

Purpose

The purpose of this policy is to ensure that all employees who are classed as 'VDU Users' (Visual Display Unit) receive the appropriate eye tests and support in buying glasses if required for VDU use. This Policy also supports those employees who require Prescription Safety Glasses.

This policy complies with the Health and Safety (Display Screen Equipment) regulations 1992, which, requires employers to offer VDU users an eye test and a contribution towards glasses.

Scope

A VDU User is an employee who habitually uses VDU equipment as a significant part of their normal work. VDU's are classed as computers or laptops.

Procedure

Employees who believe that they are habitual VDU users should make a request in writing to HR who will then issue the voucher if they meet the necessary criteria.

Once the voucher is received it is valid for a year, however it is expected that you make an appointment as soon as possible, outside of working hours.

Further guidance:

- The voucher can only be used in Specsavers stores.
- The voucher will cover the full cost of the eye test.
- If during an eye test you are informed that you require glasses solely and specifically for VDU use, then the same voucher will enable you to select glasses from Specsavers £45 range. Alternatively, the £45 contribution can be used towards an upgrade to more expensive frames; however, the employee will be required to pay the difference in cost.
- Only glasses purchased at Specsavers qualify for the £45 contribution.

It is recommended employees get their eyes tested every 2 years. However, vouchers will only be issued when requested. If an employee requests a voucher earlier than the 2 year timescale, this will need to be discussed with HR to assess the reasons why. The decision if vouchers are issued more frequently than every 2 year will be made on a case by case basis.

ABCA systems are not responsible for replacing lost or broken glasses. If you are advised to wear glasses and chose not to, this may then become a performance issue if it deemed that by not wearing your glasses it is hindering your work performance.

Prescription Safety Glasses

If an employee requires prescription safety glasses, they should seek approval from their line manager that they are a requirement of the individuals' job. Once it has been approved then the same procedure as above applies, where the employee requests a voucher from HR.

These vouchers are to be used in the same way as the VDU vouchers and all appointments, glasses etc. must be through Specsavers.