

**SAUDI ARABIAN OIL COMPANY (Saudi Aramco)
GENERAL INSTRUCTION MANUAL**
G. I. NUMBER Approved

8.002

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE

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REPLACES

06/23/2009

SUBJECT SAFETY SPECTACLES

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1. SCOPE:

This instruction outlines the procedures and responsibilities related to the procurement, issue and control of safety spectacles for Company employees. In summary:

- 1.1 The Company provides safety spectacles for employees performing jobs requiring eye protection. Some sample locations where eye protection is required include machine shops, plant operating areas, laboratories, reclamation sites, storehouses and drilling rigs. Certain occupations also require eye protection, including gardeners, heavy equipment operators, field inspectors, field engineers, assistant engineers and persons performing any task where eye hazards exist. Personnel in clerical and administrative jobs do not normally require eye protection. The area Loss Prevention offices can be consulted on jobs or job areas where eye protection is required.
- 1.2 Regular plano or prescription safety spectacles with side shields provide a limited degree of *impact* protection to prevent injuries to the eye from particles. They do not provide protection from fine dust or grit, gases or vapors, or splashes of liquid chemicals, nor are they suitable for protection in welding operations - either oxy-acetylene or any of the arc welding processes. For protection from these hazards, additional eye and face protection is needed, often to be worn in conjunction with safety spectacles depending on the specific hazards involved. This could include full face shields, ventilated or non-ventilated goggles, or goggles and face shields specifically designed for welding operations. For additional guidance on specific requirements refer to ANSI Z87.1 -2003, and/or to the area Loss Prevention division.
- 1.3 Employees meeting the intent of paragraph 1.1 and whose vision, as determined by an ophthalmologist or an optometrist, requires correction, will be provided with prescription safety spectacles.
- 1.4 Where corrective lenses are not required, non-prescription safety spectacles will be supplied from the Materials Supply Inventory.

Note: This General Instruction (GI) contains special requirements and procurement procedures for supply of safety spectacles. Please refer to sections 4 for details.

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2. RESPONSIBILITIES:

2.1 Loss Prevention Department (LPD) shall:

- 2.1.1 Assist departments in identifying jobs and areas requiring safety spectacles for eye protection.
- 2.1.2 Participate in the technical and logistical evaluation of potential vendors and associated purchase agreements for prescription safety spectacles.
- 2.1.3 Maintain this General Instruction and the form SA-406 "Prescription Safety Spectacles Request".

* 2.2 Operations Purchasing & Inventory Control Department shall:

- 2.2.1 Develop and administer agreements for supply of prescription safety spectacles from optical supply companies in Saudi Arabia.
- 2.2.2 Update SAP B2B catalog and prices for prescription safety spectacles as and when required.
- 2.2.3 Manage the procurement activities of prescription safety spectacles through SAP.

- ** 2.2.4 Take timely action to address any concerns with vendors or supply issues noted in the quarterly quality control reports done by SAMSO.

2.3 Saudi Aramco Medical Services Organization (SAMSO):

2.3.1 Industrial Optometrist/Occupational Medicine shall:

- 2.3.1.1 Oversee the clinical aspect of this program.
- 2.3.1.2 Assist in cases referred by the vendor ophthalmologist/optometrist to the Saudi Aramco Ophthalmologist (refer to paragraph 4.5 in this GI).
- 2.3.1.3 Maintain the appropriate completed copies of Form SA-406 for all employees provided with prescription safety spectacles up to 3 years.

