

This Information Sheet provides guidance on what you have to do to arrange an eyesight test including the subsequent payment for the eyesight test and the purchase of necessary corrective appliances, e.g. glasses. It forms part of a series of Information Sheets which supports the 'Safe Use of Computers (DSE)' Policy Standard.

In order for the University to meet its duties under the DSE Regulations, each College / Department must pay for eyesight tests for its DSE Users and contribute to the cost of any glasses needed to ensure the health and safety of the User.

NOTE: Employees must get an authorised signature and if going to Bangor Specsavers a Purchase Order Number before attending the eyesight test. The form must also be taken to the Opticians for completion.

Name:	Payroll Number:
Job Title:	Purchase Order Number if going to Bangor Specsavers:
School / Department:	Cost Code if not going to Bangor Specsavers:

Line Manager's Signature: Date:

Please supply the above Bangor University employee with an appropriate eyesight test in compliance with Regulation 5 of the Display Screen Equipment Regulations.

OPTICIANS REPORT

Full eye and eyesight test given on the (write date):

Delete the following bullet points as appropriate:

- The test results show no defects of sight at the distance appropriate for the use of DSE
- The test results indicate a defect of sight requiring correction when working with DSE
- A special corrective appliance (glasses) is/are required for specific display screen equipment

Recommended date of re-examination (write date):

COSTS

1. Eye and Eyesight Test (max £25):