

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Human Resources           400.0000.14  
SUBSECTION: All Employees           415.0000.15

*Eye Safety Wear and/or Appliances*  
**Policy Number: 415.2210.92**

**POLICY**

The Board recognizes the need for employees working in hazardous areas to wear appropriate eye safety wear. Accordingly, the Board will assist employees by providing up to \$170 toward the purchase of non-prescription safety glasses or prescription safety glasses that meet qualified safety standards. These standards shall conform with the American National Standard Institute (ANSI). Reimbursement will be provided for employees that regularly work in an environment that necessitates eye safety wear. The Board will provide reimbursement for eye safety wear according to the following guidelines:

- 1) The College will provide reimbursement of up to \$170 toward the initial purchase of non-prescription and prescription eye safety wear.
- 2) To receive reimbursement:
  - a. the employee must document that lenses and frames meet the ANSI safety standard; and
  - b. the employee must present documentation of receipt of purchase of ANSI safety standard eye wear.
- 3) The College will not bear the cost for related eye examinations, tests, treatments, or any other cost associated with the fitting of eyewear.
- 4) The employee will be fully responsible for service, maintenance, care, and/or the replacement of said eyewear.
- 5) In specific on-the-job circumstances where the eye appliance has been damaged in actual protection of the employee's eyes and where the employee has followed proper safety precautions, the President will review the circumstances, and, dependent upon the findings, provide a reimbursement of up to \$170 to the employee for replacement of the damaged glass, frame, or both.
- 6) It shall be the sole responsibility of the employee to wear said eyewear in designated eye hazard areas or when working with tools, equipment, or material that cause a hazard to the eyes. Eyewear that does not meet proper safety standards will not be allowed as a substitute in these areas or circumstances. Failure to follow proper eye safety procedures may result in disciplinary action.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1992

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:** American National Standard Institute (ANSI)

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:** American National Standard Institute ANSI