Policy on eye health

This Company recognises its responsibility to protect our employees eye health and their risk of eyestrain under the Display Screen Equipment Regulations 1992.

Any employee who needs to use a display screen to carry out their work for more than an hour at a time is classed as a display screen user.

Display screen users are entitled to request a full eye and eyesight test by an optometrist, including a vision test and an eye examination. The Company will cover the cost of these eyesight tests (other than in Scotland and the Isle of Man where charges do not apply).

If prescription glasses are required for display screen work the Company will also pay the cost of basic lenses and frames.

# Procedure

An employee who believes that they should have, or would benefit from, an eye test as their work requires the use of a display screen should (SELECT AS APPROPRIATE):

notify their line manager, in advance, before making arrangements to have an eye test

schedule an eye test with a specified optician, as set out in a list provided by the Company

agree the arrangements for the eyesight test with their line manager

take all reasonable care to prevent loss or damage to glasses provided by the Company under this policy.

The optician will confirm whether the employees require glasses or other corrective appliances to perform their DSE work. If an employee requires glasses, the Company will only cover the costs of basic lenses and frames - please note if the employee wants designer frames, we will contribute no more than £ to their purchase.

The cost of the test and glasses will be reimbursed to employees through the Company’s expenses form and the employee should submit an expenses claim as soon as possible after their purchase to ensure timely reimbursement.

The Company will not contribute towards the purchase of glasses under this policy if they are needed for general purpose for an ordinary prescription, and not solely for DSE use.

# Responsibility

is responsible for the implementation of this policy

Signed

Date

Date of Review