

## HSE Policy

### 'VDU Eye Care Vouchers' Info Pages



These 'Info Pages' are to set out a clear guideline for Managers and Employees of Incident Management Solutions (IMS) on how to use the Eye Care Benefit for regular **V**isual **D**isplay **U**nit users.

The 1992 Health and Safety (**D**isplay **S**creen **E**quipment) regulations were introduced to improve conditions for all employees who work with visual display units (**V**DUs).

If you work with a **V**DU for a large proportion of your working day more than 4 hours a day you need to ensure you are having regular eye checks carried out by a qualified Optician to assess for any eye care needs for VDU use.

IMS provide anti glare screens and encourage regular eye breaks from VDU's and are now offering free eye assessments.



IMS have partnered with Specsavers to provide all eye care to its employees.

We are excited to be in partnership with specsavers who provide national top class eye care to its patients in hundreds of stores nationwide.

## **What does the benefit offer?**

### **An Eyecare voucher will be provided on request to provide:**

- A full eye examination from a qualified Optometrist
- £45 pair of glasses or contribution towards glasses if prescribed specifically and solely for VDU use
- Premium club voucher entitles the holder to £20 off glasses from our £99 range or above.
- Specific glasses are given for VDU use when you require a different prescription or lens type to your normal everyday glasses.
- The VDU voucher does not give a contribution for glasses when they are also required for additional tasks, for example reading or driving.
- Anti-reflective coating can be requested when in store, however this is a personal extra and is payable at point of transaction.
- When booking your eye examination allow enough time to choose your frames.
- Usually we will fund an eye examination is every 2 years, however, there may be occasions where more regular checks are required. This could be down to individuals' family ocular history such as glaucoma, or other form of ocular diseases. Therefore, based on clinical judgment, the optometrist will recommend retest date as appropriate.

## **How do I use this benefit?**

Booking your eye check with Specsavers is quick and easy, you can [visit your nearest Specsavers](#), or [book online](#).

Each eye check should be carried out every 2 years and it will be each employee's responsibility to ensure they book and manage their own appointments.

- Ø **Once an appointment has been booked, each employee will need to request a voucher from his or her manager or from the HR department when not available.**

Employees will need the voucher to pay for their eye check appointment. The vouchers are prepaid so please treat the voucher as you would cash.

## **IMPORTANT INFORMATION**

You must ensure you produce your voucher at your sight test. IMS will not be held responsible for costs incurred otherwise.

Employees are fully responsible for the care and keep of any VDU glasses for the duration period until their next eye check. IMS will not be held responsible for incurred costs from misuse, loss or faulty items.