

# MCAD Safety Eyewear Policy

## POLICY

### **Prescription Eye Wear for Employees**

As part of our commitment to a healthy and safe working environment, MCAD will provide for employees OSHA approved prescription safety glasses complying with ANSI Z87. Jobs requiring safety eye protection will be determined by the department head in consultation with the Safety Coordinator.

One pair of glasses will be provided every two years, or when prescription changes warrant eyewear replacement. If a substantial part of the job requires outside work, an additional pair of safety tinted glasses may be ordered. If only some outside hours are required, clip-on shades are recommended.

Currently glasses are provided through Walman Optical and the approved list of dispensing opticians. The Safety Coordinator has dispensing forms and the list of dispensing opticians. MCAD will cover the cost of conventional frames and lenses as described on the dispensing form. Designer styled frames conforming to ANSI Z87 standards can be ordered by the employee who will pay the additional cost exceeding the standard frame cost.

MCAD safety glasses will be provided with side shields - detachable or permanently fixed depending on the employees work requirements. Single vision, standard bifocal, trifocal lenses, and progressive lenses are approved. Tinting will be provided if prescribed by the eye doctor and must comply with ANSI Z87. The eyeglass lenses provided are coated poly-carbonate, stronger and safer than regular plastic or glass lenses. Scratch-resistance is manufactured into the lens. A case is provided with each pair.

The user will provide the eyeglass prescription (dated within the last year), signed by the eye doctor who provided your most recent prescription. The following procedure outlines the steps for obtaining MCAD Safety Eyewear:

### **Non- Prescription Eye Wear - Employees**

Departments that require safety eye wear to be worn for certain job functions will provide OSHA approved safety glasses, goggles, and shields as appropriate.

### **Non-Prescription Eye-Wear – Students**

Faculty will require that students wear the appropriate eye protection in designated area/ activities. Students are required to purchase safety glasses for their own use. MCAD will provide goggles and faces shields where these are required to be worn.

## **PROCEDURE – Prescription Eye Wear for Employees**

1. Employee gets departmental OK for safety eyewear and account number.
2. Employee gets dispensing form from Safety Coordinator and shows current prescription to Safety Coordinator. The Safety Coordinator will sign dispensing form authorizing the dispensing optician to provide the safety eyewear.

3. The Safety Coordinator will maintain a current list of Walman approved dispensing opticians.
4. Employee brings signed dispensing form and prescription to the Walman authorized dispensing optician for eyewear selection, fitting and order placement.
5. It will take 10 days to 2 weeks for the eyewear order to be processed and returned to the dispensing options office. The employee will be notified when the eyewear is in. The employee will be called to come to the optician office for pickup.
6. The billing invoice will be sent to the department to approve payment.

Note: Prices are subject to change. Single vision eye wear cost approximately \$40, with progressive lenses - \$125.