MEMORANDUM

TO: Optical Professional

FROM: Pat Buist
       Environmental Health & Safety Officer

DATE: __________________________

RE: Prescription Safety Glasses

Our office administers the prescription safety glass program for Calvin College Physical Plant. The employee is responsible for paying for the eye exam and any fitting and adjustment as well as any cost over and above $100.00 for safety frames and prescription lenses.

Under the program, the Physical Plant Department has decided to put $100.00 toward the purchase of one pair of prescription safety glasses for their employees. The following is a brief description of Calvin College’s prescription safety glasses procedure.

1. Safety frames and lenses must meet or exceed MIOSHA requirements and have side shields. Try to identify a complete safety glass package that is below the $100.00 limit, unless the employee wishes to pay the additional money themselves.

2. Bill the employee for the exams, frames, lenses, fitting, and adjusting of the glasses. Please credit our employees with any applicable Calvin College discount.

3. The employee will need an original copy of their receipt to submit with their claim for reimbursement to Calvin College for costs of the frames and lenses not to exceed $100.00.

Thank you for your participation in this vital safety program at Calvin College. If you have any questions or comments, please contact Environmental Health and Occupational Safety at (616) 957-6342.