

**CITY OF MILWAUKEE
PRESCRIPTION SAFETY GLASS POLICY**

Purpose: It is the policy of the City of Milwaukee to protect employees from work-related physical eye hazards and hazardous environmental conditions where there is reasonable probability of injury to the eyes. No unprotected employee shall ever knowingly be subjected to a hazardous condition. The City of Milwaukee will provide eye protection to all employees as required by the Occupational Safety and Health Administration (OSHA) and as recommended by the American National Standards Institute (ANSI). It is not the intent of this policy to provide coverage to employee's who do not require safety glass protection.

Authority: Procedures set forth under this policy are issued through the office of the Department of Employee Relations - Employee Benefits Division by authority of Section 340.23 of the Milwaukee Code of Ordinances and shall be consistent with the requirements of Wisconsin Administrative Codes, Safety and Professional Services, SPS 332.15 and OSHA Subpart 1910.133 and ANSI – Z-87.1 - 2003

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1. The City will provide prescription safety glasses at a cost pre-determined by the contract with an authorized vendor holding the contract with the City to employees who require safety glasses for protection against hazards in the workplace. Employees who elect to purchase frames or lenses other than from the selections offered by the City may do so; however, the employee shall be required to pay any additional costs over and above the standard cost paid by the City. All such frames and lenses shall meet the requirements of current OSHA/ANSI standards.

2. Eye protection shall be provided and worn where machines or operations present a hazard. Eye protection of a type suitable to the job and hazard shall be provided for and worn by employees at all times on the job or be subjected to discipline. Protection shall be provided from hazards, which may reasonably be expected to cause injury to the eyes. Such hazards include:
 - a) Flying particles
 - b) Harmful dust particles
 - c) Chemical splashing or spraying
 - d) High-intensity heat or light
 - e) Welding, brazing, torch cutting
 - f) Direct or reflected sunlight
 - g) Chipping, grinding, fumes

3. Part-time employees will not be issued prescription safety glasses; however, appropriate eye protective equipment will be provided by the employee's assigned department.

4. Prescriptions for safety glasses must be secured and paid for by the employee. Prescriptions will not be accepted when the issue date has exceeded twelve months. The cost of the eye examination will be the responsibility of the employee and is not covered under the prescription safety glass program.
5. Employees must take special care of the lenses of the prescription glasses dispensed under this program. If lenses are damaged due to improper cleaning techniques, such as the use of a dirty shirt tail used in a circular motion resulting in a scratched lens, the cost to replace the lens will be borne by the employee.
6. The City will not be responsible for the repair and/ or replacement of safety glasses damaged due to non-work related activities or negligence use by the employee.
7. Specialized eye protective equipment that does not require a prescription such as: welding helmets, cup goggles, face shields, etc, shall be provided by the employees' assigned department.
8. The City will not pay for more than one purchase of prescription safety glasses every twelve month period, following the most recent date of purchase. The City will use a rolling annual calendar, not a January-December calendar.
9. Only full time City employees are eligible to apply for prescription safety glasses. These employees must work in jobs that have work related eye hazards requiring safety protection. When this is determined, the employee may apply by contacting his/her supervisor and request that an application for Prescription Eyewear to be completed.
10. All safety eyewear provided by the City must conform to the specifications in effect between the City of Milwaukee and the Safety eye glass vendor. Employees shall not alter or modify the equipment in any manner. Adjustments for fit, or repairs due to work-related damage, may be referred back to the vendor. In cases of disputed damage, the employee's supervisor shall judge as to whether repairs may be authorized. In all cases where repair or adjustment is required, the employee or his supervisor shall contact the office of Employee Benefits for final authorization.
11. All eye protective equipment provided through City funds shall remain the property of the City. Negligent loss or damage to such equipment may be cause for the City to initiate disciplinary action against the employee. All personnel leaving City employment shall return all non-prescription equipment to the department.

12. Contact lenses do not provide eye protection in the industrial sense. Therefore, the purchase of contact lenses is not covered under the prescription safety glass program.
13. Because of the increased risk of permanent damage to the eye, contact lenses shall not be worn in any area where there exist possible hazards from abrasive dusts, grit, chemicals, flying objects or ultra-violet light radiation (e.g. welding operations).
14. Prescription safety lenses provided by the City shall be tinted lenses as specified in the contract only. Additional tinting is not covered by the program.
15. Sunglass lenses shall not be authorized under this program.
16. The City will not assume responsibility for loss or damage to personal eyewear.
17. Requests for other than standard lenses, frames, or other equipment as defined in the contract must be paid for by the employee.
18. Supervisors are responsible for the safety of employees in the workplace and the determination of when the work task requires safety eye protection. Therefore, ALL applications for prescription safety glasses must be signed by the Supervisor. The signature must be accompanied by phone number in case of questions by the DER Staff.
19. Applications for prescription safety glasses received by the DER Staff or the City's contracted Vendor without the proper signatures will be returned to the employee's Department.
20. Applications for prescription safety glasses received by the DER Staff on outdated forms will be returned to the employee's Department.


Michael Brady
Employee Benefits Director