

**Facilities Management Department
Coppin State University**

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Policy Title: Safety Eye Protection Policy
Effective Date: November 29, 2010
Last Review Date: November 10, 2010

- I. **Purpose:** To issue safety eye protection in a fair and equitable practice among the university's employees who are required, as a part of their occupation, to wear such protective eye gear. This policy covers non-prescription and prescription safety glasses with side shields required when job tasks expose the employee to potential eye injuries. All safety glasses shall comply with the most recent version of the American National Standards Institute (ANSI) Z87.1. Other eye protection, such as goggles and face shields, may be required when grinding, welding or handling chemicals.

II. **Regulations:**

- A. Standards. Occupational and Educational Eye Protection ANSI-Z87.1 requirements must be met:
1. Safety glasses require special frames. Safety lenses meeting this standard in combination with street-wear frames are not acceptable. Frames must bear the manufacturer's identification trademark on both fronts and temple. See ANSI-Z87.1 for detailed requirements.
 2. Lenses must be 3 millimeters thick and distinctly etched with the manufacturer's monogram. The marking must be placed so as not to interfere with the wearer's vision.
 3. Tinting, if required, should be in accordance with ANSI-Z87.1 requirements and be a shade appropriate to the "eye hazardous" areas to be entered. Each lens must be marked with the shade designation.
 4. Glass lenses must be marked with the letter "H" to indicate treatment for impact resistance. OSHA Instruction October 30, 1978 PRO 4.3
 5. Occupational Safety and Health Administration (OSHA), 29 CFR (Code of Federal Regulations) 1910.133
 6. American National Standards Institute (ANSI) Z-87.1 (Latest Version)

III. **Policy**

A. **Units Required to Wear Eye Protection**

1. Facilities
 - a. Directors
 - b. Managers
 - c. General Services
 - d. Plumbing
 - e. Electrical
 - f. HVAC

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- g. Carpentry
- h. Painters
- i. Locksmith
- j. Gardeners/Grounds
- k. Contractors

2. Housekeeping

- a. Staff running power equipment
- b. Staff working with chemicals (may require face shield)

B. Responsibilities of Directors and Managers

1. Directors and managers of affected departments are responsible for:

- a. Budgeting and managing sufficient funds to purchase safety glasses for their employees who are required to wear safety eye protection.
- b. Ensuring compliance with all regulations, policies and procedures regarding the purchase, replacement, and wearing of safety eye protection.
- c. Ensuring that employees do not begin working in any area requiring eye protection until they have received training, as required by OSHA Standard 29 CFR 1910.133, and prescribed safety eye protection has been obtained.
- d. Ensuring that safety eye protection adhere to ANSI Z-87.1.

C. Responsibilities of Employees

1. Employees are required to wear safety eye protection at all times when they are exposed to potential eye injuries.
2. Employees shall comply with this policy and shall be responsible for those sections that address the use, maintenance, and wearing of safety eye protection.
3. Individuals may be assigned to specific responsibilities that do not require wearing safety eye protection, although the position is in a classification in which protective eye protection is normally required. In this event, employees may request a waiver. The request must be in writing and be submitted through appropriate channels to the Safety & Environmental Manager (SEM). The Safety & Environmental Manager may:
 - a. disapprove the request, in writing, if in the manager's opinion safety eye protection is required; or,
 - b. grant the waiver, in writing, in a situation in which it is unquestionably obvious that safety eye protection is not required; or,
 - c. forward the waiver request, with the related position description and statement of rationale, to the Director for evaluation and final approval or denial of the request.
4. If the SEM or director grants a waiver, the action should be formally documented. The documentation shall be the record of the request and the written decision, containing the date, conditions under which the waiver was granted, and the signature of the approving official. SEM shall be notified in writing of all waivers in effect. Notification must occur within five days to the start of the employee's work activities.

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5. The waiver applies only to that period of time for which the individual is working in the environment for which the waiver was approved. Any change in duties requires a reapplication for the waiver, or the employee must wear the safety eye protection required for the job classification.

D. Safety Eye Protection Type

1. All safety glasses must meet ANSI Z-87.1, unless other standards have been specifically imposed by the Safety and Environmental Manager. Other requirements such as face shields, goggles, etc., will be determined by SEM at the request of the director or manager. The SEM must ensure that all purchase requests comply with the eye glasses classification to which purchase is restricted. **Employees shall provide written proof from the supplier to the SEM that eye protection purchased meet the required classification.** Such proof shall be kept on file in the employing department.

E. Initial Issue of Safety Eye Protection

1. **Regular.** Those classified employees serving probationary periods will be eligible for one pair of safety glasses at the start of employment. If the employee is terminated or leaves prior to the completion of the probationary period, they will be liable for the cost of the safety glasses.
2. **Contingent I & II employees.** Contingent employees will be afforded the same degree of protection as provided to regular employees. If the employee is terminated or leaves prior to the completion of the contract period, they will be liable for the cost of the safety glasses.
3. **Student employees.** Those student employees working in job classifications covered by this policy will be afforded the same degree of protection as provided to regular and contingent employees.

F. Purchase, Replacement and Repair of Safety Eye Protection

1. Prior to purchasing safety glasses, form S-2 below must have the top section approved.
2. Eye protection may be purchased in the following manner.
 - a. With companies that the University has an account.
 - b. Online through the department's Business Manager
 - c. By employee which requires an expense report to be submitted for reimbursement.
3. Prior to receiving reimbursement for the purchase, form S-2 below must have the bottom section approved.
4. Safety Glasses will not be replaced more frequently than once every twelve months from the date of the prior purchase, except in cases of documented on-the-job

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damage or deterioration. Management should determine if repairs can be made which could extend the useful period of the glasses and when repair rather than replacement is an economical move. The employee is responsible to ensure that replacement/repair is made in a timely manner.

5. Protective eyewear that is lost, misplaced, or for any reason unavailable after purchase by the Facilities Management Department shall be replaced by the employee to whom it was purchased for. Such safety eye protection must meet the required standards set forth in this policy.
6. The Director of Facilities Management will determine the budget allowance for a pair of safety glasses.

G. Care and Maintenance of Safety Eyewear

1. Employees are required to provide reasonable care and maintenance of their safety eye protection. Glasses are not to be worn for activities away from work.
2. Eyewear shall be kept clean, sanitary and in good wearable condition.
3. Intentional damage to safety glasses by any employee may result in disciplinary action.

H. Enforcement

Wearing safety eye protection is mandatory for employees working in Facilities and for designated jobs in Housekeeping. This policy will be maintained and enforced by the Safety and Environmental Manager.

Signature: _____

 11/29/10
Richard Siemer, V.P. Administration and Finance

Form S-2
Safety Eye Protection Policy
Purchase and Reimbursement Approval Form

Requesting Date: _____

Employee's Name: _____ Employee's ID Number: _____

Department: _____

Approved

Denied

Approved by: _____
Director/Associate Director of Facilities Management

Approved Date: _____

Purchased Date: _____

Employee's Name: _____ Employee's ID Number: _____

Department: _____

Provide sales receipt and certification that safety eye protection meets ANSI code Z87.1. Glasses were inspected by the Safety and Environmental Manager.

Inspected by: _____ Date: _____
Safety and Environmental Manager

Approved

Denied

Amount to be reimbursed: \$ _____

Approved by: _____
Director/Associate Director of Facilities Management

Approved Date: _____