

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.

Requesting an Eyesight Test

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 Office 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 by email: hr.assistant@uea.ac.uk quoting your employee number. The paperwork will be sent to you by email.

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.

General Information

Individuals are responsible for meeting all costs initially. When sending completed documentation to the Human Resources Office, copies of **all receipts must be attached before reimbursement of any costs can be approved** (see Reimbursement Process section below for further details).

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 Process

You are required to complete the Staff Expenses Claim form **in UBW** in order to claim reimbursement; however, the Human Resources Office **must first authorise the amount to be reimbursed**. You should take the following action within two months from the date on the form:

- Email a scanned copy of the form (completed and signed by the Optician) together with a copy of **all** relevant receipts, to hr.assistant@uea.ac.uk

The HR Office will then advise you, by email, of the total amount you are authorised to claim for reimbursement.

In order for you to be reimbursed by the University you will need to complete your own on-line Staff Expenses Claim Form

From the Portal go to STAFF and click on the UBW Unit4 button and log in with your normal log-in details. Once logged in click on the *Your Employment* tab. You will then need to click on the *Expenses* tab which can be seen under the *Start Pages*. From there follow the screen instructions.

A guide on claiming expenses in UBW can be found at the following link:

<https://portal.uea.ac.uk/finance/abw>

All claims made in UBW must have your receipts attached to the claim.

Reimbursement will be made directly into your bank account within one month of receipt of the on-line Staff Expenses Claim Form.

If you require further information on the above procedures please contact the Human Resources Office (Diane Whalen ext. 2733 or email: hr.assistant@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.