

## **Introduction**

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) specify that, when requested, an employer must provide eyesight examinations for existing and new employees who habitually use display screen equipment as a significant part of their normal work'. In addition to this the employer must also provide basic corrective appliances (normally spectacles), where these are needed specifically for DSE use.

**PLEASE NOTE THAT THE COUNCIL WILL ONLY PAY FOR EYESIGHT EXAMINATIONS AND/OR CORRECTIVE APPLIANCES WHERE THIS PROCEDURE HAS BEEN FOLLOWED.**

## **Informing Employees of the Procedure**

Human Resources and the employing Service Manager will advise employees of the procedure to follow to request an eye examination. This will be done via local and corporate induction processes, the Employee Handbook on the staff intranet and DSE risk assessment process.

## **Procedure for Requesting an Eye Examination**

1. If the employee wants an eye test then they should contact Rachael Reynolds in Environmental Services (extension 1572), who will issue an electronic Eye Care Voucher, after checking eligibility.
2. The employee can then contact any branch of the Specsavers chain of Opticians to make an appointment. If the employee chooses to attend the Nelson Branch of Specsavers, or the one closest to home where the employee is a homeworker, then they will be allowed to attend the eye examination in works time, however the timing of the appointment must be agreed in advance with their manager.

If the employee requires corrective appliances then after the initial appointment any further appointments needed for the selection and collection of these should be in the employee's own time. The employee will be expected to arrange an eye examination within eight weeks of the voucher being issued. If the employee is not able to arrange an eye test within this period then they should inform Rachael Reynolds.

3. The voucher will cover the cost of a full eyesight examination and the provision of basic single vision spectacles, where these are needed specifically for use with DSE. The final decision rests with the Optician as to whether any spectacles needed fall within the requirements of the regulations.
4. If the employee chooses spectacles which are not from the basic range then they must pay any additional cost direct to Specsavers.
5. After the eye examination the employee **must** email Rachael Reynolds to confirm the date of the eye examination. This is so that accurate records can be kept of the date and result of the eye examination and the Optician's recommended period for a retest.
6. If an employee requests a voucher and then fails to use it and it is not possible for the voucher to be reissued then the employee will have to repay the cost of the voucher to the Council.

## **Exceptions to This Procedure**

In very exceptional circumstances agreement may be given for an employee to attend another Optician. For example where the employee has a medical condition related to eyesight. In these circumstances approval must be given by the Environmental Services Manager prior to the eye examination. A cost equivalent to the Eye Care Voucher will be reimbursed to the employee.

### **Retests**

The employee is entitled to request a voucher for a retest approximately every two years (or earlier if the Optician has recommended this). A retest may also be considered earlier if the employee is experiencing difficulties which may reasonably be considered to be caused by DSE work. In these circumstances the employee must also complete a DSE assessment to record the issues being experienced.

### **Records**

The Council will keep a database which records names of employees who have requested an eye examination, the date of the test, result and recommended retest period.

If you have any queries with regard to the application of this procedure then please contact Human Resources on 878801.