

EYE TEST PROCEDURES FOR DISPLAY SCREEN EQUIPMENT USERS

Staff who use computers or other similar display screen equipment (DSE) for an hour or more continually are deemed to be DSE users and the DSE Regulations apply. This means that individuals **must** undertake the DSE training which is provided by the UEA Safety Services and complete a risk assessment questionnaire of their workstation, within the first three months of employment.

To undertake the DSE training please contact Safety Services on ext. 2763 or email safetyservices@uea.ac.uk.

DSE users are also entitled, under current Legislation, to request an eye test carried out by a registered Ophthalmic Optician or a Registered Medical Practitioner with suitable qualifications.

If you experience eyesight problems which could be related to the use of DSE and choose to visit an Ophthalmic Optician, you will need to take with you a form available from the Human Resources Division which introduces you as a DSE user.

This form should be obtained prior to your appointment with the Optician; please contact the Human Resources Office at least 5 working days before your appointment on email: hr.assistant@uea.ac.uk giving your employee number and date of birth. A form will then be sent to you via the internal mail.

It is important that individuals inform the Optician that they are a DSE user and ensure that this is taken into account when the eyesight test is undertaken and also if spectacles/lenses are prescribed.

Following the eyesight test, the form must be completed by the Optician, signed and stamped with the Company stamp and be returned to Diane Whalen in the Human Resources Division within two months from the date on the form.

Individuals are responsible for meeting all costs initially. When returning the completed form to the Human Resources Division copies of **all receipts must be attached before reimbursement of any costs can be considered.**

If spectacles/lenses **are required solely for the use of display screen equipment** in accordance with the College of Optometrists Code of Good Practice on Display

Screen Equipment (Regulation 5), the University will make a 50% contribution towards the cost of single vision spectacles/lenses prescribed solely for the use of display screen equipment up to a maximum of £50, and will also reimburse the individual for the full cost of the eyesight test.

If spectacles/lenses are **not** required solely for DSE use (i.e. are also needed for general use – driving or reading), the individual will be reimbursed only for the full cost of the eyesight test.

Reimbursement will be made directly into an individual's bank account within one month of receipt of all documentation by the Human Resources Division.

If you require further information on the above procedures please contact the Human Resources Administrator, Diane Whalen on ext. 2733 (email: d.whalen@uea.ac.uk).

If you wish to discuss any matters relating to the use of DSE or DSE training please contact Safety Services on ext. 2763 or email: safetyservices@uea.ac.uk.

Human Resources Division
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