**Appendix G**

**Requirements for Purchase of Prescription Safety Glasses and Safety Shoes**

The University has opted to contribute toward the cost of purchasing prescription safety glasses and safety shoes worn by employees. The following requirements must be followed by all University work units and campuses.

**Eligibility:**

* A PPE Hazard Assessment must be completed which indicates the need for prescription safety glasses and/or safety shoes in order for an employee to be eligible for a payment contribution.
* Only full-time employees (fixed or standing term) are eligible for a payment contribution. All other personnel, including part-time/wage employees, must purchase prescription safety glasses and safety shoes at their own cost.

**Selection Criteria:**

* Safety shoes must be steel toed or composite toed (or equivalent) boots or shoes which meet ANSI Z41 or ASTM F2413-05 standards.
* Prescription safety glasses must have impact resistant lenses/frames, permanently attached side shields, and meet ANSI standard Z87.1.

**General Purchasing Criteria:**

* Work units and campuses may not deviate from the dollar amount or selection criteria stated within this document.
* The purchase of safety shoes and prescription safety glasses will be made on the employee’s own time outside of normal working hours.
* Supervisory approval must be obtained before safety shoes and prescription safety glasses are obtained by employees.

**Safety Shoe Purchasing Procedure:**

* The work unit or campus will pay 50% of the cost up to a maximum contribution of $75 for safety shoes. This contribution will be available to eligible employees on an annual basis.
* Eligible employees may purchase safety shoes from any vendor as long as the selection criteria are met. Once the shoes are purchased, employees are responsible for submitting their receipt to their immediate supervisor. The supervisor is responsible for assuring shoes comply with the selection criteria for safety shoes. The employee will then be reimbursed for the appropriate amount via direct deposit into their bank account.
* Work units and campuses may also opt to pre-arrange safety shoe purchases through direct billing by a vendor. In this case, employees would only be responsible for paying their portion of the cost at the time of purchase.

**Prescription Safety Glasses Purchasing Procedure:**

* The work unit or campus will pay for the cost of prescription safety glasses as defined below. This contribution will be available to eligible employees once every two years.
	+ Costs covered by the University will include frames, side shields, lens (either single vision, bifocal, or progressive), and anti-scratch coating.
	+ Employees are responsible for paying for any additional eyewear features which are authorized by the University. Examples of such features may include upgraded frames, upgraded lens, or additional coatings.
* Eligible employees will obtain prescription safety glasses from a vendor which has been designated by the University.
* The designated vendor maintains a provider network of opticians throughout the state where the glasses can be obtained.
* The employee is responsible for obtaining a valid prescription prior to the purchase of prescription safety glasses.
* The employee must also obtain a “prescription safety glasses approval form” from their immediate supervisor.
* Both the prescription and the approval form must be presented to the provider by the employee.
* The vendor will directly bill the work unit or campus for the cost of the glasses.
* The provider will bill the employee for any eyewear features not covered by the University at the time of purchase.

**Replacement Criteria:**

* Employees who lose their prescription safety glasses or safety shoes are responsible for obtaining replacement items at their own cost.
* Prescription safety glasses or safety shoes which are damaged due to work activities will be repaired or replaced by the University at no cost to the employee.
* Prescription safety glasses or safety shoes which are damaged due to non-work activities will be repaired or replaced by the employee at their own cost.

**Alternative Forms of PPE:**

* The frequency of use may need to be taken into account by the unit or campus when approving or denying the purchase of prescription safety glasses or safety shoes. A variety of alternatives to prescription safety glasses and safety shoes exist. Examples of these items are as follows:
	+ Protective overshoes and removable caps can be used instead of safety shoes.
	+ Properly sized safety glasses or goggles can be worn over prescription glasses.
* The work unit or campus is responsible for the cost of these alternative forms of PPE when their use is determined to be appropriate.
* EHS is available to provide consultation to work units and campuses regarding the appropriate use of these items.

**The above requirements are subject to change as necessary.**