an employee's prescription changes or when the glasses are lost or damaged during normal wear and use.

Employees requesting replacement of lost or damaged safety glasses must complete a Prescription Safety Glasses Approval Form. Damaged safety glasses must be included with the Form as part of the review process. Safety
glasses that are lost or damaged due to employee negligence will be replaced at the employee’s expense. The decision of negligence will be made by the supervisor with consultation from EHOS. If it has been more than a year since the employee’s vision was tested, Physical Plant recommends that an employee have his/her vision checked before replacing safety glasses that are lost or damaged.

Employees requesting replacement of safety glasses due to a prescription change should follow procedures outlined under II. B.

To ensure the safety of the employee during the replacement process, the employee will be required to wear non-prescription safety glasses over his/her regular prescription glasses.

E. Return of Safety Glasses

Eye protective devices issued to employees and visitors remain the property of the University and are to be returned when use of the device is no longer necessary. Upon termination of employment or transfer to another position that does not require the use of safety glasses, the employee shall turn in his/her safety glasses with keys and all other equipment as part of the termination/reassignment process. The disposition of prescription safety glasses will be determined by the department, as other employees can seldom use these protective devices.

Visitors shall turn in safety glasses to the issuing department upon conclusion of the activity requiring the use of safety glasses or at the end of the workday.

Eye protective devices must be thoroughly cleaned and disinfected before being issued to another person. Disinfection can be conducted with isopropyl alcohol wipes followed by soap and water or thorough cleaning with disinfectant solution.

F. Approved Optical Professional

Contracting with an optical professional for the eye exam, fitting, and adjustment is the employee’s responsibility. Any optical professional that can provide the necessary services is acceptable to the College.

G. Contact Lenses

The National Society to Prevent Blindness points out that contact lenses do not provide eye protection in the industrial sense, and must be worn only in conjunction with approved safety eyewear. Contact lenses will not be covered for purchase through this policy. However, contact lens wearers may choose to obtain non-prescription safety glasses and wear them over their contact lenses or obtain prescription safety glasses.
H. Photogray or Other Tinted Lenses

Photogray or other tinted lenses are not permitted, unless the employee has a signed authorization from a licensed optical professional stating the reasons for the lenses. The authorization from the optical professional will be presented to EHOS for review and final approval.

III. REFERENCED FORMS

Letter Regarding Purchase of Prescription Safety Glasses

Prescription Safety Glasses Approval Form