

Eye Tests

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1. Introduction

We have 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'.

2. Eligible employees

Members of staff wishing to establish whether or not they are entitled to an eye and eyesight test should first discuss the matter with Human Resources to ascertain whether they meet the criteria set out in the Health & Safety (Display Screen Equipment) Regulations.

3. 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. The Company will not pay for glasses which are used for reading or writing in addition to display screen equipment work. Therefore, if an ordinary prescription is suitable for DES work, the Company will not pay for the glasses.

4. The test provider

Under D.S.E. regulations, the Company is entitled to specify the eye-test provider. Human Resources can provide details of our eye test provider. The company will only pay for D.S.E. eye tests carried out by our approved provider.

5. Intervals between eye-tests

DSE Users are entitled to eye and eyesight tests by a registered practitioner (Optician or Doctor) on the following occasions:

- when they first become a user
- when requested by the user
- at regular intervals thereafter on the recommendation of the practitioner (usually every 2 years)
- when the user experiences visual difficulties attributed to display screen use.

6. Eye test procedure

Steps the employee should follow when they need an eye test:

- request a voucher from Human Resources
- arrange their own appointment with the optician
- any costs incurred above the limit specified for the eye test and glasses must be met by the employee



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