

Eye Protection Policy

Synopsis

This policy specifies the roles, responsibilities, actions and processes necessary to ensure that eye protection is specified and worn in designated areas and for designated tasks.

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Approval

Approved by: Operating Board

Date: 4th June 2019

Revision Record

ISSUE	DATE	REASON FOR REVIEW
Draft 1	April 2017	New document for consultation
Draft 2	May 2017	Changes following initial consultation
Draft 3	June 2017	Changes following further comments
Draft 4/5	July/August 2017	Comments from Safety Committee Members
Issue 1	September 2017	Approved by the Operating Board on 11 th September 2017
Issue 2 draft 1	May 2019	Amended sections

DISTRIBUTION:

To: Heads of Schools, Directors, Safety
Coordinators, Technical Resource Managers,
Policy Zone

Implementation

From receipt after approval

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Standard Terms

Throughout this document standard terms have been used. The terms and their definitions are set out below:

Term	Definition
Eye Protection	Use of safety glasses, safety goggles or face visor.
Eye Protection Zone	Area or room where wearing eye of protection is mandatory.
Prescription Safety Glasses	Safety glasses designed for the user of prescription glasses
Risk	The likelihood of a hazard causing harm to a person or damage to property.
Risk assessment	An assessment of the likelihood of hazards occurring in the work place, the scale of harm or damage likely as a result, and the likely consequences of such harm or damage occurring.
Because We Care	The University of Aberdeen's corporate campaign to promote Health, Safety and Wellbeing for staff and students.

POLICY

1. Introduction

- 1.1 Staff and students at the University of Aberdeen may engage in activities that require eye protection because of the risk of eye injury. This Policy requires that the risk is eliminated or controlled and requires a suitable and sufficient risk assessment, provision of adequate protection, marking of eye protection zones where necessary and supervision of the use of eye protection. All Schools and Professional Services are required to comply with this policy.

2. Purpose

- 2.1 The purpose of this Policy is to set general requirements and designation of certain areas as high risk where the use of eye protection is made mandatory.

3. Scope

- 3.1 This Policy applies to all University of Aberdeen Schools and Professional Services.
- 3.2 The Policy applies to staff, students, visiting academics or workers and others in the vicinity of the work being carried out and at risk of eye injury.

4. Objectives

- 4.1 To prevent splash injuries, burn injuries or projectile injuries to the eye.
- 4.2 Designation of eye protection zones for mandatory eye protection where risk assessment determines there to be a risk of eye injury to other persons in the area and not just the person carrying out the task.

5. Responsibilities

5.1 Heads of School/Department shall:

- 5.1.1 Ensure that suitable and sufficient risk assessments are carried out to identify amongst other things, the risk of eye injury from the activities carried out in their areas of responsibilities.
- 5.1.2 Implement control measures that in the first instance eliminate the risk of eye injury, identify suitable eye protection where risk cannot be eliminated and ensure that the eye protection is properly utilised.
- 5.1.3 Provide suitable eye protection, including where necessary prescription safety glasses for staff.

- 5.1.4 Ensure staff and students receive information, instruction and training, as appropriate, for the proper use and care of the eye protection.
- 5.1.5 Designate eye protection zones in line with the requirements of this Policy (see section 6).
- 5.1.6 Monitor compliance with eye protection requirements and take appropriate action to ensure compliance.

5.2 Managers and Supervisors shall:

- 5.2.1 Carry out suitable and sufficient risk assessments to identify, amongst other things, the risk of eye injury from the activities they are required to manage or supervise.
- 5.2.2 Provide information, instruction and training to staff and students, as appropriate, for the proper use and care of eye protection.
- 5.2.3 Identify eye protection zones in line with this policy and ensure they are clearly sign posted.
- 5.2.4 Monitor compliance with the eye protection requirements and take appropriate action with non-compliance.

5.3 Employees and students shall:

- 5.3.1 Comply with the requirements to wear eye protection in the eye protection zones and where risk assessment identifies need for eye protection for a particular task.
- 5.3.2 Help others to comply with the requirement to wear eye protection through reminders and vigilance on risk of eye injury and report concerns to line manager or supervisor.
- 5.3.2 Ensure eye protection provided is used and kept in good condition.
- 5.3.3 Report any damage to eye protection to their manager/supervisor.

6. Eye Protection Zones

- 6.1 A specific risk assessment should be carried out of the areas listed below:

- Workshops or laboratories where there is use of powered tools or other tools with potential for generating projectiles or dust, processes involving liquid/hot metal or compressed gases
- Laboratories where there is work with hazardous substances
- Autoclave rooms or facilities
- Laser controlled areas

These areas will normally be regarded as eye protection zones because of the higher potential risk of eye injury to persons carrying out the work and to other persons in the area. The wearing of eye protection in these areas should be mandatory for all working in the area and for those entering the area when work is actually taking place.

These areas need not be classed as eye protection zones if risk assessment show the activity or the quantities of substances involved is such that the risk of eye injury to a person other than the person carrying out the work is very low.

Note: Exemptions to the eye-protection policy would be allowed in designated eye protection zones only where a documented risk assessment had determined very low risk from the procedure/activity and approval of the local Health and Safety Committee had been granted

- 6.2 The following mandatory eye protection signs must be displayed in and at entrances to all eye protection zones:



7. Management Review

- 7.1 This Policy shall be reviewed at least annually by the Director of Health, Safety and Wellbeing or when any of the following occur:
- Internal reorganisation or restructuring of departments.
 - After any injury, near miss, or significant performance disruption that highlights the need for review.
 - Any change in relevant legislation that has an impact on the way the University manages and controls work carried out by contractors.
- 7.2 The purpose of the periodic review is also to:
- Assess whether the objectives set out in section 4 are being achieved consistently.
 - Ensure that recommendations emanating from previous reviews have been implemented and the required outcomes are being achieved.

Title	Eye Protection Policy
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Owner	Director of Health, Safety and Wellbeing
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Equality Impact Assessment	
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