

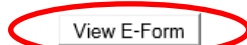


Policy

- OSU policy and OSHA state safety requirements require that appropriate eye protection be provided to and worn by employees whose jobs expose them to eye hazards.
- Minimum acceptable form of eye protection is **safety glasses** that meet ANSI standard Z87.1, "Practice for Occupational and Educational Eye and Face Protection."
- Normal prescription glasses do not provide adequate protection from injury to the eyes and do not meet ANSI eye protection specifications.
- A **prescription safety glasses program** has been established and is coordinated by Environmental Health and Safety (EH&S).
- As with other personnel protective equipment, prescription safety glasses are considered a reasonable departmental expense.

Procedure

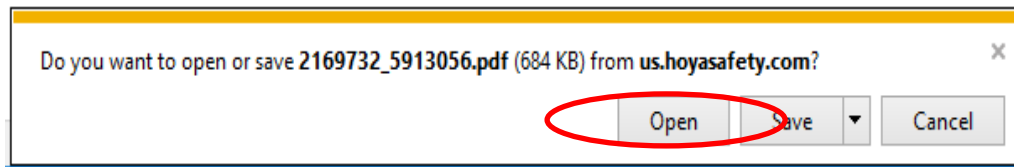
1. Two forms ([OSU Prescription Safety Glasses Request and Authorization form](#) and HOYA order form) plus a prescription are required to order prescription safety glasses.
2. Employee and Budget Authority complete the OSU Request and Authorization form. Print legibly. Index must be indicated.
3. Employee submits the completed OSU form to Accounts Payable/UABC at:
 - **Via campus mail to: UABC Accounts Payable, Attn EH&S Acct 1**
 - **Via FAX to: 541-737-4095, Attn EH&S Acct 1**
 - **Via email to: UABC.APInvoiceReply@Oregonstate.edu**
4. Employee obtains a prescription for eyeglasses.
5. Employee goes to the [HOYA safety eyewear website](#) and follows these instructions:
 - Employee clicks on "View E-Form" to **print a blank form (NOTE: skip the fill-in fields)**



To print a blank form please click the view e-form button.

- Employee clicks on [5913056](#), then **opens and prints the form (NOTE: only page one is needed)**

• [5913056](#) -- OREGON STATE UNIVERSITY



6. Employee prints the form then completes the top section in the gray box (writing legibly).
7. Budget Authority prints and signs in the appropriate boxes in the upper section.
8. Employee takes the HOYA order form and a current prescription to the selected eyeglass vendor for frame selection and fitting. Note that eye examinations which are necessary to obtain the current prescription are at the employee's expense.
9. Vendor will notify the employee when the glasses are ready.
10. Employee returns to the vendor for final fitting and delivery of the prescription safety glasses.
11. As modifications to the forms may occur on occasion, do not keep paper copies of the form on hand, but go to the website each time you need to print a form so you always have an up-to-date copy. Using an out of date or incorrect form may delay receipt of your glasses.
12. A list of eyeglass vendors is included on the HOYA website (see "Eyecare Professional Locator" on the left side of the HOYA home page).

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