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SAFETY AND HEALTH PROGRAM

Eye Protection Program

1.0 PURPOSE

The purpose of this safety program is to protect OPP employees from eye injuries, and to comply with OSHA 1910.133 and 1926.102.

2.0 SCOPE

This program applies to all OPP Employees who work at, or regularly visit job sites and shop areas where safety glasses are required or where work is being performed.

3.0 REQUIREMENTS

For all trade employees, safety glasses are required on all job sites and in shop areas when employees are performing any work. Custodial employees grades 6, 7, 8, and 9 are also required to wear safety glasses for a significant number of their tasks based on the PPE hazard assessments. Other employees who are visiting the job sites, or shop areas where work is being performed, will also be required to wear safety glasses.

4.0 SELECTION OF SAFETY GLASSES.

- 4.1** ANSI approved safety glasses can be obtained through OPP Stores. OPP will provide standard safety glasses, and to those eligible, prescription safety glasses. OPP Stores will maintain the procedures for obtaining prescription safety glasses.
- 4.2** Employees who require vision correction or prescription lenses will be eligible for prescription safety glasses once every two years provided the employee has an up-to-date prescription from a licensed optometrist. Damaged glasses or replacements will be handled on an individual basis. To be eligible for prescription safety glasses, employees must perform work that requires the use of safety glasses.
- 4.3** Selection of prescription safety glasses will be made on the employee's own time, not during work time.



5.0 RESPONSIBILITIES

5.1 Employee

- 5.1.1** If an employee requires prescription safety glasses, that employee will provide the optician with a copy of their current prescription. The employee is responsible for obtaining the exam and the prescription.
- 5.1.2** Keep safety glasses secure and maintain them in good condition.
- 5.1.3** Wear safety glasses when performing work in shop areas, jobsites or while visiting shop areas or job sites where work is being performed.
- 5.1.4** Turn in safety glasses upon termination of employment with OPP.

5.2 Supervisor Responsibilities

- 5.2.1** Authorize prescription safety glasses for those employees performing work which requires them and for those who visit job sites or shop areas where work is being performed.
- 5.2.2** Wear safety glasses when visiting shop areas or jobsites where work is being performed.
- 5.2.3** Enforce this Eye Protection Program.

5.3 OPP Safety Office

- 5.3.1** Evaluate effectiveness of safety glasses and determine approved styles of frames.
- 5.3.2** Evaluate and make recommendations for where safety glasses are required.
- 5.3.3** Approve any additions to the safety glasses, lens coatings, etc.
- 5.3.4** Evaluate and make modifications to the Eye Protection Program.

5.4 OPP Stores Responsibilities

- 5.4.1** Order material requested by employee/supervisor or prepare Standing Purchase Order "Release" for prescription safety glasses.
- 5.4.2** Provide a variety of styles of safety glasses for the employees.
- 5.4.3** Coordinate with the Safety Coordinator on the selection of styles.
- 5.4.4** Ensure that only ANSI approved glasses are made available.

5.5 Optician Responsibilities

- 5.5.1** Perform initial fitting/measurement for prescription lenses.
- 5.5.2** Provide ANSI approved prescription lenses or safety glasses.
- 5.5.3** Ensure fit/function of lenses or glasses.
- 5.5.4** Verify employee has up to date prescription.
- 5.5.5** Invoice PSU / OPP for payment.