

Health & Safety Management

Arrangements Eye and Eyesight Tests

Introduction

Wirral Council will provide on request an appropriate eye and eyesight test for our employees who are designated display screen users and any employee who will become a display screen user through a change in their work role or through the introduction of display screen equipment into the work activity. Users of display screen equipment (DSE) have an entitlement to regular eye testing under Health and Safety regulations. We will allow a designated user to decline an eyesight test if they wish. This will be recorded.

Although there is no reliable evidence to prove that work with display screen equipment can cause permanent damage to eyes or eyesight, it is accepted that correcting defects can improve comfort, job satisfaction, and performance.

Voucher Scheme

We have appointed a preferred supplier with whom we operate a voucher scheme. Any employee choosing to attend another optician will be entitled to reimbursement of the current cost of a preferred supplier voucher only.

Each Department will nominate an officer to manage the purchase and issuing of eye care vouchers. Departments should order vouchers directly from the preferred optician to issue, as required, to members of staff. The voucher covers the cost of the eye test and provision of DSE use spectacles if required.

Each Department is responsible for ensuring that funding is available from Departmental budgets for sufficient vouchers.

Manager's Responsibilities

Managers are responsible for ensuring that all employees within their area of responsibility who meet any of the criteria listed in section one of the M40 are made aware of these procedures and of their entitlement to an eye sight test and corrective lenses, where necessary, for use with DSE.

Managers should:

- determine which employees are designated users of DSE (see M40 section 1).
- identify non-user employees who are to become designated users.
- record all employee requests for eye and eyesight tests.
- ensure that when an employee has received an eyesight test this is recorded on their personal file. (In the case of existing users the test should be as soon as practicable after their request. In other cases the test should be carried out before employees become designated users.)
- ensure that re-testing is offered, at regular intervals, to employees who continue to be designated users. (Regular in this case has been agreed, as every two years however, managers should be guided by the clinical judgement of the optometrist if more frequent testing is suggested.)

- ensure that users having difficulties in the intervening period, which are attributable to their use of DSE are dealt with appropriately and promptly.

Managers should also identify any members of staff requiring prescription safety glasses. Advice should then be sought from the Corporate Health and Safety team as to what protection level is required.

Administrator's Responsibilities

The officer nominated to administer the voucher scheme in each department is responsible for ordering sufficient vouchers.

When the administrator has had sight of an authorised M40 a voucher should be issued to the employee. The voucher number should be recorded on the M40 and the employee's details recorded on the voucher stub.

If an employee has chosen not to use the preferred optician the administrator should note this on the M40.

On an annual basis the administrator should complete the form M41 and return it to the Health, Safety and Resilience team in Cheshire Lines.

Employee's Responsibilities

It is the employee's responsibility to complete section 1 of an eye test request form (M40), get this signed by their line manager and take the signed form to their department's administrator to collect a voucher. The employee can then contact the preferred opticians and make an appointment.

The employee must take the signed M40 and the voucher with them to the appointment. The optician will retain the voucher and complete the M40, which must then be returned to the administrator.

Departmental Administrators

Adult Social Services	HR Helpdesk	691 8056
Children & Young People	Jayne McMorran	666 4236
Corporate Services (incl Law, HR & Asset Management Dept)	Carl Thompson	691 8466
Finance	Dave McAllister	666 3114
Regeneration	Carl Thompson	691 8466
Regeneration (Cultural Services Division)	Lorna White	666 4871
Technical Services	Nicky Smythe	606 2084

Links to Other Documents

Details of Preferred Optician – locations, opening hours etc.

Form M40 "Eyesight Test Application Form"

Form M41 "Annual Return of Display Service Equipment User Information"