



In accordance with the Eye-Test Policy and fulfilling its Health and Safety obligations, the Council will provide eye-tests for staff who habitually use, or are about to become users, of Display Screen Equipment eg Computer Monitors, as a significant part of their normal work.

Eye Test Policy

1. An employee who considers that he/she comes under the definition of Display Screen User can request an eye-test every 2 years.
2. The employee will then be referred to the Council's optician and the Council will meet the full cost of the eye test.
3. The Council will pay for glasses only where they are required **solely** for VDU use. If the test shows that an employee requires spectacles for VDU purposes, but **also** requires them for other purposes, the member of staff will have to purchase these, with no re-imburement from the Council.
4. The Council will pay for the cost of basic glasses and frames from the Council's optician where they are required solely for VDU use. Re-imburement will be paid to a maximum of £60.

The procedure for requesting an eye-test is as follows:

1. A 'Request for eye test – VDU User' form should be completed (forms are available from the Human Resources Section).
2. On receipt of this form, Human Resources will arrange an appointment with the Council's appointed opticians. The appointed opticians are: Expectations, 131 Stranmillis Road, BELFAST, BT9 5AJ.
3. If as a result of this test, an employee requires spectacles **solely** for VDU use, then the Council will pay for these, up to a maximum contribution agreed with the Council's optician. If the test shows that an employee requires spectacles for VDU purposes, but **also** requires them for other purposes, the member of staff will have to purchase these, with no re-imburement from the Council.
4. Spectacles required solely for VDU use and paid for by the Council must be purchased from the Council's appointed opticians.

If you have already had an eye test provided by the Council, and two years have elapsed since your last test, you should contact Human Resources and complete a 'Request for eye test – VDU User' form.