

## Appendix C

### Obtaining Prescription Safety Glasses

The Environmental Health and Safety Department (EHS) has established this prescription safety eyeglass program to assist General Fund units in defraying the cost for prescription safety glasses. Auxiliary units may utilize this program in providing prescription safety glasses for their staff, and EHS will re-charge all costs.

#### Eligibility

EHS will provide one pair of American National Standards Institute (ANSI Z87.1-2010) approved protective prescription safety glasses to Ann Arbor campus employees who meet each of the following criteria:

1. The employee is a faculty or staff member with an active, permanent appointment showing hours, effort and compensation through the University of Michigan. Departments may obtain prescription safety glasses through this program on a recharge basis for anyone who does not meet eligibility requirements.
2. An EHS Representative reviewed the [Hazard Assessment Form](#) for the department, lab or unit and has determined that the employee may be exposed to potential eye injury hazards, in conformance with federal and state standards for personal protective equipment.
3. The requesting department is a General Fund unit at the University of Michigan Ann Arbor Campus. *Auxiliary units may obtain prescription safety glasses through this program on a recharge basis.*

#### Procedures for Obtaining Prescription Safety Glasses

Voucher requests for safety glasses or safety shoes can be submitted online.

Complete the [on-line voucher request form](#).

***Please note: Voucher requests are processed Tuesday through Friday. Please allow 5 processing days before contacting the department for information regarding voucher status.***

If unable to submit the on-line voucher request form, please contact Tara Welch via email at [taralp@umich.edu](mailto:taralp@umich.edu).

If EHS does not have knowledge of the Hazard Assessment for the employee, one will be completed at that time and faxed to the supervisor to sign and keep in their records.

A safety glasses order form can be sent through campus mail or picked up at the EHS main office. The employee will take the form, along with their current eyeglass prescription to an [SVS Vision location](#) of their choosing.

See listing below for the items provided under this program. Any frame upgrades or additional options such as premium progressives, anti-reflective coatings, etc. will be incurred by the employee at the time of order. Upon receipt of the invoice, EHS will recharge auxiliary department accounts for the complete cost of prescription safety glasses.

Prescription safety glasses may be replaced every two years **if needed**. Replacement lenses or glasses may be charged to the department if needed sooner than this time period. Exceptions will be made for changes in prescription, and for broken or damaged frames or lenses depending on the circumstances. Scratched lenses will be replaced on a case-by-case basis. **Note:** Remakes due to old or erroneous eyeglass prescriptions are not covered by this program.

**Reminder:** *Prescription safety glasses do not provide adequate splash protection for large amounts of liquids!* In work areas where hazardous biological or chemical materials are used in sufficient quantities to pose a splash hazard, the individual departments must provide chemical splash goggles and/or face shields (available from the University [M-Marketsite](#) website), and require their use by employees when working with these materials.

Side shields must be worn during all tasks where safety glasses are needed. Permanent side shields are provided on all prescription safety glasses provided through the EHS program.

### **Prescription Safety Glasses**

EHS provides the following:

- 1) Standard frame selection
- 2) Standard single, bifocal (ST28) and trifocal (ST7x28), or standard progressive lenses
- 3) Double segment bifocals (approved only for employees required to work overhead; EHS must be notified at the time of request)
- 4) Side shields (required on all glasses provided through the EHS program)
- 5) Polycarbonate
- 6) Scratch-resistant coating

The employee is responsible for the cost of upgrades or additional options added. Payment will be required at the time of purchase.

***Note: Transition lenses and photochromic tints are not approved by EHS***

### **Non-Prescription Eye Protection**

Non-prescription eye protection can be obtained from the University [M-Marketsite](#) website and departments are encouraged to purchase non-prescription eye protection from this location.

### **Laser Safety Glasses**

This program does not cover laser safety eye protection. These are special application lenses and must be purchased by the department, along with other safety equipment specific to the laboratory.

Additional information on laser safety can be found in the [EHS Laser Safety Guideline](#) website and questions regarding the Laser Safety Program should be directed to Radiation Safety Services 734-647-5224.