Title: Indiana University Safety Eyewear Policy

Applies to: Indiana University

Date Issued: 9/30/99
Date Revised: 3/10/04

This policy supersedes all previous safety eyewear policies issued by IU.

Policy Objective – To comply with applicable OSHA standards and its policy of protecting employee health and safety, Indiana University will:

- Evaluate all jobs and tasks performed by IU employees to identify potential eye injury hazards;
- Determine appropriate and feasible controls, including engineering controls, work practices and safety eyewear;
- Provide safety eyewear to all employees whose jobs pose identified eye injury hazards where engineering and work practice controls are infeasible or insufficient to provide adequate protection;
- Provide safety eyewear with prescription corrective lenses according to the provisions below for employees who normally use prescription corrective lenses at work.

Safety eyewear is defined as:
Any face or eye covering designed to protect the wearer’s eyes from contact with flying objects, hazardous liquids or gases or other materials that may be hazardous to the eye. This eyewear is designed to resist impact and shattering when struck by flying or hazardous materials. Safety eyewear includes spectacles (safety lenses in a safety frame and side shields if needed), goggles and face shields with or without a prescription component.

Safety eyewear will be selected according to:
- The identified eye injury hazard(s)
- Performance of the eyewear vs. applicable ANSI standards
- Availability
- Employee preference among available choices
- Department’s choice to use prescription safety eyewear or alternative safety eyewear that meets the OSHA standard.

Frames issued by the IU School of Optometry will be fitted with side shields, where required by the hazard assessment. The employee’s supervisor in the originating department must indicate this requirement on the Departmental Approval and Selection Form (see attached.)

New safety eyewear will be provided when:
- The employee is initially hired;
- The employee’s current safety eyewear lenses are seriously scratched or lenses or frames are broken or lost in an incident or in routine use at work or at home, unless the campus disallows.
- A routine or specially scheduled eye examination by the IU Optometry Clinic or other qualified provider indicates the need for a change in the wearer’s prescription.
- A period of two years elapses without a change in the lens prescription. A current eye exam will be required before any new prescription safety eyewear is issued, even if the prescription does not change. The employee must have had an eye examination by the IU Optometry Clinic or other qualified provider within the last two years to be considered current.
- An assessment by the University Office of Environmental, Health, and Safety Management (UOEHSM) indicates that protective eyewear is required (i.e., after a new piece of equipment is put into service.)
- The employees department chooses to issue prescription eyewear instead of over the eyeglass safety glasses.

**Who will provide safety eyewear and examinations?**

The affected employee’s department will provide non-prescription safety eyewear based on a hazard assessment and any other required guidance by UOEHSM.

The Optometry Clinic at the IU School of Optometry will provide all prescription safety eyewear. Employees may use either the School of Optometry or other qualified providers for eye examinations; however, the School of Optometry will only issue safety prescription lenses and frames covered by this policy.

Note: Effective January 1, 2004, all employees covered by any IU Healthcare Plan are entitled to one eye exam per year with applicable co-payment. Since plan provisions change from time to time, please check with your provider to determine if the cost of an eye exam is covered by your insurance plan. The affected employee is otherwise responsible for payment of the eye examination fee.

**Responsibilities**

<table>
<thead>
<tr>
<th>Responsible Party</th>
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<tr>
<td>UOEHSM</td>
<td>• Assess eye injury hazards for all jobs, tasks</td>
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<td>• Assist with selection of non-prescription eyewear</td>
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<td></td>
<td>• Annual review of this policy with participation from affected IU departments and personnel</td>
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<td>Department Managers</td>
<td>• Purchase and provide selected safety eyewear</td>
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<td>• Ensure that safety eyewear is always used where required</td>
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<td>• Complete departmental approval form</td>
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<td>IU Optometry Clinics</td>
<td>• Provide eye examinations</td>
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<td>• Make and issue prescription safety eyewear, with side shields when indicated by the originating department or requested by the employee</td>
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<tr>
<td>Employee</td>
<td>• Keep scheduled eye exam appointments</td>
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<td>• Select eyewear from available choices</td>
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<td>• Pay any required fees for exams and approved options</td>
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Scheduling a Safety Eyewear Hazard Assessment
If the job being performed is identified as being one that requires safety eyewear, an assessment needs to be conducted by someone from UOEHSM. This can be done by contacting the main office at 856-6311 and asking for the Occupational Safety Manager or a member of the Occupational Safety Group that covers PPE assessments.

