



AUGUSTA STATE UNIVERSITY
Physical Plant Administrative Office
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Last Revision Date: July 10, 2002

Subject

Eye Protection Policy

Purpose

To explain the guidelines for wearing proper eye protection to help reduce or eliminate the potential for eye injuries.

Policy and Procedure

All Physical Plant employees who are involved in activities, or near activities that could present a danger to eyes are required to wear approved safety eyeglasses with side shields. The types of activities that require the use of safety eyeglasses include the following: cutting; drilling; sawing; grinding; hammering; welding; soldering; asbestos operations; weed eating or trimming hedges.

- A. Physical Plant will provide non-prescription safety eyeglasses for each employee to be worn on duty. Oversized safety glasses or goggles will be provided to employees who wear prescription glasses.
- B. Full face shields shall be worn by all personnel involved in mixing, transferring, or applying chemicals.

Failure or Refusal to Wear Eye Protection

Failure to comply will result in the following disciplinary actions.

- A. First occurrence in calendar year - Verbal Warning with note in personnel file.
- B. Second occurrence in calendar year - Written Warning.

- C. Third occurrence in calendar year - Probation to be reviewed and approved by the Assistant Director. The employee will be suspended for a period of time to be determined by the supervisor. The employee will be given written notice of this LWOP suspension via a leave form; the employee must sign the leave form. The signed leave form with the warning attached will be sent to Personnel, and a copy will be placed in the employee's personnel file.

- D. Fourth occurrence in a calendar year - Final written warning to be reviewed and approved by the Assistant Director. The employee will be suspended for a period of time to be determined by the Supervisor. The employee will be given written notice of the LWOP suspension via a leave form.. In addition, the employee will be placed on a 90 day probationary status. Stronger disciplinary action, including termination as specified in the letter of Probation will result if deficiencies are not corrected.

Approved: Therese H. Rosier 7-12-02
Therese H. Rosier Date

I have read and understand this policy.

Signature

Date