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- * 2.3.1.4 For quality control, inspect prescription safety spectacles issued to employees on a random basis and solicit feedback from employees for their comments/concerns with spectacles or services provided by the vendor(s). Supply a quarterly report to the manager of Operations Purchasing & Inventory Control Department relative to the results of this inspection activity and a copy of the report to the manager of Loss Prevention Department.
- 2.3.1.5 Assess employee complaints relative to safety spectacles (Refer to paragraph 2.4.9). Advise the vendor ophthalmologist/optometrist and/or vendor optician of required remedial action.
- 2.3.1.6 Evaluate employee requests for special lenses if there are circumstances that justify their use.
- 2.3.1.7 Assist in the technical evaluation of vendors and associated purchase agreements for prescription safety spectacles.
- 2.3.1.8 Periodically visit vendors' facilities to perform quality control checks on services provided under purchase agreements.
- 2.3.2 Senior Ophthalmologist/Eye Clinic shall:
- 2.3.2.1 Evaluate cases referred by the vendor ophthalmologist/ optometrist, as in paragraph 4.5.
- 2.4 Departments shall:
- 2.4.1 Identify all jobs and employees requiring eye protection and define the specific protection required based on the nature of the work.
- 2.4.2 Include costs for prescription safety spectacles in the department budget.
- 2.4.3 Consult with area Loss Prevention division regarding the need for procurement of prescription safety spectacles for employees working in jobs or job areas where the requirements for safety spectacles are in doubt.
- 2.4.4 Enforce the use of spectacles and other types of eye protection in work areas where eye hazards exist. Conduct internal reviews to ensure compliance.

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- 2.4.5 Initiate Form SA-406, or obtain the required non-prescription safety spectacles from the Material Supply Inventory, when prescription safety spectacles are not needed.
- 2.4.6 Process purchase requisitions through SAP using the SAP B2B Reference number (provided by the vendor) from the completed SA-406.
- 2.4.7 Provide suitable additional eye protection to employees wearing non-safety rated prescription spectacles during the period that their prescription safety spectacles are being replaced, or prepared, e.g., depending on the work area/eye hazard, goggles, overglasses or face shields etc. to place over non-safety prescription spectacles.
- 2.4.8 Refer employees exhibiting difficulties associated with prescription safety spectacles to the vendor.
- 2.4.9 Refer other employee prescription safety spectacle complaints not resolved with the vendor to the Saudi Aramco Industrial Optometrist.
- 2.4.10 Maintain the “department file copy” of Form SA-406 in the employee’s file.
- 2.4.11 Advise the employee of his responsibilities outlined in Section 2.5.

2.5 Employees:

- 2.5.1 Follow the procedures given in this instruction to obtain prescription safety spectacles.
- 2.5.2 Wear eye protection at all times when working in areas where eye hazards exist and in any area designated as “eye protection required area” by that facility’s management. Protect the spectacles from scratches/damage.
- 2.5.3 Install removable side shields on prescription safety spectacles before entering an area with eye hazards. Non-prescription safety spectacles have permanently installed side shields or afford side protection in the design (e.g. curved).
- 2.5.4 Notify supervisor when safety spectacles are lost, defective or in need of replacement.
- 2.5.5 When selecting frames and lenses from vendors, employees may only select frames and lenses provided under purchase agreements. No substitutions for ANY other frames, even safety frames, or lenses are allowed under any circumstances.

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2.5.6 Employees are expressly prohibited from trading, selling, or altering any spectacles provided to them under this GI.

3. SAFETY SPECTACLE REQUIREMENTS:

- 3.1 All lenses, frames and side shields shall meet the requirements of American National Standards Institute (ANSI) Z87.1-2003, "Practice for Occupational and Educational Eye and Face Protection". Lenses shall be **Polycarbonate** with high impact resistant, abrasion resistant coating and anti-fog coating on both sides.

Note: Polycarbonate lenses are softer than glass lenses and therefore require more care when cleaning and handling to minimize scratches.

- 3.2 Where safety spectacles are specified for eye protection, clear and gray plano safety spectacles (Material Number # 1000129873 for clear and Material Number # 1000129877 for gray) will be provided by the Company if no vision correction is required.

- 3.3 As a general guideline safety spectacles may be replaced every two years. However, there may be circumstances in which more frequent replacement is warranted depending on work environment or employees' age and vision.

3.4 SPECTACLE TYPES

- 3.4.1 Where vision correction is required, single, bifocal or trifocal prescription safety spectacles will be provided. This should meet the needs of most employees who require eye protection.

- 3.4.2 When the employee performs some of his work out-of-doors and glare protection is required, he may be provided with colored or polarized clip-on lenses (Material Number # 1000129367).

- 3.4.3 Colored or photochromic prescription safety spectacles may be provided in special cases, when colored clip-on lenses are not suitable.

