

EYECARE POLICY & PROCEDURE

1. INTRODUCTION

The Health & Safety Regulations 1992 (Display Screen Equipment Regulations) and as amended, requires employers to minimise the risk of Visual Display Unit (VDU) working by ensuring your place of work and your job is well designed.

2. PROVISION OF EYE TESTING

You are entitled to ask for an eye test paid for by University of Suffolk, to be carried out by a qualified ophthalmic optician.

Repeat testing is carried out under this policy according to the clinical judgement of the optician.

You can decide which optician you would like to use for your test however you will need to ensure value for money where possible. As a standard, an optician appointment usually costs between £15 - £25. Any appointment that costs more than this would need to be approved in advance by the People & Organisational Development Team.

3. HOW TO CLAIM

Your optometrist will state whether glasses are needed and, if so, for what purpose. The University will only pay for basic corrective spectacles that are required solely for VDU use. No other type of corrective spectacles will be paid for.

If you need spectacles that are solely for VDU use, we will meet the cost to £55 maximum. If you want more expensive frames, the additional cost will be entirely a matter for yourself.

You will need to retain a copy of your receipt of payment for your test as well as any relevant prescriptions and submit these with an [Expenses Claim Form](#) to pod@uos.ac.uk to process in the first instance.

4. FURTHER EYE TESTS

Recommendation will also be made for a re-examination date. Usually this is approximately every 2 years, but may, of course, vary according to individual need. It will be your responsibility to make arrangements for a retest at the appropriate time.

5. OTHER RELEVANT POLICIES

[Display Screen Equipment \(DSE\) Policy](#)