

## **Eye and Eyesight Tests and Spectacles for Computer Users.**

Legislative requirements place responsibilities upon employers to provide employees who use a computer for work purposes with:

- Eye and eye sight tests, at the request of an employee.
- Corrective appliances (spectacles) for specific use with a computer.

Employees who use a computer for work purposes will be referred to as a Display Screen Equipment (DSE) user for the purposes of this document.

### **Health risks associated with the use of DSE**

There is no reliable evidence to suggest that work with display screen equipment damages eyesight. It is however recognised that it may make 'users' more aware of pre-existing visual defects.

Pre-existing vision defects and/or poor working conditions may produce temporary visual fatigue and headaches. Correcting such defects can:

- improve user comfort;
- increase job satisfaction;
- enhance work performance.

### **Who are DSE Users?**

Shropshire Council defines DSE Users as employees who use a computer for a significant part of their working activities and under the following circumstances:

- For continuous or near continuous spells of an hour or more at a time.
- Use DSE in this way more or less daily.
- Have to transfer information quickly to or from the DSE.
- Need to apply high levels of attention and concentration, or are highly dependent on DSE.
- Have little choice about using DSE or need special training or skills to use it.

### **Workstation Assessment**

All employees who are classed as a DSE User will require a workstation assessment before an eye and eye sight test is undertaken. Please refer to the DSE guidance document on the H&S Intranet for information regarding DSE and how to undertake a workstation assessment.

### **Eye and eyesight tests**

A manager is required to inform employees who are 'users' of display screen equipment of their right to request an appropriate eye and eyesight test.

When requested, and on completion of a workstation assessment, the Council is required to provide an appropriate eye and eyesight test.

This may typically be:

- When an employee first becomes a DSE User.
- At intervals thereafter as directed by the optician (typically on a two-year cycle).

- On any occasion where the User experiences visual difficulties, which may reasonably be considered to be related to DSE work (e.g. dry or sore eyes, eyestrain or focusing difficulties).

The test should be agreed and authorised by their manager as soon as practicable after the user requests it.

There is no legal requirement for employers to provide paid time-off for eye tests. Agreement to do so will be at the managers' discretion.

The Council will reimburse employees for the cost of their eye and eyesight test if all the following circumstances are met:

- The employee has requested an eye and eyesight test.
- The employee is identified by the manager as a DSE User.
- On receipt of an invoice and confirmation note by a suitably competent person i.e. a registered ophthalmic optician or optometrist.

### **The provision of spectacles**

If the eyesight test confirms the need for corrective lenses specifically for DSE work, the Council is responsible for the provision of the corrective lenses and standard frames, i.e. suitable spectacles for that work. The Council will also be responsible for the cost of a repeat or changed prescription for these spectacles provided they are for DSE use.

This cost is limited to:

- the provision of spectacles (a basic appliance) which are of a type and quality that is adequate for its function (i.e. the provision of basic lenses and frame);
- only applicable to the lenses and standard frames required for DSE work only.

The council is not liable for the payment of:

- non DSE corrective appliances; i.e., ordinary reading spectacles
- designer frames;
- lenses with optional treatments not required for DSE work.

Staff who are required to wear spectacles for general use will be responsible for providing their own spectacles.

### **Reimbursement Costs**

Managers are responsible for authorising the payment of eye and eyesight tests and spectacles for DSE use.

This shall be limited to:

Eye and eyesight test	£20.00 (February 2022 costs)
Glasses	£50.00 (February 2022 costs)

### **Claiming Reimbursement**

Payment as specified within this document shall be dependent upon:

- the examining optician confirming in writing that the eyesight test has been performed (a receipt from the optician confirming payment and showing that it was for an eye test is acceptable)
- that the spectacles are required for DSE use only

The claim for reimbursement should be made by the employee using ERP (formerly 'Business World').

Further advice on eye and eyesight tests can be obtained from the Health and safety Team on 01743 252819 or the Occupational Health Service on telephone number 01743 252833.

### **Legislation underpinning Display Screen Equipment eye tests includes:**

- Health & Safety at Work etc Act 1974
- Display Screen Equipment Work Guidance on Regulations L26
- Management of Health and Safety at Work Regulations 1999
- Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996.

### **Review of document**

The arrangement will be reviewed at regular intervals in conjunction with changes to legislation that may impact upon it.

## DSE User Eye and Eyesight Test Flowchart

