Policy Name: Safety Glasses Policy

Policy
Minnesota State Community and Technical College desires to provide a safe working environment for its employees. All employees of the College shall wear protective safety glasses when required by OSHA regulations, College policy and/or state or federal regulations.

The College has coordinated with the state-contracted vendor for prescription safety glasses to offer employees approved safety glasses at no cost to them for the basic prescription safety glasses. Safety glasses will be provided every two years or when a prescription drastically changes. Work-related damages will be covered by the College. The College agrees to pay for the base price of the safety glasses, including tinting, along with scratch-resistant coating, side shields of all types and overpowering such as bifocal or trifocal. All upgrades from the items listed above can be purchased at the employee’s expense and require payment at the time of the order.

Purchasing of safety glasses shall be done through a purchase order handled through the campus business office with the state-contracted vendor. Safety glasses shall not be purchased using the college purchasing card.

Purpose
The purpose of this policy is to clearly state that the College requires that eye protection be worn by all employees who work in areas where there is a risk of injury to eyes due to flying objects, impact, heat, chemicals, dust or optical radiation hazards. The policy outlines which types of safety glasses options will be paid for by the College.

Responsibility
Supervisor
Ensure that employees requiring eye protection are wearing the appropriate safety glasses.

Business Managers
Work with employees to handle the necessary paperwork for the employees to purchase safety glasses through the state-approved contract.

Employees
Understand the risks of their working environment and wear eye protection if appropriate and required. Employees shall also work with the campus business office to properly purchase required safety glasses.

Supporting References
Materials Management Division Contract Release G-173(5)
MSCTC Policy 1020-1-01 – Health and Safety
Labor Agreements (AFSCME, MAPE, MMA, MSCF)

Steward: Chief Financial Officer
Approval Date: March 1, 2005
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