

TO: ALL COUNTY PERSONNEL

FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR

PREPARED BY: RISK MANAGEMENT DEPARTMENT

SUBJECT: PRESCRIPTION SAFETY GLASSES

PPM #: CW-O-084

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ISSUE DATE
August 10, 2018
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EFFECTIVE DATE
August 10, 2018
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PURPOSE:

To identify the process for acquiring and specifying conditions of use in order to minimize eye injury.

UPDATES:

Future updates to this PPM are the responsibility of the Manager of Employee Safety / Loss Control under the authority of the Director of Risk Management.

AUTHORITY:

- PPM# CW-O-005 Safety Policy; as may be amended
- ANSI (American National Standards Institute) Z87.1 Standard for Industrial Safety eyewear (most recent edition); as may be amended

POLICY:

Prescription safety eyewear (meeting the requirements of ANSI Z87.1) will be provided to, and required to be worn, by all employees engaged in work which presents a hazard to the eye and who need corrective lenses to obtain satisfactory visual acuity. In all cases prescription eyewear must have side shields attached and be designed and approved for the frames used.

ANSI approved “over the glasses” plano safety glasses (non-prescription lens) or goggles are acceptable for use by employees who have an infrequent need for safety glasses and require corrective lenses. This alternate protection must be appropriately selected and the fit and protection must be equivalent to safety glasses (e.g. stable on the face).

Engineering control measures including the use of shields, barriers, guards, distance, process change, etc. should be utilized in addition to safety eyewear. When this is not possible, personal protective equipment (PPE) shall be utilized and selected based on the hazard. Safety Glasses with side shields are appropriate to protect employees from a lower level hazard of flying particles and projectiles.

Goggles may be required for windy and dusty conditions to protect from blowing or falling debris. For exposures to chemical spray or splash hazards specialized goggles approved for chemical hazards shall be used. Goggles approved for chemical hazards are equipped with indirect ventilation to prevent or limit liquids passing through the goggles. More severe exposures require a combination with other PPE such as face shields or goggles over safety glasses in order to provide higher level of protection.

Employees requiring prescription safety eyewear will be provided with ANSI approved, properly fitting glasses. Replacement glasses will be provided every two (2) years thereafter, unless a change in prescription or job tasks require new safety glasses. For employees not requiring prescription eyewear, a variety of plano glasses are available from the Purchasing Warehouse.

RESPONSIBILITIES:

A. Department / Division Heads :

- Ensure that budgeting for prescription eyewear is adequate.

B. Supervisors:

- Ensure that employees who are at risk for eye hazards are provided with and required to wear the proper protective equipment.

C. Risk Management:

- Ensure that high quality prescription ANSI approved eyewear is available to County employees at convenient dispensing locations.
- Provide to Departments the details of the program including any request vouchers to be used by departments.
- Facilitate the resolution of issues and problems as they occur.

D. Employees:

- Shall be approved to receive prescription safety eyewear by obtaining a completed Prescription Eyewear Voucher Authorization Form available on the Risk Management intranet site.
- Must be able to provide a current (within 24 months) prescription to the dispensing optician or obtain a new prescription at their cost.

- Should obtain prescription safety eyewear at the closest dispenser location, and select the eyewear.
- The employee will be notified by the vendor of the time and date to pick-up the glasses and have them fitted/adjusted.
- If frames or options are selected from outside the authorized list, the additional expense must be paid for by the employee. All frames and lenses must meet the most current ANSI Z87.1 standard.
- The employee must provide the completed voucher to their supervisor or other designated person to complete the Departmental purchasing process (e.g. department fiscal, secretary, etc.).
- Employees must wear appropriate eyewear whenever performing tasks or working in an area which poses a hazard to the eyes.

E. Vendor/Dispenser:

- Will measure and fit the employee with frames and prescription lenses and make necessary adjustments as required to achieve comfort and fit of prescription safety eye wear.
- The vendor shall return the completed voucher (or a copy) to the employee for Department use.

PROCEDURE:

Palm Beach County Risk Management will initiate through Purchasing a Countywide agreement to procure safety glasses throughout the County. The specific procedures may be altered based on the contract requirements. For the most recent procedures and forms, please visit the Risk Management website located on the County intranet. In general, the procedures will be equivalent to the following:

- Employees requiring prescription safety glasses will be identified by each Department.
- Employees will obtain authorization (signed voucher provided by Risk Management) from management to purchase safety glasses at the nearest dispensing location (as provided to the Department by Risk Management).
- The employee is responsible for providing a current (within 24 months) prescription to the dispensing optician. Exam fees are not paid by the County.
- The employee will select from approved frames and when the glasses are made, return to the dispensing location to obtain the finished eyewear and / or obtain any adjustments.

- In cases where the medical necessity for a particular type of safety glass, option or enhancement is in dispute, the Palm Beach County Employee Health Clinic, the Employee and the Employee's doctor will work to resolve the issue.
- For additional information, Risk Management should be contacted.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

PPM# CW-O-084, effective 7/1/2008

PPM# CW-O-084, effective 6/12/2013