IU Prescription Safety Eyewear
Polycarbonate and Trivex lens materials are the most impact-resistant lens materials available. At the present time, Indiana University School of Optometry uses polycarbonate for all safety lenses. Polycarbonate is thinner and lighter in weight than most other materials.

Tinted Lenses for Prescription Sunwear
If sun protection is required, the originating department will provide either:
- Slip-over protective sunwear (ordinarily supplied by department) or
- A second pair of prescription sunwear through the IU School of Optometry
Safety lenses will be supplied to the employee with a tint without an employee co-payment only when required by the prescription or the Certification of Hazard Assessment for PPE Use (available from UOEHSM)

Polarized Lenses*
Polarized lenses are effective in reducing glare and are available only in tinted lenses; a co-payment will apply and is only available if a second pair of safety glasses has been approved for sunwear by both the department and by UOEHSM. If this option is elected it must be paid for by the employee.

Variable Intensity Lenses (Photochromics)*
Photochromic lenses darken when exposed to outdoor light and some other light sources. (Trade names for photochromic lenses include brands such as Transitions and SunSensors.) Use of photochromic lenses must be approved by the department and appear on the Departmental Approval and Selection Form. A “Certification of Hazard Assessment for PPE Use” (available from UOEHSM) which states that the employee works outdoors and may need some sun protection must be indicated on the form. There will be an employee co-payment* on any prescription safety eyewear that is issued with photochromic lenses. The department does not pay for the upgrade from clear to photochromic lenses.

Light or Cosmetic Tinted Lenses*
The tint referred to here is not a sunglass tint, but a tint that would usually be a light cosmetic tint that could safely be used indoors. A light tint (down to approximately 80% transmission) may be elected by the employee and does not require approval. If this option is elected, the employee must pay it for. *
Standard Frames
Basic safety frames such as the On Guard 311 and other equivalent frames will be covered by the IU Safety Eyewear Policy. (Note: Brand/models are subject to change due to manufacturer availability and production.)

Up-Graded Frames*
If an employee desires a premium or a designer-type safety frame, then the employee must make a co-payment* equal to the difference between the retail price for a standard safety frame and the retail price of the upgraded frame that was selected by the employee.

*Any options not required as basic safety eyewear, but acceptable to safety standards will require a co-payment by the employee (i.e., when cosmetic tinted or photochromic lenses are acceptable and do not present a safety hazard.) This amount will equal the difference between the retail price for the standard eyewear and the retail price of the upgraded eyewear selected by the employee.
Instructions for Using the “Departmental Approval and Selection for Prescription Safety Eyewear” Form

All departments and employees covered by the scope of this program must use this form. The IU School of Optometry will not issue eyewear without a completed form on file. The purpose of this form is to:

- Inform employees and departments of the lens and side shield options available to them.
- Provide departmental account information for billing purposes.
- Indicate whether an assessment of personal protective equipment needs has been performed.

Supervisor and UOEHSM Representative use these instructions to complete the form:

1. Read all parts of the form.
2. Print the employees name where indicated.
3. Circle A, B, or C regarding whether the employee is to receive a (A) new pair of safety eyewear OR (B) repair of existing pair of safety eyewear OR C if this is for a 2nd pair of prescription sunwear. (a separate form is required for each pair of glasses).
4. Circle Y or N to indicate whether a Hazardous Assessment has been completed. Note: UOEHSM performs Hazard Assessments to determine the need for personal protective equipment (PPE), including safety eyewear, and to select the most appropriate PPE for the job. Upon completion of the assessment, UOEHSM will generate a “Certification of Hazard Assessment for PPE Selection” and send this to the affected department. An employee being issued safety eyewear under this policy must check with his/her department to determine whether an Assessment is on file. The employee must read the Assessment and follow the guidelines given therein. Assessment forms should contain guidelines on safety eyewear and eyewear side shield selection.
5. Circle Y or N to indicate if side-shields are required and if so, the type of side-shield.
6. Read the “Options Not Covered by the IU Safety Eyewear Plan which must be paid for by the employee” section of the form and note any lens options that are approved by the certification of hazard assessment for PPE use (UOEHSM) from the “Options Not Covered by the IU Safety Eyewear Plan” at the bottom of the form.
7. Enter the departmental billing information (account / sub account number, object / sub object codes) to be used in billing for the safety eyewear.
8. The supervisor must print their name and title, sign the appropriate line, and indicate the date and phone number.
9. If prescription safety eyewear is determined necessary after completion of the Hazard Assessment, a UOEHSM representative must sign the form.

Note: Form will not be valid without signature.