

## **Eye Test Policy**

### **Introduction**

Employ My Ability (EMA) has certain responsibilities under the Display Screen Equipment (D.S.E.) regulations that all employees are required to co-operate with the arrangements for Health and Safety. Under the D.S.E. regulations, employers must arrange an eye-test for employees who request one in advance and are 'D.S.E. users'.

### **Policy**

#### **Entitled employees**

Not all employees are entitled under the HSE guidance; an entitled user is an employee that uses D.S.E. for near continuous spells of one hour or more at a time, more or less daily. HSE guidance also states that an employee that uses D.S.E. occasionally for limited purposes are not entitled users.

#### **The aim of the eye-test**

The eye-test is to determine whether the employee has any defect of sight which requires correction, when working with a display screen, i.e. provision of special corrective eyewear solely for D.S.E. (single vision spectacles or an alteration to his/her existing provision to accommodate D.S.E. use e.g. varifocals). The eye-test provider will notify EMA in writing as to whether special corrective eyewear is required.

#### **The test provider**

Under D.S.E. regulations, EMA is entitled to specify the eye-test provider. The Health and Safety Officer can provide a list of currently approved eye test providers that will carry out eye-tests under the D.S.E. regulations and provide written D.S.E. reports on the eyesight. EMA will only pay for D.S.E. eye test carried out by approved eye test providers.

#### **The provision of eyewear**

If the approved eye test provider is of the opinion that an entitled employee requires glasses solely for D.S.E. purposes, he/she will inform them of this and issue a written report to EMA Health and Safety Officer, and will allow the employee to select a pair of glasses to a maximum cost of £45.

#### **Intervals between eye-tests**

EMA will accept the advice of the approved eye test provider in such matters.

## **Non Compliance**

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

## **Implementation of the Policy**

Overall responsibility for policy implementation and review rests with EMA senior management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

## **Monitoring Policy**

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective the Company has been.

## **Reviewing Policy**

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

## **Policy Amendments**

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

## **Additional Information**

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.