

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: RISK MANAGEMENT DEPARTMENT

SUBJECT: PRESCRIPTION SAFETY GLASSES

PPM #: CW-O-084

ISSUE DATE
April 29, 2025

EFFECTIVE DATE
April 29, 2025

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 Director of Risk Management.

AUTHORITY:

- American National Standards Institute/International Safety Equipment Association (ANSI/ISEA) Z87.1-2020 American National Standard for Occupational and Educational Personal Eye and Face Protection Devices, as may be amended
- PPM# CW-O-005 Safety Policy; as may be amended

POLICY:

Prescription safety eyewear (meeting the requirements of ANSI/ISEA Z87.1-2020) will be provided to, and required to be worn, by all employees engaged in work that 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. As a performance-oriented standard, ANSI/ISEA Z87.1-2020 added new requirements; such as testing, performance, and marking criteria for lenses with anti-fog properties. For certain job tasks, fogging of the lenses may impede an employee's ability to perform work safely.

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 a higher level of protection. Safety glasses (non-prescription), face shields, and safety goggles are available through the Palm Beach County Purchasing Warehouse.

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 County's 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 eyewear and /or 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 the voucher request form 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 County Intranet page under: [Countywide Prescription Safety Glass Forms - Risk Management](#).

- 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/ISEA Z87.1-2020 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.

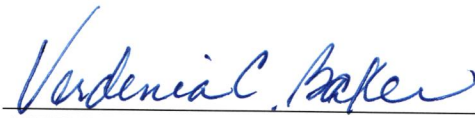
PROCEDURE:

Palm Beach County Risk Management will initiate through the Purchasing Department a Countywide agreement to procure prescription safety eye glasses throughout the County. The specific procedures may be altered based on the contract requirements. The most recent procedures and forms are located at the PBC intranet page: [Countywide Prescription Safety Glass Forms - Risk Management](#). In general, the procedures will be equivalent to the following:

- Employees requiring prescription safety eye glasses will be identified by each Department.
- Employees will obtain authorization (signed voucher request form provided on the County Intranet site under “Countywide Forms”) from management to purchase prescription safety eyeglasses at the nearest dispensing location per the term contract.
- The employee is responsible for providing a current (within 24 months) prescription to the dispensing optician. Exam fees are not paid by the County. Employees have

the option of utilizing the County's health plan benefits and/or the County's Dental Benefit to pay for the vision exam fees.

- 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 Occupational Health Clinic, the Employee and the Employee's doctor will work together to resolve the issue.
- For additional information, Risk Management should be contacted.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

PPM# CW-O-084, effective 07/01/2008

PPM# CW-O-084, effective 06/12/2013

PPM# CW-O-084, effective 08/10/2018