

Eye & Face Protection

Purpose

This section describes the procurement, types and required use of minimum eye and face protection.

Policy

Suitable eye protection or face protection shall be worn when there is the potential for exposure to the eyes or face from flying particles, molten metal, liquid chemicals, acid or caustic liquids, chemical gases or vapors or potentially injurious light radiation.

Individuals considered "Industrially Blind" in one or both eyes (i.e., corrected vision of 20/70 or less) shall wear approved eye protection at all times while at work.

This policy does not cover Decatur Fire and Rescue or Decatur Police. These departments are covered under protective equipment programs found in their respective department's Standard Operating Procedure Manuals.

Compliance

Failure to wear eye or face protection as required by this policy will be treated in accordance with the Safety Policy Violation procedures, Policy #107.

Responsibilities

Department Directors

Department Directors are responsible for the following:

- Determining those employees who are exposed to eye and face hazards.
- Selection of eye and face equipment that meets ANSI specifications and is appropriate for hazards identified.
- Ensuring that employees do not wear unapproved safety devices.
- Maintaining certification of hazard assessment and training.

Supervisors

Supervisors are responsible for:

- Enforcing the eye and face protection program.

Employees

Each employee is expected to:

- Observe the eye and face protection requirements for their job.
- Attend required training sessions.
- Properly wear, clean, maintain, and inspect equipment provided.

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Safety Coordinator

The safety coordinator shall:

- Provide assistance in conducting workplace hazard assessments.
- Provide assistance in the selection of appropriate eye and face protection.
- Conduct periodic audits of the program.

Specific Requirements

Equipment used to protect the eyes and face shall comply with ANSI Z87.1-1989, "American National Standard Practice for Occupational and Educational Eye and Face Protection". Safety glasses shall be distinctly marked with the manufacturer's name and other identification as well as ANSI Z 87.1-1989. Employees are prohibited from wearing glasses that do not meet the above ANSI specifications.

Where hazards of flying objects are present, required eye protection will include side protectors. Detachable side protectors (e.g., clip-on or slide-on shields) meeting the pertinent requirements are acceptable.

Each affected employee who wears prescription lenses while performing work processes that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Visitors may be exposed to eye hazards. Each Department Director shall ensure that visitors are provided with appropriate eye protection when a hazard exists. To provide ready access to eye protection for visitors, Department Directors should provide visitor safety glasses in an accessible location outside the area that contains an eye hazard. Consideration should be given to providing visitors safety glasses that can fit over prescription glasses.

Prescription Safety Eyewear

In an effort to provide maximum safety, convenience and comfort, the City has contracted with a safety eyewear laboratory/frame distributor to establish an off-site dispensing service of prescription safety glasses. To allow the employee greater flexibility, a co-pay plan has been instituted which will allow the employee to choose from a wide range of high quality fashionable safety eyewear in many colors, styles and sizes.

Under the plan, the City has selected a group of basic frames. If the employee selects a frame from this group, the City will pay for the frame and lenses. If the employee prefers to select additional options such as a different style, option, or lens design, the difference in cost for these add-ons will be borne by the employee. Add-on features include, but are not limited to: progressive lenses, lens tinting, scratch resistant coatings, transition lenses, etc.

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Purchase Procedures

Employees who meet the requirements of this section and who elect to purchase prescription safety glasses must have an eye examination from the optometrist or ophthalmologist of their choice at the employee's expense. The employee must complete the Request for Prescription Safety Glasses form (Appendix A) and submit it to the Department Director. The Department Director will approve or deny the request. Approved requests will be forwarded to the Safety Coordinator who will secure a purchase order number. The Safety Coordinator will enter the purchase order number on the request and return it to the Department Director. The employee should then take the request along with their prescription to the provider. When the glasses are delivered, the employee will sign and forward the original bill to the Safety Coordinator.

Replacement

The **(Insert City Name)** will provide for the purchase of prescription safety glasses as described in this policy. It is the intent of this policy that the purchase of prescription safety glasses will normally occur every two (2) years **if necessary** provided the employee has made every effort to maintain the usefulness of their safety glasses. However, Department Directors have some latitude in this decision based on individual situations. Replacement of prescription safety glasses is not necessarily provided on an automatic two (2) year basis. Rather the Department Director bases it on the need for replacement as deemed appropriate.

Care & Maintenance

It is the employee's responsibility to maintain their prescription safety glasses. To ensure this, eyewear should be inspected, cleaned, and maintained at regular intervals or as directed by manufacturer instructions. Any replacement or repairs that are required due to misuse or mishandling will be borne by the employee. Replacement or repairs that are due to the nature of the work will be borne by the City. The Department Director upon consultation with the provider will make this determination.

Employees will be required to return to the City's contracted dispenser to have any type of repair or refitting made.

Non-Prescription Eye Protection

Employees who by the nature of their job function are exposed to potential eye hazards and do not require corrective lenses for proper vision will be issued one pair of safety glasses with side shields. The safety glasses will be of suitable quality to provide adequate safety and service under normal wear and use for a period of one (1) year.

Replacement

The City will exchange employee safety glasses for a new pair annually, if deemed necessary, provided the employee has made every effort to maintain the usefulness of their safety glasses. However, Department Directors have some latitude in this decision based on individual situations. Replacement of safety glasses is not necessarily provided on an automatic annual basis. Rather the Department Director bases it on the need for replacement as deemed appropriate.

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Care & Maintenance

It is the employee's responsibility to maintain their safety glasses. To ensure this, eyewear should be inspected, cleaned, and maintained at regular intervals or as directed by manufacturer instructions. Any replacement or repairs that are required due to misuse or mishandling will be borne by the employee. Replacement or repairs that are due to the nature of the work will be borne by the City.

Contact Lenses

When the work environment entails exposures to chemicals, vapors, splashes, radiant or intense heat, molten metals, or a highly particulate atmosphere, contact lens use should be restricted accordingly. Non-gas permeable contact lenses shall not be worn in these types of operations due to the increased risk of eye injury in the event of an exposure to a chemical. In situations where significant risks of eye injuries do not exist, employees may wear contact lenses, but only when worn with other appropriate industrial eye protection. The job process and frequency shall determine the type of eye protection used.

Goggles

Goggles may be worn instead of safety glasses; however the proper goggle must be selected for the work process from the following descriptions:

- ◆ The first type is designed to withstand impact only and is generally vented through the sides of the goggles to prevent fogging.
- ◆ The second type has indirect vents designed to prevent splashes or particles from reaching the eyes and impact. The vents are capped and limit airflow.
- ◆ The third type is not vented and is designed only to exclude vapors and fumes. An anti-fogging treatment is required with this type of eye protection.

Face Shields

Face shields function as protection for the eyes and face and can be used to supplement eye protection. Face shields are not permitted as a substitute for eye protection. Rather, face shields must be worn in combination with other eye protection.

Welding Eye Protection

All employees shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation (See Appendix B). Do not confuse the term "tint" with "shade". Tinted eye protection is designed to offer minimal (lower level) protection against visible light and ultraviolet radiation. Filter shades are designed for welding operations and offer a much higher degree of protection.

Reference:

- ◆ PPE Assessments
- ◆ Policy 107: Safety Policy Violations
- ◆ Policy 600: Personal Protective Equipment