

<b>OTAGO POLYTECHNIC MANAGEMENT POLICY</b>		<b>Number: MP0409.04</b>	
Title:	<b>Vision Safety</b>		
ITPNZ Standard:	<b>4 Staff Selection, Appraisal and Development</b>		
Chief Executive Approval:	Approval Date: <b>1 May 2014</b>	Effective Date: <b>1 May 2014</b>	
Previous Policy Number:	<b>n/a</b>	Review Date: <b>as required</b>	
Contact Authority:	<b>Director: Organisational Development</b>	Status: <b>Current</b>	

**Purpose** Eye fatigue and impact/hazardous substance/radiation injuries to eyes are preventable. Otago Polytechnic is committed to providing a safe and healthy work environment by providing systematic hazard controls including elimination, isolation and minimisation.

**Compliance** Health and Safety in Employment Act 1992 and Amendment 2002, associated Regulations and Amendments.

AS/NZ Standards 1336, 1337, 1338 and equivalent standards  
Computers: Approved Code of Practice for Safe Use of Visual Display Units in the Place of Work, Occupational Safety and Health, 1995, provides best practice guidelines.

**Policy**

**1. Risk Management in eye hazard areas**

Workshop staff will regularly review eye hazard management.

The focus is on eliminating or isolating the hazards.

Where these measures are not practical, approved eye protection must be worn by staff, students, visitors, and contractors AT ALL TIMES when hazardous activity may cause injury to eyes.

High impact work – safety lenses and frames, safety over-glasses or face shields which are rated specifically for high impact, must be worn.

Those staff who need to wear prescription lenses in a hazardous work area are required to:

- a) wear approved safety over-glasses or face shield, or
- b) wear prescription lenses and frames which meet A/NZ Standard 1337.6 or equivalent.

**2. Prevention of eye strain associated with computer use**

Staff who use computers are required to attend a Computer Health and Safety training session and may request a workstation assessment, both of which include training in assessment of lighting and potential vision issues.

If staff experience difficulties with lighting or vision at work they should contact their departmental Health and Safety Representative or the Health and Safety Manager for review of their workstation and work methods.

**3. Vision Assessment and Reimbursement**

Entitled staff working with impact, radiation or chemical hazards who need prescription lenses may be entitled to reimbursement for their safety frames and lenses – contact Health and Safety Manager for referral and approval/funding. See Appendix 1, section 4.3



Entitled staff who use computers regularly are entitled to reimbursement for a vision assessment, at no more than 2 yearly intervals and may be entitled to reimbursement for prescription lenses -contact Health and Safety Manager for referral/funding. See Appendix 1, section 4.3.

**Related Policy, Forms and Documents**      MP0407 Computer Health and Safety Policy  
MP0408 Protective Clothing and Equipment

**Approved by Chief Executive**  
**Date: 1 May 2014**



## Best Practice – Vision Safety

### 1. Preventing Eye Injuries from impact, hazardous substances, radiation

Staff, students and visitors working in areas where these injuries may occur must perform regular reviews of eye hazard management - particularly in environments such as workshops where a range of activity occurs and students are doing individual project work. An example of elimination is replacement of a highly toxic chemical with one which is less toxic. Some isolation examples are use of barriers, fixed guards, clearly marked safe transit zones through a workshop.

Approved eye protection must be worn at all times when hazardous activity may cause injury to eyes.

Staff, students and visitors must be aware that flying particles from other people's activities and dusts may cause them harm, and those created by their own activity can cause harm to others. Where random hazardous activity may occur, all occupants of the area must wear approved eye safety equipment.

### 2. Approved eye protection

- Means that it meets 1336, 1337, 1338 or equivalent Standards. The Standard will be legible on the items.
- Prescription lenses and frames: Verification of the Standard must be evident on both the lenses and frames (AS/NZ1337.6 or equivalent).
- Prescription lenses and frames which do not meet these standards MUST be covered by over-glasses or a face shield which meets the Standard and which is appropriate to the task being undertaken (low/medium/high impact, chemical).
- High impact work – safety glasses, safety over-glasses or a face shield must be worn which is specifically rated for high impact.

