

Marshall Municipal Utilities
EYE AND FACE PROTECTION POLICY
Effective September 28, 2010

Purpose

To establish a program that will provide the necessary equipment for eye and/or face protection and ensure its use.

Objective

1. Reduce the possibility and probability of injuries
2. Encourage employees to wear eye and/or face protective equipment even where the hazard is minimal.
3. Assure that appropriate protection is worn.

Procedure

The eye and/or face protective equipment as required in the following section may be obtained through the warehouse. Eye and face protection, whether MMU issued or prescription, must meet or exceed the requirements in ANSI Z87.1 – 2003 standards. Each supervisor shall be responsible for the availability and use of the proper eye protective devices by his/her employees. Employees provided with eye protection are responsible for its maintenance and proper use. Protective equipment that is worn by more than one employee must be maintained in a clean, sanitary condition.

Protection

The governing factor on the wearing of eye and/or face protection is the danger or potential of eye or face injury from, but not limited to, flying objects or particles, sprays or splashes of hot or corrosive materials or chemicals, hot gases or fumes, or intense light. Because these hazards may be present in most areas, safety glasses with side shields shall be worn in all areas except office environments and break rooms. Office environments and break rooms are excluded only when no hazard is present.

Listed below are common situations that require protection:

1. A face shield over safety glasses is required while using a portable or bench grinder.
2. Safety glasses with side shields or goggles are required when working with hazardous chemicals, materials, solvents, acids, etc.
3. Cutting goggles with the appropriate shaded lens shall be used for compressed gas cutting.
4. Welding hoods/helmets with the appropriate shaded lens shall be used when welding.

The above operations are to be considered basic areas in which eye and/or face protection is required. Other operations may require the wearing of additional eye and/or face protective equipment.

Prescription safety glasses

MMU will provide prescription safety glasses for those employees who must wear prescription glasses on a regular basis and who perform tasks that regularly require the use of safety glasses. MMU will fund up to the following amounts for prescription safety glasses based on the type of prescription:

	<u>Without</u> <u>Photochromic Lens</u>	<u>With</u> <u>Photochromic Lens</u>
Single vision.....	\$160	\$260
Bifocals	\$185	\$285
Trifocals	\$195	\$295

Note: *Prescription safety glasses must meet or exceed ANSI Z87.1 – 2003 standards, be constructed with polycarbonate lenses, and have permanently attached side protection in order to be eligible for this allotment.*

These allotments will cover the cost of basic polycarbonate prescription lenses, side shields, and a choice of safety frames at no cost to the employee. Employees are responsible for any costs in excess of these allotted amounts.

Employees are eligible for this prescription safety glass allotment:

- With a current valid lens prescription
- When the employee is initially hired
- When the employee’s prescription safety eyewear is seriously damaged or lost due to their use on the job and not due to misuse or carelessness
- When the employee’s eyewear prescription changes significantly, as indicated by a licensed optometrist or other qualified professional
- After two years without a change in prescription
- When the employee’s job changes to include regularly requiring the use of safety glasses

Employees who perform work on or near energized parts or equipment will not be provided with metal framed prescription safety glasses. MMU will not fund any portion of prescription safety glasses with metal frames if the employee performs such work.

Prescription Safety Eyewear Authorization

Marshall Municipal Utilities
75 E. Morgan
Marshall, MO 65340
660/886-6966

I, _____ (*print name*), understand that I must meet the requirements of MMU's policies and procedures in order to receive coverage for prescription safety eyewear.

Employee Signature

Date

Director/Manager pre-authorization: _____

Signature

Date

Director/Manager please check items that apply:

- New prescription safety glasses
 Replacement of lost or damaged (circle one) prescription safety glasses

VISION PROVIDER: TO ENSURE PAYMENT OF THE INVOICE, THIS FORM SHALL BE SIGNED BY MEGAN BALDRIDGE, KRISTIN BERGSTROM, OR ANGIE WINNING PRIOR TO PURCHASE

Covered Items

- Safety frames with single vision lenses up to \$ 160.00
- Safety frames with bifocal lenses up to \$ 185.00
- Safety frames with trifocal lenses up to \$ 195.00
- Lenses with Photochromic-changeable tint for up to an additional \$100.00

Required

- **Safety eyewear must meet or exceed ANSI Z87.1 – 2003 standards**
- Polycarbonate lenses
- Permanently attached side shields

Not Allowed

- Detachable side shields

Employee Responsibilities

- Employees are responsible for all costs not covered by MMU.
- Employee must present a valid prescription.
- Eye exam.

Additional Requirements (if checked)

- Non-conductive safety frames (electrical contact hazard)

Authorized Representative _____

_____ Date _____

Megan Baldrige, Kristin Bergstrom, or Angie Winning

Procedures:

1. MMU completes authorization form and copies form for MMU records.
2. Employee presents form to vision provider – most local providers are able to bill MMU directly for up to the covered amounts above (employee is responsible for all costs not covered by MMU). In the event the provider is unable to bill MMU directly, the employee must present receipt documenting full payment of prescription safety glasses.

Authorization valid for active employees for 30 days following the date signed by Authorized Representative.