DISPLAY SCREEN EQUIPMENT WORK

POLICY AND GUIDANCE ON EMPLOYEES’ ENTITLEMENT TO EYE AND EYESIGHT TESTS
Name of Policy: Display Screen Equipment Work

Purpose of the Policy: To outline the University’s policy with regard to the provision of employee eye and eyesight tests.

Policy Applies to: All staff who regularly use Display Screen Equipment as part of their work.

Approved by: Health & Safety Committee

Responsible for its Updating: Head of Health & Safety

Final Approval by: Executive

Date Initiated: To be advised

Date of Approval: November 2014

Proposed Date of Review: November 2017

Staffordshire University’s commitment to equality and diversity means that this policy has been screened in relation to the use of gender neutral language, jargon free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This policy is available in alternative formats on request.
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Health and Safety Policy on Employees’ Entitlement to Eye and Eyesight Tests for Display Screen Equipment Work

1.0 Introduction

1.1. In compliance with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002, Staffordshire University has adopted the following policy with regard to the provision of employee eye and eyesight tests. Entitlement to such a test will relate only to an employee who has been designated as a ‘DSE USER’.

2.0 Definition of a Display Screen User

2.1. User means any employee who habitually uses display screen equipment as a significant part of their normal work. The Regulations apply to users whether they are employed to work at their employer’s workstation, a workstation at home, or hot-desking. The majority of University employees will be classed as ‘users’.

3.0 Eye and Eyesight Tests

3.1. The University will refer ‘users’ (as defined above) who so request it to an optician of the user’s choice for an appropriate eye and eyesight test. This has been defined in the Opticians Act 1989 as meaning a ‘sight test’ and must be carried out by a registered Ophthalmic Optician or suitably qualified doctor. The test includes a test of vision and an examination of the eye.

3.2. Display screen users wishing to apply for an appropriate test will be required to complete an application form obtainable from Health and Safety Unit, and this should be returned to them on completion.

4.0 Corrective Appliances

4.1. “Special” corrective appliances (normally spectacles) will be those appliances prescribed to correct vision defects at the viewing distance used specifically for display screen work (normally within the range of 50-60cm). ‘Normal’ corrective appliances are spectacles prescribed for any other purpose.

5.0 University’s Liability for Costs

5.1. The University will pay the costs associated with the provision of eye and eyesight tests and of ‘special’ corrective appliance as prescribed for display screen work. The provision of ‘normal’ corrective appliances will be at the
Health and Safety Policy on Employees’ Entitlement to Eye and Eyesight Tests for Display Screen Equipment Work

employee’s own expense. Liability for costs will be restricted to payment of the cost of basic appliance only, i.e. of a type and quality adequate for its function. If an employee wishes to choose more costly appliances (e.g. with designer frames, or lenses with optional treatments not necessary for the work), the University will not pay for these. However, the University will contribute a portion of the total cost of a luxury appliance equal to the cost of a basic appliance.

### 6.0 Costs: Eye and Eyesight Tests and Provision of Basic Appliances

6.1. The University will pay for the costs of eye and eyesight tests and the provision of ‘special’ corrective appliances up to but not exceeding the following amounts:

- **Eye and Eyesight Test** £20.00
- **Basic Appliance – Single Lens** £55.00
- **Basic Appliance – Bifocals/Varifocals** £80.00

(These costs will be subject to review from time to time)

### 7.0 Clinical Records

7.1. Clinical information will be subject to the same confidentiality as other medical records and be retained by the University’s Occupational Health Physician.

### 8.0 Policy Revision

8.1. This policy statement will be reviewed from time to time to ensure continued compliance with legislative requirements and to take account of any changes to the University’s operational arrangements.