### 3. Prevention of eye strain associated with computer use

- Staff who use computers are required to attend a Computer Health and Safety training session. Managing light and maintaining healthy vision are covered.
- Contact Health and Safety Manager for an appointment to have a workstation assessment by a suitably qualified person. This may include a check of lighting and potential vision issues.
- If after the Computer Health and Safety training session, staff experience difficulties with vision at work they should contact their departmental Health and Safety Representative or the Health and Safety Manager for review of their workstation and work methods.
- Recommended personal work methods to avoid eye fatigue:
  - Staff should look up and away from their computer screen frequently, every few minutes look away into the distance for 3-5 seconds to refresh pupil response.
  - Take a complete change of activity/break from the computer for 10 minutes in each hour.
  - Ensure your screen is not too high – this forces you to hold a fixed wide eye “stare” and non-blinking state which results in dry and fatigued eyes.

### 4. Vision Assessment and Reimbursement

#### 4.1 Eligibility for payment for vision assessment

- Employees who work in areas where there are significant eye hazards and whose vision requires them to wear prescription lenses while working in these areas.
- Employees who are using computers for most of their working day, or are doing highly intensive visual work for shorter periods.

#### 4.2 Process

- a) Workshop hazards, where the employee may require prescription lenses and frames:



Staff must contact the Health and Safety Manager who will give approval and generate a letter of referral to a registered optometrist, this letter will be given to the person requesting prescription eye protection.

The optometrist verifies to the Health and Safety Manager that prescription lenses and frames meet appropriate standards.

The employee pays the optometrist, sends receipt and Finance reimbursement form to the Health and Safety Manager for approval. Attendance dates will be recorded in line with set testing intervals described below

Further tests may be provided at not less than 2 yearly intervals upon application to the Health and Safety Manager.

b) Computer related:

Staff will ensure that:

- Advice has been sought on any recent workplace issues that may need addressing (eg. lighting, position of monitor) from the departmental Health and Safety Representative or Health and Safety Manager
- Seek approval from the Health and Safety Manager prior to attending an eye test.
- Staff contact a registered optometrist, pay for the assessment and send the receipt and a reimbursement form to Health and Safety Manager for approval. Attendance dates will be recorded in line with set testing intervals described below.

Note the limitations regarding reimbursement for spectacles, see below.

Further tests may be provided at not less than 2 yearly intervals upon application to the Health and Safety Advisor.

#### 4.3 Reimbursement, Prescription Lenses and Frames

Personnel entitled to reimbursement of costs

a) Eye Examination

- i. Fixed term workers and all permanent employees

b) Prescription Lenses (Safety Glasses)

- i. Fixed Term Workers and all permanent employees

c) Computer Use

- i. Fixed term work with a contract minimum of 18 months and occurs within first 6 months of contract
- ii. All permanent employees of 0.5 FTE or above

The Polytechnic may reimburse the costs of the following categories:

a) Examination by Registered Optometrist, up to \$70; preferred option is to use affiliated optometrist for ½ price eye test – see Insite for current provider or speak with H&S Manager

b) Staff working with hazardous materials and equipment:

- Prescription lenses and frames which comply with AS/NZ Standard 1337.6 or equivalent. A report to verify this is required from the optometrist to the Health and Safety Manager.
- A maximum of \$500 can be reimbursed.

c) Staff working with computers for most of their working day, or for intense periods:

- Prescription glasses which are specific to computer use only and are used for Otago Polytechnic work purposes only. Staff must contact the Health and Safety Manager who will forward a form to the optometrist. A maximum of \$250 may be reimbursed.

#### 4.4 Affiliation with Optometrist

OP has an affiliation with an Optometrist, who offer discounted deals for OP Staff. This includes reduced costs for Eye Test and deals for glasses and prescription lenses. See Insite for the latest poster or click the link below

<http://corporate.specsavers.co.nz/op>