- 3.4.4 Progressive lenses may be provided upon recommendation of the vendor ophthalmologist/optometrist.

- 3.4.5 Two pairs (one for distance vision and another one for near vision) may be provided if work conditions require this.

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3.4.6 Two pairs (One clear and one colored lenses) may be provided if work conditions require this.

Note: The provision of photochromic or colored lenses, or the provision of two pair of spectacles, is significantly more costly than one pair of single, bifocal, or trifocal spectacles. Accordingly, division heads shall carefully evaluate all such requests to ensure there is adequate justification for these spectacles.

3.5 If there are circumstances that justify special lenses upon recommendation from the Saudi Aramco Industrial Ophthalmologist/Optometrists (refer paragraph 2.3.1.5). The employee will be provided with special prescription safety spectacles. These special prescription safety spectacles will be ordered through a Direct Charge Purchase Requisition (9COM).

3.6 Removable side-shields shall be supplied by the vendor with each pair of prescription safety spectacles. These side-shields must be worn when the employee is on the job in an eye hazard area.

4. PROCUREMENT PROCEDURE:

4.1 Employee completes Form SA-406, following the instructions on the back of the form and in accordance with this general instruction. He then obtains the required approval on the form.

Note: For colored, photochromic, or two pairs of spectacles, division head must initial the SA-406 indicating his approval for the selected item.

4.2 Employee makes an appointment and visits the vendor facility for eye examination with the approved SA-406.

4.3 The vendor checks the date of form for validity (six months from the date of approval by the division head), checks employees' identification and ensure there is correct approval on the form.

4.4 The vendor performs eye examination and records the visual acuity on the Form SA-406 (Part B). If correction is required, he prescribes the required lenses on the proper sections of Form SA-406.

4.5 When the vendor determines or suspects that an employee is suffering from an eye disease, or does not achieve acceptable visual acuity, the employee shall be notified to visit the Saudi Aramco Industrial Optometrist, and cases requiring further investigation will be referred to the Saudi Aramco or relevant Designated Medical Facilities Eye Clinic.

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- 4.6 After eye examination, the vendor makes necessary measurements to determine proper eye size, pupillary distance, temple length, etc. and enters the information on the Form SA-406 (Part C) and assist the employee with selection of safety frames with the employee.
- 4.7 The vendor retains the original completed SA-406 form and the employee takes two copies for ordering the prescription safety spectacles through Saudi Aramco SAP B2B.
- 4.8 Employee provides one copy of SA-406 to his department/division authorized purchaser to order the selected prescription safety spectacles using the SAP B2B reference number (provided by the vendor) on SA-406 through SAP. The second copy will be forwarded to his supervisor to be retained in employee's file.
- 4.9 The SAP purchase requisition must include the employee badge number to be printed on the purchase order. The purchase requisition delivery priority must be only pickup (04).
- 4.10 When the faxed purchase order copy is received (automatically sent via SAP), the vendor shall carefully check the prescription safety spectacles description, frame model, type of lenses and the Saudi Aramco employee's name and badge number and verify that they match the original SA-406.
- 4.11 If the information does not match the SA-406, the vendor shall contact the Saudi Aramco buyer and the user by phone or fax to verify and resolve any difference, however, slight before proceeding.
- 4.12 The Material Delivery Document (MDD) will be faxed to the vendor facility along with the purchase order by Purchasing Support Unit.
- 4.13 The vendor informs the Saudi Aramco employee when the prescription safety spectacles are ready for pick up.
- 4.14 The employee visits the vendor facility to collect his safety spectacles. After checking the spectacles are satisfactory with the vendor, the employee signs the MDD.
- 4.15 The vendor shall review and resolve all complaints of Saudi Aramco employees who are provided spectacles under this GI and who are referred to vendor by the concerned employee's supervisor or the Saudi Aramco Industrial Optometrist.

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APPROVED: _____ DATE: _____
 MANAGER,
 Loss Prevention Department

CONCURRED: _____ DATE: _____
 GENERAL MANAGER,
 Health Care Development Organization

CONCURRED: _____ DATE: _____
 MANAGER,
 Operations Purchasing & Inventory Control Department