

# PROCEDURE: EYE AND EYESIGHT TESTS FOR STAFF



<b>File Name:</b> EYETESTP2014	Rev.: 0	Date of Issue:
<b>Person Responsible:</b> Edel Niland	<b>Document Control:</b> Most recent version is available on website <a href="http://www.dit.ie/safework">www.dit.ie/safework</a>	Contact: <a href="mailto:edel.niland@dit.ie">edel.niland@dit.ie</a>

## 1.0 INTRODUCTION

The *Safety, Health and Welfare at Work, (General Application) Regulations 2007, Chapter 5 of Part 2* outlines the requirements that must be adhered to in relation to Display Screen Equipment (DSE). It specifies that every employee who habitually uses DSE as a significant part of normal work has a right to opt for an eye and an eyesight test, which must be made available by the employer at his/her cost.

## 2.0 OBJECTIVE

To ensure that DIT meets its obligations as an employer in the provision of eye examinations and eyesight tests for staff whose work involves the use of DSE.

## 3.0 SCOPE

This procedure applies to all staff.

All staff whose work involves habitual use of DSE (*i.e.* one continuous hour or more a day as part of everyday work) have the right to an eye and eyesight test before taking up work, at regular intervals and if a staff member experiences visual difficulties which may be due to display screen work.

## 4.0 ARRANGEMENTS

Arrangements have been made for DIT staff to undergo such eye and eyesight tests by competent persons at the National Optometry Centre (NOC) at DIT Kevin Street, Dublin 8.

## 5.0 PROCEDURE

1. All staff will be advised of this entitlement as part of the induction process, during workstation analysis and via promotional campaigns. Information is also available on the [health and safety website](#)
2. Staff have a right to an eye and eyesight test at the following intervals:
  - i. Before commencing employment
  - ii. Every two years if younger than 40 years
  - iii. On an annual basis if 40 years or older
  - iv. As required if age, intensity of work, visual difficulties or other determine a test is recommended
3. Staff members contact the NOC directly to schedule an appointment.

4. All queries regarding scheduled appointments should be referred directly to the NOC receptionist.
5. Eye examinations may be carried out in the student clinics. This will be highlighted to staff at appointment stage.
6. Staff have the option to request an appointment in the professional clinics without a student present. Note: professional clinics may have restricted time slots and may not necessarily run concurrently on the same days as student clinics.
7. When the optometrist certifies that a staff member needs to use a spectacle prescription solely for the purpose of working with DSE, DIT shall cover the cost of basic spectacles from a range of standard spectacles from the National Optometry Centre.
8. If the staff member chooses more expensive or multifocal spectacles, DIT's contribution will be €60 for standard spectacles or €100 towards multifocal spectacles, and the staff member will contribute the balance themselves.
9. All such spectacles are provided by the National Optometry Centre.
10. In the case of a staff member who already wears spectacles to correct a visual defect (or other normal corrective appliances) and these spectacles are adequate also for DSE work, should a routine change of lenses arise, DIT is not liable to meet the cost.
11. The cost of dealing with more general eye problems which are revealed as a result of the tests and which are not directly related to working with a DSE is a matter for the staff member as part of his/her general health care, taking account of health care entitlements.
12. Where complex problems are detected, the optometrist will refer the staff member to a specialist ophthalmologist for attention.
13. If after an eye test has been carried out, a defect in eyesight is discovered and the optometrist certifies that having regard to the nature of the defect, the operation of DSE would not be advisable, then that staff member will not be asked to operate a DSE.
14. Staff who are given eye examinations will be advised of the results of such tests.
15. If specific safety spectacles are required as part of personal protective equipment (PPE) for staff members engaged in certain work activities, the NOC will ensure that these are provided and the relevant School/Function will cover the cost of these. It is imperative that staff members provide all relevant information regarding their activities so that the correct materials may be sourced for safety spectacles. This is critical where chemicals are being used.

**6.0 REVIEW**

This procedure will be reviewed on an annual basis and more frequently if required.

Version	Date	Name