

VDT and Prescription Safety Glasses Request

Prescription Safety Glasses Information

It is the City of Berkeley's policy and a Cal OSHA safety requirement that appropriate eye protection be provided to and worn by employees whose jobs expose them to eye hazards. The minimum acceptable form of eye protection is safety glasses that meet the requirement specified in the American National Standards Institute (ANSI) standard 287.1, "Practice for Occupational and Educational Eye and Face Protection".

Normal prescription glasses do not provide adequate protection from injury to the eyes and do not meet ANSI eye protection specifications. In order to provide approved safety glasses for those employees who require corrective lenses, a prescription safety glasses program has been established and is coordinated by Human Resources. As in other cases where personal protection equipment is required, prescription safety glasses are considered a reasonable departmental expense. This policy authorizes the following Safety Glasses Specifications:

- a. Safety glass lenses of polycarbonate, including scratch resistant properties.
- b. Glasses frames to include detachable side shield.
- c. All materials are to comply with ANSI standards.

VDT Glasses Information

To qualify for this program you must operate a Video Display Terminal four or more hours per day and/or more than half time. If you qualify you are eligible for industrial vision screening and if needed you will be supplied with a written eyeglass prescription and computer glasses

To Obtain a Prescription and/or Glasses

1. Get Supervisor's approval signature on the "VDT and Prescription Safety Glasses Request & Authorization Form".
2. Obtain a current eyeglass prescription from an eye care provider of your choice. Eye examinations can be conducted by the UC Berkeley School of Optometry at no additional cost to the employee by appointment.
3. Take your current prescription, the completed authorization form, and City of Berkeley employee ID badge to the UC Berkeley School of Optometry for frame selection and fitting.
4. The provider will send an invoice to Human Resources which will be forwarded to the employee's department for payment.
5. The provider will notify you when your glasses are ready.

Eligible employees who desire a frame design outside the standard selection or transition or blended lenses are allowed to be purchased, if desired, at the employee's expense.

The Eye Center is located on the east end of the Berkeley campus at Minor Hall and can be reached by using the campus periphery shuttle which can be boarded along Shattuck Avenue or by a 15 minute walk from the Berkeley BART station. Free parking for optometry patients is available and posted at the north end of Memorial Stadium of Gayley Road – the parking attendant will direct you to a free shuttle that will take you down the hill to the clinic.

Contact the Occupational Health and Safety Officer at (510) 981-6825 if there are any questions concerning the program or to obtain an authorization form.

The current optical provider is: **UC Berkeley School of Optometry 230 Minor Hall, (510)642-2020**



Human Resources Dept.

VDT and Prescription Safety Glasses Request & Authorization Form

Employee Name (Print) _____ Employee Number _____

Department Name _____ Division Name _____

Department Phone _____

Requesting:

- Safety Glasses – You must be in one of these unions for this benefit. Please mark your union.
 - Local 1227 - Fire
 - BPA
 - IBEW 1245
 - Local 1021 – Maintenance & Clerical

OR

- VDT Glasses – You must be in one of these unions for this benefit. Please mark your union.
 - Local 1
 - Local 1021 – Community Services & PTRLA
 - Local 1021 – Maintenance & Clerical
 - Unrepresented

If you meet all other requirements you are eligible to use this program once every 2 years. Your last appointment and use of this program was the following date: _____

Employee's Signature

Supervisor's Approval Signature & Date
(Print and Sign)

By his/her signature, the employee acknowledges that the form of glasses that they are requesting is required for certain aspects of his or her job and that they meet all of the requirements for this program. If requesting Video Display Terminal glasses they are certifying that they operate a computer for four or more hours per day. If requesting Prescription Safety Glasses they must meet ANSI Standard Z87.1.2003 impact requirements only. By his/her signature the Supervisor acknowledges that the glasses are suitable for the employee's duties and work activities.