

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 112-2	REVISED: 5	PAGE <u> 1 </u> OF <u> 3 </u>
	SUBJECT: SAFETY EYEGLASS PROGRAM		

1.0 POLICY

Protective eye equipment shall be required where there is a reasonable probability of injury that can be prevented by such equipment. The City of Winona shall make protection suitable for the work to be performed conveniently available to the employees who shall use such protectors. (The City of Winona does provide safety goggles for hazardous conditions.) No unprotected person shall knowingly be subjected to a hazardous environmental condition. Suitable eye protectors shall be provided where machines or operations present the hazard of flying objects, glare, liquids, injurious radiation, or a combination of these hazards.

OSHA stipulates that eye protection shall meet current minimum ANZI requirements of (1) providing adequate protection against the particular hazards mentioned above; and (2) being reasonably comfortable when worn under the designated conditions.

All City employees who are regularly subjected to hazardous working conditions, and who obtain department head permission, are able to obtain safety glasses at the expense of the City. All City employees who are subjected to the bright sunlight as a condition of their employment are also able to obtain sunglasses or sun shades at the expense of the City. The availability of tint shade is available for safety glasses.

2.0 Authorized Providers

The City of Winona has made arrangements with the following to supply our industrial eye protection.

Gundersen Lutheran Eye Clinic
106 E 2nd St
Winona, MN 55987

3.0 ORGANIZATIONS AFFECTED

All departments/divisions.

DEPARTMENT: SAFETY COORD.	SUPERSEDES: 12/2007	PREPARED BY: DJW	APPROVED BY: EBS	DATE: 4/1/2010 REVIEWED: 3/27/14
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4.0 PROCEDURE

4.1 Safety Prescription Glasses

- 4.1.1. Employees eligible for safety glasses are to obtain a signed authorization form from their department head or supervisor to obtain glasses. (The employee will be unable to order safety glasses without this form.)
- 4.1.2. Employees must provide a prescription and bear this expense. The employee may use discretion as to whether or not an examination is required. However, it is recommended that the prescription not be more than twelve (12) months old.
- 4.1.3. Employees are to take the prescription and the safety glasses Authorization Form to an Authorized Provider to place their safety eyewear order.
- 4.1.4. The City will pay for one standard safety glass package. This package consists of all items checked in the company pay line of the authorization form. Employees will be required to pay for any enhancements at the time when the order is placed.

4.2 Safety Plano Glasses

- 4.2.1. Employees eligible for safety plano glasses are to obtain permission from their department head or supervisor to obtain an Authorization Form. (The employee will be unable to obtain safety glasses without this signed form.)
- 4.2.2. Employees are to take the safety glasses Authorization Form to an Authorized Provider to place their safety eyewear order.
- 4.2.3. The City will pay for one standard safety plano glass package. Any costs associated with lens or frame enhancements will be the employee's responsibility. Employees will be required to pay for any enhancements at the time the order for safety eyewear is placed.

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4.3 NON PRESCRIPTION Sun Glasses/Sun Shades

4.3.1. Employees eligible for sun shades or sun glasses shall obtain written permission from their department head or supervisor and go directly to an Authorized Provider to pick up their sun shades or sun glasses.

4.4 Replacement

4.4.1. In case of breakage on the job, the City will pay the replacement cost of the broken part(s). The City will also pay for replacement of lenses necessitated by change in vision or excessive scratching and/or pitting. If the safety glasses/sun glasses/sun shades are lost or destroyed due to negligence on the part of the employee, the employee will be responsible for the cost of a replacement pair.

4.4.2. Safety headbands will also be provided, if needed, to hold glasses in place while working in adverse conditions.

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